

# Request for Proposals

## Maternal Health Supplies Caucus

### I. Summary of Deadlines

Release of Request for Proposal (RFP)	August 11, 2015
Fact-finding questions received	August 13, 2015
Responses to fact-finding questions	August 17, 2015
<b>Proposals due</b>	<b>August 25, 2015</b>
Announcement of winning proposal	September 3, 2015

Please note that PATH reserves the right to modify this schedule as needed. All parties will be notified of any changes simultaneously by email.

### II. RHSC Statement of Business

The Reproductive Health Supplies Coalition (RHSC) is a global partnership of more than 300 public, private, and nongovernmental organizations dedicated to ensuring that all people in low- and middle-income countries can choose, obtain, and use affordable, high-quality supplies and related services to ensure their better reproductive health. Our Brussels-based Secretariat is staffed and managed by PATH, an international, nonprofit organization that helps communities around the world break long-standing cycles of poor health.

For more information, please visit [www.rhsupplies.org](http://www.rhsupplies.org).

### III. Project Background and Purpose of RFP

- A. **Project Background:** The Maternal Health Supplies (MHS) Caucus at the RHSC was born out of the June, 2011 Access for All Conference, where members requested that the RHSC's successes in improving family planning (FP) commodity security be employed to address the challenges facing access to MHS. The RHSC responded to this request by convening an interim Maternal Health Supplies Task Force (MHSTF), comprised of 17 organizations, which identified a series of recommendations on how RHSC could add significant value to the current MHS landscape. Thus, the MHS Caucus was formed to focus on three MHS: magnesium sulfate, misoprostol, and oxytocin.

Priority RHSC activities to address MHS security

- Contribute to the implementation of the recommendations issued by the UN Commission on Life-saving commodities (UNCoLSC).
- Focus on a limited number of essential MHS: magnesium sulfate, misoprostol and oxytocin.
- Increase RHSC's engagement with the maternal health (MH) community, and the membership of MH organizations and representatives within RHSC.
- Work with RHSC member organizations to build the evidence base for MHS.

- Adapt and utilize existing tools and resources, including AccessRH, RH Interchange, and the Pledge Guarantee for Health, to support better forecasting, management and market dynamics for MHS.
- Provide targeted financial support for MHS activities within RHSC, building on the lessons learned of the Innovation Fund.

**B. Objective of the RFP:** The objective of this RFP is to broaden the understanding of the potential for market shaping to increase access to high-quality, affordable MHS and the role that market shaping can play in improving the effectiveness of MH markets.

#### IV. Scope of Work and Deliverables

- A. **Scope of Work:** Given the nature of the MH markets, the RHSC is looking for an organization with the ability to scope market-shaping issues at the global, regional and country levels through their own country office or through a partnership with another organization that can provide broad country, regional and global insights into opportunities and gaps. This work will model the RHSC Market Shaping for Family Planning ([RHSC/Dalberg June 2014](#)), which maps current initiatives against the market inefficiencies they are intended to address. It also assesses the remaining needs and gaps. The winning organization should be able to develop a specific market dynamics stakeholder brief that documents the results of this mapping exercise and makes specific recommendations about gaps that need to be addressed. The report should be able to answer a diverse set of questions specific to these markets, such as:
- Which companies are Ministries of Health and other public-sector buyers procuring supplies from?
  - What opportunities are there for improving the quality of local supply, specifically for these products?
  - What has been done in development of demand forecasting best practices at the global, regional and country levels? What can be done to improve the outlook or forecast for procurement quantities?
  - What is currently being done to address issues of product appropriateness (such as heat-stability)?
  - Product quality verification opportunities (i.e., hotlines to generate crowd-sourcing of pharmacovigilance).

In addition, the report should address general market-shaping projects currently underway or opportunities in the areas of affordability, availability, assured quality, appropriate design, and awareness.

The successful applicant is expected to work closely with PATH's Market Dynamics Team and the RHSC Maternal Health and Market Dynamics Working Groups throughout the process. Engagement will include periodic meetings with the PATH and RHSC project management teams and consultations (in-person and/or via phone/skype) with PATH market dynamics and RHSC staff and specific RHSC working group members and market experts across a variety of geographies.

In addition, the successful applicant will attend the RHSC General Membership Meeting from October 5-9, 2015 and participate in session(s) with the MHS Caucus to discuss preliminary results of the mapping exercise and explore ways of collaborating with RHSC members involved in MH Supplies market activities.

- B. **Deliverables:** A written report containing a practical mapping of market-shaping activities, gaps and opportunities for MHS and recommendations that will serve as a guide or road map for the

implementation of market-shaping activities at the global and field levels that could have an impact on the availability, affordability, quality, and/or design of MHS. This report should be published by November 1, 2015. The successful applicant should budget for the printing of no more than 200 copies.

## V. Proposal Requirements

Interested organizations are invited to submit a short proposal (not more than five pages excluding the budget narrative and budget) that outlines their approach to the scope of work. The proposal should include the following:

- Introduction:** Describe briefly (two paragraphs maximum) the background and rationale as well as methodology for selecting the structure of the Report. The Applicant is expected to present the landscape analysis for the three supplies that have been prioritized by the MHS Caucus, i.e. Misoprostol, Oxytocin and Magnesium Sulfate. Also, the Applicant should propose at least two country specific sections in the Report for these commodities. The RHSC recommends that the country sections include any of these three priority countries: Mexico, Nigeria, and India.
- Major activities and milestones:** Provide detailed descriptions of the major activities necessary. Include descriptions of the baselines and target outputs, if available. Please provide indicators that measure progress and/or completion for each of the major activities. Identify key milestones that will be used to measure progress on these activities.
- Milestone summary table:** Provide a list of milestones for each objective and/or activity in the format below. Milestones should be numbered consecutively.

Objectives/Activities	Milestones	Completion Date(s)
Objective 1: Activity X Activity X Activity X	X X X	
Objective 2: Activity X Activity X Activity X	X X X	
Objective 3: Activity X Activity X Activity X	X X X	

Starting dates should begin no earlier than one month after submission of the application, to account for review process and notification, potential revisions, and finalization of grant paperwork.

- Organizational capability:** In less than two paragraphs, specify the attributes of the applicant organization that make it appropriately suited to undertake the proposed activity. This should not be a boiler-plate description of the organization itself, but rather a focused statement about its suitability for the activities at hand and the institutional capability to undertake such a project.

- **Budget narrative (please download the budget template [here](#)):** The budget component of the proposal includes a budget spreadsheet and a corresponding budget narrative. Together, they must clearly link the funding you have requested to the major activities described. In the budget narrative, be sure to clearly state your assumptions. Additional information may include:
  - a. Personnel and fringe benefits: Identify the key staff or positions required for this project and the level of effort for each.
  - b. Consultants: List amounts to be paid to individuals and specify what services they will provide. The budget narrative should include descriptions of the work to be performed and associated rates.
  - c. Funds to other organizations: Identify funds that will be used to issue subagreements or subcontracts to other organizations for the advancement of the project. Include all agreements to be made and/or negotiated with other entities and the price and deliverables over a specified period in relation to the activities proposed. The budget narrative should include concise descriptions of the work to be performed, rates, and whether the contract is confirmed or projected.
  - d. Travel and per diem: Identify transportation costs directly related to the major activities, including expenses for all modes of transportation, lodging, meals, automobile expenses, mileage reimbursement, and per diem payments. If your organization has a per diem policy, these should not exceed the US Government rates for domestic travel or the [WHO/UN](#) or [US Department of State](#) rates for international travel for the location as a measure of practicality. Travel can be grouped according to trip(s) as long as all cost assumptions, including class of travel, are detailed in the budget narrative.
  - e. Other project costs: The budget narrative should include an itemized list of supplies to be purchased (e.g., other non-personnel, project-related costs such as office supplies, postage, software, meeting costs, communications, printing, etc.) and all cost assumptions. Desktop and laptop computers are not allowable costs.
  - f. Overhead cost rates: If your budget includes overhead costs, please provide a copy of your institutional overhead policy. Overhead costs are expenses incurred as a result of the project but not easily identified within the project's activities. These are administrative expenses that are related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, accounting, grants management, legal expenses, utilities, and facility maintenance. To the degree possible, identifiable (allocable) costs should be considered direct costs, including those for dedicated, ongoing project management, facilities, and support. The overhead cost rate cap for this project is 15%.

Please note that the cost ceiling for this work is \$50,000.

## VI. Proposal Evaluation Criteria

The following is a list of significant criteria against which proposals will be assessed.

- A. Technical:
  - a. Aligns with the objectives of the MHS Caucus.
    - i. Responsive to the scope of work.
    - ii. Likelihood to meet the milestones.
  - b. Well-defined.
    - i. Clearly defined objectives and outcomes.
    - ii. Reasonable and rational implementation plan.

- iii. Realistic in terms of capacity of organization to carry out the proposed work and experience conducting similar work.
  - iv. Adequate dissemination plan.
- B. Experience.
- C. Costs (as detailed in the budget).

Please note that PATH reserves the right to include additional criteria.

## VII. Instructions and Deadlines for Responding

**A. PATH contacts:** Technical/Program Contact: Milka Dinev, [mdinev@rhsupplies.org](mailto:mdinev@rhsupplies.org)  
Administrative Contact: Gretchen MacLeod, [gmacleod@rhsupplies.org](mailto:gmacleod@rhsupplies.org)

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We advise that you send files in commonly recognized MS formats. We will not accept responsibility for resolving technical transmission problems with proposals. A hard copy of the proposal should not be sent. Your proposal should only include information specific to accomplishing the scope of work. Additional information submitted outside of the proposal requirements will be reviewed at PATH's discretion only. Elaborate materials, artwork, or other information not directly related to the scope of work are not suggested.

**E. Selection of short-list:** PATH reserves the right to select a short-list from the bids received. PATH has the option to interview and discuss specific details with those candidates who are on the short-list.

**F. Conclusion of process:** Applicants will be notified of PATH's decision by September 1, 2015. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

## VIII. Terms and Conditions of the Solicitation

**A. Notice of non-binding solicitation:** PATH reserves the right to reject any and all bids received in response to this solicitation, and is in no way bound to accept any proposal.

**B. Confidentiality:** All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed.

Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

**C. Communication:** All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VII. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest, and could result in disqualification of the proposal.

**D. Acceptance:** Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

**E. Right to final negotiations:** PATH reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

**F. Third-party limitations:** PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our expressed written consent.

**G. Proposal validity:** Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.