

**REQUEST FOR PROPOSALS (RFP)**  
**Reference No: [2023/08]**

<b>Title</b>	Development of Training Module on Sexualized Drug Use for Sri Lanka
<b>RFP Opening Date</b>	30 - NOV - 2023
<b>RFP Closing Date</b>	15 - FEB - 2024

Dear Applicant,

APCOM invites the submission of proposals from individual professionals or firms for a consultancy assignment titled “**Development of Training Module on Sexualized Drug Use for Sri Lanka**”.

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

No.	Instruction for Submission	General Information and Requirements
1	Deadline for Submission of Proposals	Date and Time: 26 November 2023, 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:  <b>Technical Proposal</b> SUBJECT: Technical Proposal RFP Ref No [ 2023/08 ] Email to: <a href="mailto:JoinUs@apcom.org">JoinUs@apcom.org</a> <b>Finance Proposal</b> SUBJECT: Financial Proposal RFP Ref No: [ 2023/08 ] 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 [ 2023/08 ]
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

<b>Consultancy Title</b>	Development of Training Module on Sexualized Drug Use for Sri Lanka
<b>Activity description</b>	Activity 4.3 Provide safe access to health services for key populations by reducing stigma and discrimination against people living with HIV and key populations
<b>SKPA-2 Budget Line</b>	BL 389
<b>Location</b>	Remote
<b>Language requirements</b>	Fluency (written and spoken) in English
<b>Period of Performance</b>	30th November 2023 to be completed by 15 February 2024
<b>Number of days &amp; daily rate</b>	Up to 20 days. Note the days are used to estimate the level of effort for an individual task order. Payment is made based on deliverables rather than number of days worked.
<b>Supervisor</b>	Nicky Suwandi, APCOM
<b>Date Prepared</b>	7th November 2023

APCOM is a subrecipient of the Sustainability of HIV Services for Key Populations in Asia (SKPA-2 Program). This is a Global Fund multi-country grant that aims to improve the sustainability of evidence-informed prioritized HIV services for key populations in Bhutan, Mongolia, the Philippines, and Sri Lanka. There are four objectives, as follows:

1. Accelerate financial sustainability.
2. Improve strategic information availability and use.
3. Promote programmatic sustainability.
4. Remove human rights and gender-related barriers to services.

#### Background

The need to provide technical assistance regarding chemsex/sexualized drug use has been identified, especially within the Sri Lankan context, given the increased activity in the country, which has also been connected to new HIV case identification. As a technical assistance provider with expertise in this area, APCOM will support the Family Planning Association of Sri Lanka on this matter.

Under the SKPA-2 Program, APCOM and Sri Lanka will have funding allocated under Activity 4.3 (Provide safe access to health services for key populations by reducing stigma and discrimination against people living with HIV and key populations) to work on this issue.

#### Consultancy purpose

APCOM is seeking technical assistance to develop a training module for the community and for policy and other decision-makers on chemsex/sexualized drug use in Sri Lanka. This 2-day training\* + 1 day community consultation will be held in-country in Sri Lanka sometime in January 2024 (Dates TBD).

**Day 1:**

- Training for both government and community staff (content to be informed by TA with the support and guidance of APCOM, and where appropriate FPA and Health Equity Matters)

**Day 2:**

- Additional training for communities only.

**Day 3:**

- Community consultation and workshop session to map out and plan the additional resources and programming needed for chem sex interventions in Sri Lanka.

\*Separate days are needed as communities need a safe space to discuss sensitive matters without government presence.

**Approach**

APCOM seeks to engage technical assistance to develop training on chemsex/sexualized drug use to be delivered to both the community and decision-makers/government in Sri Lanka. The module will be developed remotely and informed by existing resources with the support of APCOM, Health Equity Matter, and the Family Planning Association of Sri Lanka. The module will be delivered in Sri Lanka and may be further refined to be an applicable resource outside of Sri Lanka.

The materials should be developed in a way that can be adapted for other countries' contexts in the region. The module will cover topics such as:

- What is chemsex/sexualized drug use?
- How do we respond to it?
- What are the key interventions?
- How do we make PrEP available and accessible?
- How are the men who have sex with men communities at risk due to chemsex/sexualized drug use?
- How do male sexual health programs include chemsex information and programming?
- How do harm reduction programs include chemsex in their programming?
- What kind of further resources or programming are needed in the country?

**Consultancy tasks**

<b>Consultant: max. 20 days</b>
<p>A consultant will be hired to support these assessment processes. Specific tasks will include, but not be limited to the following:</p> <ul style="list-style-type: none"><li>• Develop a detailed work plan with proposed timelines for this consultancy.</li><li>• Desk-based analysis: Review of documents and other sources of information</li><li>• Content development of the sexualized drug use training curriculum</li><li>• Working in collaboration with APCOM to adapt content used by various stakeholders and come up with a standardized curriculum.</li><li>• Identifying learning approaches to be used for the training.</li><li>• Creating pre and post-test quizzes and case scenarios to support the content.</li><li>• Provide guidance on administration of training (facilitation, using discussion groups)</li></ul>

- Finalization of the training package complete with participant handbook, workbook and facilitator guide.
- Make recommendations for roll out of the trainings.
- Develop a protocol and plan to evaluate the rollout and effectiveness of the training program

**Deliverables**

<b>International consultant</b>
<ol style="list-style-type: none"> <li>1. Detailed work plan with proposed timelines for this consultancy</li> <li>2. Training curriculum, completed with participant handbook, workbook, and facilitator guide</li> <li>3. Protocol and plan to evaluate the effectiveness of the training program</li> <li>4. Delivery of training</li> <li>5. Delivery of post training report and recommendations for roll out of future trainings</li> </ol>

**Payment Arrangements and Schedule**

<b>Description</b>	<b>Schedule of payments</b>	<b>Expected Due Date</b> <i>(to be agreed upon with APCOM, Health Equity Matters, and the successful applicant)</i>
<b>Consultant Fee (10%)</b>	Upon signing of contract and delivering detailed work for the implementation of this consultancy	
<b>Consultant Fee (20%)</b>	Upon submission of draft training curriculum for APCOM, Health Equity Matters, and FPA-SL for review and discussion	
<b>Consultant Fee (20%)</b>	Upon submission of protocol and plan to evaluate the roll out an effectiveness of the training program	
<b>Consultant Fee (20%)</b>	Upon submission of final, approved training curriculum (with participant handbook, work book, and facilitator guide) with endorsement from APCOM and Health Equity Matter	10 January 2024
<b>Consultant Fee (20%)</b>	Upon delivery of the training curriculum in Sri Lanka	
<b>Consultant Fee (10%)</b>	Upon delivery of post training evaluation report and recommendations for roll out of future trainings in other contexts	

**Skills and qualifications**

<b>International Consultant</b>
<ul style="list-style-type: none"><li>• A minimum of 5 years of experience years of experience in the designing, implementation, or evaluation of HIV and health care services to key population communities especially men who have sex with men (MSM).</li><li>• Working knowledge of international best practices, guidelines, and protocols related to the delivery of harm reduction and sexualized drug use interventions for health services.</li><li>• Demonstrated history of implementing consultancies and achieving deliverables successfully and on time;</li><li>• Demonstrated ability to critically analyse information proactively identify requirements and offer recommendations and solutions.</li><li>• Excellent written and verbal English communication skills.</li></ul>

Please send a CV (max 4 pages), 2 professional referees, and a cover letter expressing your interest with a description of the proposed methodology. Please submit a sample of writing or a sample of training material you've developed, if available.

**Nicky Suwandi**

Knowledge Management & Innovations Officer  
APCOM  
[nickys@apcom.org](mailto:nickys@apcom.org)

CC:

**Philips Loh**

Senior Program Officer – SKPA-2  
Health Equity Matters  
[Philips.Loh@healthequitymatters.org.au](mailto:Philips.Loh@healthequitymatters.org.au)

Please note that only shortlisted candidates will be contacted.

### 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%
E	Curriculum Vitae	4 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 (1 page maximum)**

- Indicate why applicant is the most suitable choice.

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

- 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 2 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: <b>389</b>					
Assignment Title: <b>Development of Training Module on Sexualized Drug Use for Sri Lanka</b>					
Contract Period:					
Task (as mentioned in the ToR)	Number of days	Daily rate	Amount (USD)	Payment Schedule	Notes
<b>A. Consultancy Fees</b>					
Detailed work plan with proposed timelines for this consultancy	0	0	0	10%	Upon signing of contract and delivering (1)
Submission of draft Training curriculum	0	0	0	20%	
Submission of Protocol and plan to evaluate the effectiveness of the training program	0	0	0	20%	
Submission of final, approved training curriculum (with participant handbook, work book, and facilitator guide)	0	0	0	20%	

Delivery of the training curriculum in Sri Lanka				20%	
Delivery of post training report and recommendations for roll out of future trainings				10%	
<b>Sub total</b>				-	
Is there any tax applicable VAT				-	
<b>Total A</b>				-	
<b>B. Operational Cost (N/A)</b>					
Airfare round trip to and from duty station					
Living allowance					
Terminal cost (ground travel)					
Visa fees					
Other (specify):					
<b>Sub total</b>				-	
X% VAT				-	
<b>Total B</b>				-	
<b>GRAND TOTAL (A+B)</b>				-	

Signature of Financial Proposal

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

Name and position: