

Request for Proposal No. NTD 001/01/2023

Solicitation of an agency to conduct a coverage evaluation survey of the Mass Drug Administration, edition 2022, in four health districts of the regions of Kédougou, Louga, Saint Louis and Tambacounda

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Country :	Senegal
Study Period :	February, 2023 –june 2023
RFP Date of Issuance :	January 31, 2023
Due date for Questions :	February 06, 2023
Deadline for Bids :	February 13, 2023
Anticipated Start Date :	February 23, 2023

I. Purpose Statement

The purpose of this Request for Proposal (RFP) is to solicit proposals from agencies with experience in conducting population-based surveys. The selected agency will conduct a post-mass drug administration (MDA) coverage evaluation survey (CES) on Neglected Tropical Diseases (NTDs) in Senegal. The RFP allows the interested agencies to demonstrate their ability to conduct this activity. The RFP is issued as a public notice to ensure all interested, qualified and eligible agencies legally registered have a fair opportunity to submit proposals. The entity will be commissioned to provide the deliverables outlined in the later sections in this RFP.

II. Background

FHI 360 is a non-profit human development organization dedicated to improving the quality of life by providing integrated and local solutions. FHI 360 supports the Ministry of Health and Social Action's National Neglected Tropical Diseases Program (PNLMTN) to achieve its goal of eliminating and controlling NTDs.

With funding from The END Fund, FHI 360 supported the integrated mass drug distribution campaign organized by the PNLMTN in December 2022 for 10 health districts (HDs) in the regions of: Kédougou (Kédougou, Salémata, and Saraya HDs), Louga (Coki and Louga HDs); Saint Louis (Pété HD); and Tambacounda (Kidira, Dianké Makha, Goudiry and Tambacounda HDs). The CES will be conducted in four (4) of these 10 districts – one district per region (selected by FHI 360 and PNLMTN).

During MDA, target populations must receive the right doses of medicines so that each district can achieve the expected coverage rates depending on the disease or diseases being treated. For each health district, the expected epidemiological coverage rate for Lymphatic filariasis (LF) is 65%; the expected programmatic coverage rate (i.e., of the eligible population) for Onchocerciasis is 80%; and the expected epidemiological coverage rate for Bilharziasis (Schistosomiasis) is 75% among school-aged children (i.e., 5–14 years). The purpose of the CES is to validate the reported administrative coverage results and also determine why treatment was not taken, thereby allowing for an improvement in future MDA.

FHI 360 launches this call for proposals to select an agency that will conduct the MDA coverage survey in four (4) HDs among those mentioned above. FHI 360 will later specify the four HDs to be targeted. The WHO guide will be the reference document for this coverage assessment survey. Thus, the methodology, survey protocol and questionnaire will be based on WHO recommendations.

III. Coverage survey objective

Coverage assessment surveys are a valuable tool for assessing the performance of MDA programs. Coverage assessments are demographic surveys designed to accurately estimate preventive chemotherapy (PC) coverage while avoiding distortions and errors that may discredit reported coverage. This investigation will:

1. Validate reported coverage rates;
2. Estimate coverage by age, gender, education level, urban/rural, by disease(s) treated;
3. Assess the communication channels through which people receive information about the MDA campaign;
4. Collect information on the decision of people to take medicines offered during MDA and their knowledge of NTDs.

IV. Methods

Four health districts will be selected for the survey. In each of the four regions, 1 HD will be selected according to the difficulties noted or the morbidity case detected, and the PNLMTN will specify the four districts where the investigation will be carried out.

The methodology recommended by WHO in its paper "*Chemoprevention Coverage Assessment Surveys: Field Guide to Implementation*" along with the tools identified, will be used in the development of the questionnaire, as well as the design, execution, and analysis of survey results

Coverage Evaluation Surveys | COR-NTD

Each HD will be considered as a survey area and 30 clusters (villages) will be selected by the HD with a probability sampling proportional to the estimated size (PPS). This involves interviews in $4 \times 30 = 120$ clusters (villages). Hence the need for about 12 days for field data collection, as suggested in the table below.

Households in the sampled clusters will be selected according to the method specified in the WHO guidelines. All people from the sampled households in the age group targeted by the survey will be interviewed.

Once selected, the agency will work closely with the FHI 360 team, PNLMTN and regional and district teams. The following timetable is estimated for this study.

Period	Activity
January 31-February 13	Agencies submit applications/proposals for the study
February 14-16	Selection/ and information of the agency selected
February 23-24	Signing contract
February 28	Working session with the agency in charge of the study
March 7-13	Investigator orientation; testing and correction of the questionnaire
March 23 April 23	Data collection in 4 HDs using electronic data entry with GPS coordinates.
April 23-May 8	The agency conducts data verification
May 8-22	The agency conducts data analysis and report writing
June 30	The agency shares the final report and presentation

The agency will provide regular feedback to FHI 360 and PNLMTN who will be involved at all stages of

the process. Field data collection will be done in collaboration with health districts.

The agency will share the results at a workshop organized by PNLMTN in collaboration with FHI 360.

V. Expected deliverables

No	Expected Deliverables	Estimated Due Date
0	Award	February 24, 2023
1	Implementation plan Implementation plan should include plans for analysis of the data, timeline of activities, and logistics/travel.	March 1, 2023
2	Final approved protocol with Final questionnaire	March 17, 2023
3	Data collection in 4 HDs using electronic data entry with GPS coordinates	March 23 – April 23, 2023
4	<p>Raw and clean datasets and accompanying data dictionary</p> <p>FHI 360 HQ and Senegal teams will provide support for the CES. The data collected during CES will be stored in the NTD database (CIND) similar to the DSA and MDA data. FHI 360 requires the selected agency to share with the PNLMTN the following documents for the CES:</p> <ul style="list-style-type: none"> a) The approved final protocol; b) Final survey report; c) The cleaned final dataset in CSV or XLSX format (with personal identifiers such as “name of participant” removed to protect confidentiality of the participants, if desired); and <p>A data dictionary to accompany the dataset, which specifies each variable name (e.g., Sex), a description of the variable (e.g., “sex of participant”) and any codes used (e.g., 1 = male, 2 = female). In the case of an EDC survey, an ODK XLS Form (in Excel) may be submitted instead – this should provide a crosswalk of all variable names to the full set of questionnaire questions and should also provide answer choices.</p>	April 23 – May 8 2023
5	<p>Final Report deliverables</p> <p>Final report with a) coverage rates according to the survey, with disaggregation by age, gender, education, urban/rural, by disease(s) treated; b) data validation (i.e., comparison of coverage survey results with MDA results reported through MSAS; this will follow WHO guidelines on this process); c) information on population awareness of MDAs; (d) information on the effectiveness of various information channels in reaching people; (e) recommendations for future MDA improvement;</p>	May 31
6	<p>Official presentation of results and recommendations</p> <p>The agency will use a PowerPoint presentation to share results and recommendations during a PNLMTN coordination meeting in Dakar.</p>	May 31-June 30

Please note:

It is mandatory that:

- The investigation is conducted using electronic data entry, with GPS coordinates of both sampled households and sampled villages.

It is highly preferred that:

- The agency owns the data entry equipment; the contract will not pay for the purchase of this equipment.

VI. Submission Instructions

This section contains general and specific requirements for submitting the required documents. The following documents must be submitted to **FHI 360 in French** before the application deadline:

1. **Offer letter:** signed by a duly authorized representative of the applicant's organization, presenting the total amount of the offer.
2. **Technical proposal** including:
 - Agency's basic details and contact information (cover page)
 - Information on institutional capacity
 - Technical approach
 - Past performance (particularly experience in a similar survey using the WHO guide)
 - Personnel/staffing section (with CVs of team members)
3. **The financial offer** (see "Budget documents" section below)
4. **Counter-terrorism certification:** signed by a duly authorized representative of the applicant's organization.

VII. Budget documents

1. Detailed Budget

Agencies must submit a detailed budget of the study using Microsoft Excel. No lump sum budget will be accepted; an acceptable budget will have all costs broken down per unit and task area and will clearly indicate the number of units used for each line. The budget must be submitted in TTC (including all taxes) and CFA BCEAO (XOF) francs. The bidder shall propose realistic and reasonable costs for this work in accordance to work performed.

Agencies must include the following in their detailed budget document:

- Agencies must propose costs for each person involved in the study. The budget must include the person's name, position, direct pay rate and the number of hours/days of direct work or days each person will perform in support of the application requirements; the same information is expected for all investigators and any other contractor or in-house consultant who will carry out the work. Staff rates should be based on hourly or daily rates. If fringe rates are budgeted, it should be based on the agency's established, written policy.
- Applicants must also propose other direct costs deemed necessary. Itemize and provide complete details of other costs, including unit prices, that may be incurred. These costs may include travel and transportation costs (detailed with # of trips or estimated mileage), communications (telephone, Internet, etc.), office supplies, reproduction/printing, and training/meeting costs (room rental, equipment rental, supplies, refreshments, etc.). If per diem is budgeted, it should be based on the agency's internal written policy and in compliance with USAID and USG Per Diem Policy. All other direct costs must be identified separately by activity in the detailed budget of the line points.

2. Budget Narrative

The agency shall include in the budget narrative all costs necessary to implement the work. A concise description and justifications for each line item must be included in the Budget Narrative. The budget narrative shall be presented in such a way to explain each cost succinctly and sufficiently from the proposed budget so FHI 360 may review the proposed budget for reasonableness, allocability and allowability.

3. FHI 360 biodata form for each team member (see IX Attachments)

VIII. Offer evaluation criteria

Proposals will be evaluated based on an assessment of non-cost and cost factors.

The Financial Offer will be worth **25 points**, while the Technical Proposal (including the first four bulleted items below) will be worth a **combined 75 points**. The offer that scores the highest will be determined the most responsive to the RFP and project needs. **NOTE:** FHI 360 will not compensate the company for its presentation of response to this RFP nor is the issuing of this RFP a guarantee that FHI 360 will award a subcontract.

- Technical approach (35 points) -
- Institutional capacity and past performance (20 points)
- Experience in a similar survey using the WHO guide (10 points)
- Personnel/staffing (10 points)
- Financial offer (25 points)

IX. Payment timing

Payments will be made in three tranches:

1. First 50% as soon as the questionnaire and implementation plan are validated.
2. Second 25% after collecting field data.
3. Third instalment of 25% after validation of the final report and transmission of all data collected and cleaned – and after the presentation of results is given.

X. Deadline for submitting offers

Applicants who meet or exceed the minimum requirements are encouraged to submit technical and financial proposals to the following email address: Senegal.Tender@fhi360.org no later than February 13, 2023 at 6:00 p.m. local time. The emailed submissions must contain the subject: “RFP to conduct a Coverage Evaluation Survey of the 2022 Mass Drug Administration, in 4 Health Districts”.

XI. Questions

Questions about the technical or cost requirements of this application can be submitted by email to the following address: Senegal.Tender@fhi360.org by February 06, 2023, at 6:00 p.m. local time. Questions must be submitted in writing; phone calls will not be accepted. Questions, requests for clarification, and related responses that FHI 360 deems interesting to other bidders will be sent to all recipients of the enquiries who have expressed an interest in bidding.

Agencies, and all their agents and/or consultants, must have legal permission to work in Senegal.

XII. COVID 19 procedures/coverage survey

The barrier measures for the prevention of COVID-19 disease will be respected throughout the investigation by investigators and supervisors including: face mask, hydroalcoholic gel and physical distance.

XIII. General Terms and Conditions

1. **Any proposal received** in response to this solicitation will be reviewed **strictly** as submitted and in accordance with Section VII, Offer Evaluation Criteria.
2. **Executive order 13224 on terrorist financing**
Bidders are informed that FHI 360 complies with U.S. Sanctions and Embargo Laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible. Firms or individuals that are included on the Excluded Parties List System (www.epls.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.
3. **Contract mechanism**
FHI 360 anticipates awarding a subcontract to the Bidder whose proposal will be evaluated based on the evaluation criteria described previously.
4. **Withdrawals of proposals**
Bidders may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by a Bidder or his/her authorized representative if the representative's identity is made known and if the representative signs a receipt for the proposal before award.
5. **Right to select/reject**
FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.
6. **Disclaimer**
This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, but with respect to price, costs and/or scope of services. FHI 360 has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.
7. **Request for proposal firm guarantee**
All information submitted in connection with this RFP will be valid for 60 (sixty) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.
8. **Offer verification**
FHI 360 may contact Bidders to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.
9. **False statements in offer**

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.

10. Conflict of interest

Bidders must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award in or outside of Senegal. Failure to provide full and open disclosure may result in FHI 360 having to reevaluate selection of a potential Bidder.

11. Reserved rights

All RFP responses become the property of FHI 360, and FHI 360 reserves the right in its sole discretion to:

- To disqualify any offer based on Bidder failure to follow solicitation instructions.
- FHI 360 reserves the right to waive any deviations by Bidders from the requirements of this solicitation that in FHI 360's opinion is considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.
- Extend the time for submission of all RFP responses after notification to all Bidders.
- Terminate or modify the RFP process at any time and reissue the RFP to whomever FHI 360 deems appropriate.
- FHI 360 reserves the right to issue an award based on the initial evaluation of Bidders without discussion.
- FHI 360 reserves the right to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- FHI 360 will not compensate Bidders for preparation of their response to this RFP.
- Issuing this RFP is not a guarantee that FHI 360 will award a subcontract.
- FHI 360 may choose to award a subcontract to more than one Bidder for specific parts of the activities in the RFP.