

**REQUEST FOR PROPOSALS (RFP)**  
**Reference No :[2022/03]**

<b>Title</b>	Providing supplemental technical assistance to APCOM's country-based community partners in Indonesia, Nepal, Philippines and Thailand on HIV Prevention Combination tools
<b>RFP Opening Date</b>	16 - August - 2022
<b>RFP Closing Date</b>	31 - August - 2022

Dear Applicant,

APCOM invites the submission of proposals from individual professionals or firms for a consultancy assignment titled **"Providing supplemental technical assistance to APCOM's country-based community partners in Indonesia, Nepal, Philippines and Thailand on HIV Prevention Combination tools"**.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific. Based in Bangkok, APCOM is a not-for-profit organisation representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also addresses other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalisation and exclusion impact on the health outcomes of the communities we serve.

Interested consultants or firms are requested to follow the general information and requirements in response to this RFP. The following are attached to guide the submission processes.

- ATTACHMENT 1 - Proposal Instruction Sheet )PIS(**
- ATTACHMENT 2 - Terms of Reference )TOR(**
- ATTACHMENT 3 – Quality and Cost-Based Selection**
- ATTACHMENT 4 - Technical Proposal Template**
- ATTACHMENT 5 - Financial Proposal Template**

This Invitation Letter is not to be construed in any way as an offer to contract .APCOM reserves the right to accept or reject any Proposal at any time prior to award of the contract, without any obligation to provide any notice, explanation or justification, therefore.

Yours sincerely,  
APCOM Secretariat

**ATTACHMENT 1. Proposal Instruction Sheet) PIS(**

No.	Instruction for Submission	General Information and Requirements
1	Deadline for Submission of Proposals	Date and Time: 31 August 2022, Friday 6:00 PM, BKK GMT+7 Proposals received after this closing date and time will be rejected.
2	Manners of Submission	All proposals should be in ENGLISH language, and submitted in PDF file. Submission is by EMAIL only.
3	Address for Proposal Submission	Submission of technical proposal and financial proposal must be submitted separately, as follows:  Technical Proposal SUBJECT: Technical Proposal RFP Ref No [ 2022/03 ] Email to: <a href="mailto:JoinUs@apcom.org">JoinUs@apcom.org</a> Finance Proposal SUBJECT: Financial Proposal RFP Ref No: [ 2022/03 ] Email to: <a href="mailto:finance@apcom.org">finance@apcom.org</a>
4	Technical Proposal (TP)	Please use the template provided in ATTACHMENT 4. The TP shall not include any financial information.
5	Financial Proposal (FP)	Use the template provided in ATTACHMENT 5. Columns or rows can be added if needed. Use USD Currency in your FP.
6	Clarifications of solicitation documents	Requests for clarifications may be submitted to <a href="mailto:JoinUs@apcom.org">JoinUs@apcom.org</a> 3 days before the RFP closing date with the Subject: Clarification: RFP Ref No [ 2022/03 ]
7	Evaluation	The evaluation of TP and FP is performed using a set of criteria and on the basis of the responsiveness to the Terms of Reference and RFP.
8	Negotiation	Negotiation is allowed with the short-listed applicants only for purposes of adjusting TP and FP to meet the expectations of the Terms of Reference.
9	Award of contract	APCOM will award the contract to consultant/firm who obtains the highest score in the evaluation. The notification of the award will be sent via email.
10	Confidentiality	All communications with regard to this RFP shall be in writing and sent through the address provided above. All communications and information with regard to this RFP and corresponding processes shall be dealt with utmost confidentiality.

**ATTACHMENT 2.**

**TERMS OF REFERENCE**

Title of Activity	:	Providing supplemental technical assistance to APCOM's country-based community partners in Indonesia, Nepal, Philippines and Thailand on HIV Prevention Combination tools
Project	:	Meeting Targets and Maintaining Epidemic Control (EpiC)
Period of Consultancy	:	15 days excluding travel days (if necessary)  <b>PREFERRED TO START AS SOON AS POSSIBLE</b>
Reports to	:	Executive Director

**1. Introduction**

**1a. About APCOM**

APCOM is a not-for-profit regional organisation based in Bangkok, Thailand, representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also address other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

The organisation's Strategic Framework 2018-2020 has the following main themes and strategic objectives:

- i. HIV is not over: Strengthening the HIV response
- ii. Our Rights: Protecting our communities
- iii. Our Strength: Stronger interlinked communities and broader partner networks

**2. About the Project**

**Meeting Targets and Maintaining Epidemic Control (EpiC)** is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control. EpiC builds upon the successful investments in key population (KP) programming from the USAID-funded, FHI 360-led Linkages Across the Continuum of HIV Services for Key Populations Affected by HIV (LINKAGES) project (2014 - 2020). EpiC is designed to break through remaining, persistent barriers to achieving the 95-95-95 goals among both key and priority populations (PP) and promotes self-reliant management of national HIV programs.

A range of KP advocacy activities are ongoing across Asian countries, however efforts are splintered and would benefit from the mobilization of nascent and mature KP organizations to engage in collective policy dialogues to generate and elevate national KP advocacy agendas that prioritize KP HIV and health services, human rights, and ending stigma and discrimination, especially with MSM and transgender women to ensure they have access to a cascade of HIV services to reach viral suppression.

APCOM implements a project supported by EpiC titled **Strengthening community systems to reach Epidemic Control in Indonesia, Nepal, Myanmar, Philippines and Thailand**. The project's main objective is to strengthen and improve participation of community-based organisations to improve HIV cascade among key and priority populations and reach epidemic control in the Asia region. The scope of APCOM's work includes ensuring key population communities' participation in Country Operational Plans (COP) processes at the country level.

### **3. Scope of Work**

#### **AREA 1. Capacity strengthening and knowledge management of APCOM's community and/or key population-led partners in Indonesia, Nepal, Philippines and Thailand.**

##### Objectives:

- 1.a. Assess the level of organizational and/or individual knowledge, understanding and capacity in relation to the promotion and demand creation of Pre-Exposure Prophylaxis (PrEP), HIV Self-testing (HIVST), and Anti-Retroviral Therapy (ART) in the perspective of U=U;
- 1.b. Identify the needed capacity strengthening and knowledge management tools in addition to or to supplement the technical assistance provided by APCOM from the previous year.

#### **AREA 2. Engagements and involvement of the community-led and key population groups in the design and implementation of activities promoting and creating demand for the HIV Prevention Combination Tools.**

##### Objectives:

- 2.a. Assess APCOM partners' level of engagements and/or involvement in the design and implementation of programs to promote and increase demand for PrEP, HIVST, and/or ART (U=U);
- 2.b. Develop program recommendations or strategies for APCOM and partners for effective facilitation of direct community and key population involvement

### **4. Approaches and Activities**

Task 1. Develop methodological concept/workplan including timelines and agenda;

Task 2. Draft tool to assess the level of organizational and/or knowledge, understanding and capacity in relation to the promotion and demand creation of Pre-Exposure Prophylaxis (PrEP), HIV Self-testing (HIVST), and Anti-Retroviral Therapy (ART) in the perspective of U=U;

Task 3. Draft tool Assess APCOM partners' level of engagements and/or involvement in the design and implementation of programs to promote and increase demand for PrEP, HIVST, and/or ART (U=U);

Task 4. In-person consultation meeting/interview with community or key population led partners

Task 5. Analyse the information acquired using tool produced in Task 2 and develop report;

Task 6. Analyse the information acquired using tool produced in Task 3 and develop report;

## 5. Payment Schedule and Milestones

	Milestone	% Payment
1	Task 1	30%
2	Task 2 Task 3	30%
3	Task 4 Task 5 Task 6	40%

## 6. Knowledge and Skill Requirement

**Education :** Bachelor in Social Science or any relevant field. A Master's Degree in Public Health is not required by preference;

**Professional Experience:**

- Minimum 5 years of professional working experience and providing consultancy services specially for Key Affected Population in epidemiology , statistics and HIV service delivery;
- Preferable but not required: professional working experience in monitoring and evaluation HIV projects or programs;

**Functional/ Technical Knowledge:**

- Demonstrate expertise and understanding of epidemiological data, programmatic interpretations, human rights violations relating to Sexual Orientation and Gender Identity Issues preferably with the knowledge of Asia-Pacific Region context;
- Technical knowledge and experience on approaches to strengthen capacity of community and/or key population-led organizations capacity strengthening;
- Technical knowledge and experience on approaches to improve knowledge management systems of the organization;
- Ability to analyse and consolidate information from multiple sources.
- Excellent written communication skills in English, especially in drafting a concise, easy to understand how to publication.

## 7. Reporting and Communication

The recruited consultant will work closely with APCOM's Executive Director.

Approved  
Executive Director  
August 2022

### ATTACHMENT 3. Quality and Cost-Based Selection

#### A. Technical Proposal Selection:

- The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria. The weight of Technical Proposal is 80%. Any technical proposal with a score below 65 is rejected, and the financial file will remain unopened at the end of the selection process.
- All sections and content of TP must be in one single document file **not exceeding 12 pages** including Cover Letter and Reference Page. Use 'Page Break' in starting each section.

Technical Proposal Content and Selection Criteria		No. of Pages	% Score
A	Value Statement	1 page max.	10%
B	Portfolio	1 page max.	10%
C	Approach or methodology	5 pages max	30%
D	Quality Assurance and Monitoring	1 page max	20%
F	Curriculum Vitae	2 pages max	10%
A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 65 %		10 pages maximum	80%

#### B. Financial Proposal Selection:

- The weight of Financial proposal is 20 %. The criteria listed below is used to evaluate the financial proposal:

Financial Proposal Content and Selection Criteria		% Score
A	Compliance with template and FP requirements	5 %
B	Reasonableness and compatibility of budget lines with TP	5 %
C	Cost-Efficiency or Value for money	10 %
		20 %

#### C. Quality and Cost-Based Selection

- The Proposals will be ranked according to their Combined Technical and Financial Proposal scores.
- The proposal achieving the highest combined score will be invited for Negotiation and Contract Award.

## ATTACHMENT 4. Technical Proposal Template

### Important Instructions:

- It is required that submitted proposals use this template. Proposals not using this format will not be considered.
- The Cover Letter should bear the signature of the applicant, or organisational seal if applicant is a firm.
- Please observe the number of pages required per section.
- Technical Proposals shall be submitted in PDF File not more than 12 pages.
- Soft copies or link of previous work :module, guide/manual, workshop reports
- Minimum 3 references )Name, organization, nature of business/association, email address(

### Part 1. Covering Letter (1 Page)

*[Date of Submission]*

APCOM Foundation  
48 Soi Udomsuk 13, Bangna-Nua  
Bangna, Bangkok, 10260

*We, the undersigned, hereby are pleased to submit the Technical Proposal in response to the RFP Reference number )XXX .(*

*We, the undersigned, declare that we have read and understood the Terms of Reference, evaluation method, sample contract .We at this moment declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification .*

*We have followed the Proposal Instruction Sheet and accordingly prepared our submission .We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.*

*Signed :\_\_\_\_\_ ]insert date of signing[*

*Name :\_\_\_\_\_ ]insert complete name[*

*Position:*

### Part 2. Technical Proposal (10 pages)

#### A. VALUE STATEMENT ((page maximum 1

- Indicate why applicant is the most suitable choice.

#### B. PORTFOLIO (page maximum 1)

- Present most recent and ongoing assignments (most relevant to the RFP) with results

#### C. APPROACH or METHODOLOGY (5 pages maximum)

- Introduction to assignment's implementation approach
- Goals and objectives
- Proposed approach to produce expected outputs and assignment's objectives
- Proposals are invited to recommend additional content or subject which are deemed necessary

- Proposals are invited to present a template or format which are proven effective in capturing relevant information
- Timeline of the assignment / work plan

**D. QUALITY ASSURANCE AND MONITORING (1 page maximum)**

- Propose strategy/Steps for quality control and check
- Indicate how to measure success or achievements
- Important submissions

**E. CURRICULUM VITAE (2 pages maximum)**

- Provide detailed CV/ profile of the consultant/firm highlighting on specialized knowledge that may be applied to the performance of the TOR .
- Include experiences in the region.

**Part 3. References (1 Page)**

- Minimum 3 references )Name, organization, nature of business/association, email address (



**ATTACHMENT 5 .Financial Proposal Template**

**Important Instructions:**

- The Financial Proposal must be prepared and submitted as a separate PDF file from the TP as indicated in ATTACHMENT 1. Proposal Instruction Sheet .
- The components comprising the total price must provide sufficient detail to allow APCOM to determine compliance of proposal with requirements as per TOR of this RFP .
- Use the most recent daily consultancy rate )attach evidence, recent contract.
- Include airfare round trip )only economy (and daily stay and allowance estimated cost .
- Include any other ground travel or incidentals expected expenses based on your experience.
- Please provide explanation/notes for each line item for clarity during evaluation.
- Include any tax (%)applicable to this assignment as per your country law.

Name:					
Budget Code:					
Assignment Title:					
Contract Period:					
Task (as mentioned in the ToR)	Number of days	Daily rate	Amount (USD)	Payment Schedule	Notes
<b>A. Consultancy Fees</b>					
After Contract Signed and invoice received.  <b>Deliverable 1.</b> Develop methodological concept/workplan including timelines and agenda;	0	0	-	30% 1st Payment	
<b>Deliverable 2.</b> Draft tool to assess the level of organizational and/or knowledge, understanding and capacity in relation to the promotion and demand creation of Pre-Exposure Prophylaxis (PrEP), HIV Self-testing (HIVST), and Anti-Retroviral Therapy (ART) in the perspective of U=U;	0	0	-	40% 2nd Payment	
<b>Deliverable 3.</b> Draft tool Assess APCOM partners' level of engagements and/or involvement in the design and implementation of programs					

to promote and increase demand for PrEP, HIVST, and/or ART (U=U);					
<b>Deliverable 4.</b> In-person consultation meeting/interview with community or key population led partners	0	0	-	40% Final Payment	
<b>Deliverable 5.</b> Analyse the information acquired using tool produced in Task 2 and develop report;					
<b>Deliverable 6.</b> Analyse the information acquired using tool produced in Task 3 and develop report;					
Sub total			-		
Is there any tax applicable VAT			-		
Total A			-		
<b>B. Operational Cost</b>					
Airfare round trip to and from duty station					
Living allowance					
Terminal cost (ground travel)					
Visa fees					
Other (specify):					
Sub total			-		
X% VAT			-		
Total B			-		
GRAND TOTAL (A+B)			-		

Signature of Financial Proposal

\_\_\_\_\_  
Signature/Stamp of Entity/Date

Name and position: