REQUEST FOR PROPOSALS #0028A

Consultant for PMD Pro Level 1 Training Workshop

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
1140 Connecticut Ave NW, Suite 200
Washington, DC 20036

FIRM DEADLINE: June 6, 2016 5:00 Eastern Standard Time

BACKGROUND

Elizabeth Glaser Pediatric AIDS Foundation (“EGPAF” or “the Foundation), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit http://www.pedaids.org.

EGPAF has adopted the PMD Pro (Project Management for Development Professionals) training methodology and is currently in the process of rolling out training and support across the organization. EGPAF uses a mix of internal, external, and online resources to support capacity building in project management.

In 2015 – 2016, EGPAF is supporting activities in 19 countries. The Foundation is currently looking to contract with an external group to provide one week PMD Pro Training Workshop as needed throughout the year to educate its global staff in basic project management concepts using the PMD Pro methodology. The initial assignment will take place in early July for senior Foundation staff located in Maseru, Lesotho. Depending on the success of the initial training, the selected consultant, if available, will be utilized by the Foundation to provide subsequent similar trainings to other global staff on an as-needed basis. The workshop element of the training is intended to give staff the opportunity to populate and grapple with key project management tools.
**PURPOSE/SCOPE OF WORK**

The Foundation is seeking proposals from qualified training firms / consultancies to offer a full week PMD Pro Level 1 training workshop. Potential participants will include middle- and senior-level program and operations managers, as well as other selected key staff, from EGPAF’s country offices (starting with Lesotho). Staff selected for the training may include operations managers (e.g. Finance Manager, Senior Awards and Compliance Officer, Field Operations Coordinator, etc.), Program Managers, Technical Directors, Deputy Project Directors, Senior Technical Advisors, Service Delivery Advisors, etc. The content of training should track with the PMD Pro and build in a workshop element to allow time to populate project management tools. It will culminate with the participants completing the online APMG PMD Pro level 1 examination.

**CONTRACTOR DELIVERABLES**

The selected training provider will work in close consultation with the Points of Contact (POCs) from EGPAF DC and the assigned country office (starting with Lesotho) to ensure the following deliverables:

1) **Design Phase:**
   - Develop a high-level proposal for the training workshop which articulates the training’s overall approach, mode of delivery, etc.
   - Share this proposal with the POCs and obtain POC buy-in for the overall design of the training.

2) **Preparation Phase:**
   - Coordinate with key POCs from the respective Foundation offices to understand the models of their projects in order to customize the training to a specific country program.
   - Present a detailed training workshop program and timetable, training materials and modules, user friendly handouts, and training aids (e.g. activity worksheets, case studies, participant workbooks, etc.) for all sessions.

3) **Delivery Phase:**
   - Deliver the training, accompanied by participant materials.
   - Administer the APMG level one exam on the final day of the training.

4) **Post-Training:**
   - Deliver training facilitator materials and all power point slides to the EGPAF office to allow the team to use them in future trainings.
   - Present a training report which includes both recommendations of follow-up action to continue to improve staff capacity and concrete recommended changes to improve overall project management at the assigned country office, and EGPAF/Global.
   - Collect and present participant evaluations of training.

**MINIMUM REQUIREMENTS**

1) Familiarity with the PMD Pro methodology.
2) Ability to proctor the APMG PMD Pro level 1 exam.
3) Demonstrated experience developing and implementing high-quality project management training programs, preferably including experience working in the international NGO sector.
4) Track record of delivering training programs in the African context.
5) Knowledge of adult and problem-based learning principles.
6) Engagement in similar assignments for international NGOs or organizations with a staff size of 50 or more employees in funding-based project settings.
7) Familiarity of the demands of government funding (preferably U.S. Government) and its impact on non-profit organizations.
8) Experience working with international NGOs and/or diverse groups, particularly those with a social mission.
9) Strong attention to detail.
10) Strong organizational and time-management skills.
11) Ability to provide professional reports in a timely manner.

FOUNDATION RESPONSIBILITIES

The Foundation will, at its discretion, provide the selected training provider with the following materials, in order to facilitate the preparation of training materials and modules.

- Examples of the Foundation’s previous work in Lesotho;
- Copies of annual work plans from EGPAF Lesotho;
- Further information on EGPAF Lesotho’s existing approaches to project management; and
- Other necessary information needed by the consultant to successfully complete the assignment.

LOGISTICS

The training workshop will be held locally in the assigned global EGPAF country unless determined otherwise by the primary POC (refer to http://pedaids.org/pages/contact-us for more information). For example, the initial workshop for the EGPAF Lesotho office will be located in Maseru. The Foundation will arrange and pay for a suitable training venue, training equipment, and accommodation for all EGPAF participants. In the event that the training provider has its own facilities, then these may be utilized, depending upon their suitability.

The cost of any flights (compliant with the Fly America Act) and accommodations in respect of the training provider(s) will be coordinated by the assigned country office or reimbursed as mutually agreed upon prior to the signing of the initial contract. If the final contract allows for reimbursement of travel expenses, the training provider will be responsible for submitting receipts and other necessary supporting documentation associated with making his/her own travel arrangements, visa arrangements (if applicable), and providing all training materials.

KEY CONTRACT TERMS

The anticipated contract type is an Indefinite Quantity Contract with Task Orders. Each task order issued will be set at the same Firm Fixed Price provided in the offeror’s proposal. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.
All non-proprietary Materials developed specifically for the Foundation as a result of this assignment will be owned exclusively by the Foundation. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.

Should the agreed delivery or completion dates not be met in the case of fault of the Contractor, the Foundation shall be entitled to demand payment of late delivery penalties amounting to 0.1% of the value of the late deliverables/services per started week of delay up to a maximum amount 5% of the entire value of the contract.

**EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

The Foundation will accept the proposal that presents the Best Value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the **Submission Requirements** column of the following chart. Please submit your Submission Requirements in the order that they appear below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Submission Requirements</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Past performance of similar work</td>
<td>1) Three (3) professional references from similar past projects with phone and email contract information and one or more examples of prior similar work. 2) A maximum one (1) page summary describing the training provider’s demonstrated experience facilitated PMD Pro trainings.</td>
<td>30%</td>
</tr>
<tr>
<td>2) Contractor’s availability and proposed process/approach to meet our needs efficiently</td>
<td>3) A list of specific dates through July 2017 that the training provider will be unable to travel or offer training to the Foundation’s global staff. 4) A maximum 5-page written proposal explaining the process and timeline for implementation.</td>
<td>30%</td>
</tr>
<tr>
<td>3) Total fixed price</td>
<td>5) Total fixed price for all activities including a fixed price per each of the 3 deliverables</td>
<td>20%</td>
</tr>
<tr>
<td>4) Qualifications of proposed individuals</td>
<td>6) CV/Resume of proposed individuals to work on this project and 2 references per individual</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

All applicants are required to be authorized to perform the scope of work in the assigned place of performance.

Please note that the assignment in Lesotho must be completed by 31 July 2016. Any training providers that are unavailable during that period may be disqualified from selection.
PROPOSED TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2016</td>
<td>Release of RFP.</td>
</tr>
</tbody>
</table>
| May 26, 2016 | Submission of contractual and/or technical inquiries related to this RFP directed to: Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org.  
No phone calls please. |
| May 27, 2016 | Response to all inquiries (Q&A document) to be posted on EGPAF website at http://www.pedaids.org/pages/contracting-opportunities.           |
| June 6, 2016 | Deadline for Proposal submission. Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert, Sr. Awards 
& Compliance Officer at ccolbert@pedaids.org with a “cc” to Gabrielle Bielen, Sr. 
Program Manager, at GBielen@pedaids.org |
| June 13, 2016| Final decision announced and Offerors notified.                                                                                           |
| June 17, 2016| Contract executed and Services begin.                                                                                                      |

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

ADDITIONAL INFORMATION

All proposals and communications MUST be identified by the unique RFP# 0028A reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.
ETHICAL BEHAVIOR

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. A specific condition of this Contract is for the vendor/consultant to provide all goods/services to the Foundation in an honest and legal manner without any fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between the vendor and any Foundation employee. Any vendor/consultant who engages in any such prohibited practice will be noncompliant with the terms of this Contract and subject to termination. If you experience or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance, & International Operations, at dhorner@pedaids.org or the Foundation’s Ethics Hotline which can be accessed at the following link: www.reportlineweb.com/PedAids.