



Request for Consultant Service Proposals (RFP) (re-advertising)

Solicitation Title:	Consultant for development of tools for monitoring HIV service access among KP
Solicitation Number:	EpiC/2024/1
Submit Questions and Application to:	tnaing@fhi360.org and hloo@fhi360.org
Date of Issue of RFP:	April 9, 2024
Date Applications are Due:	April 25, 2024
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	May 6, 2024
Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format.	
Quote Validity:	
The Consultant agrees to hold the prices in its offer firm for 30 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

About FHI 360

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing - creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Project Background

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). The project is led by FHI 360 with core partners Population Services International, Palladium Group, Right to Care, and Gobe Group. EpiC in Myanmar aims to break through remaining, persistent barriers to the 95-95-95 goals and promote self-reliant management of the national program and relevant non-state actors. In line with recommendations by USAID/Myanmar, EpiC Myanmar provides technical assistance to local service providers and KP-led civil society organizations (CSOs) on KP outreach, linkage to care, PrEP demand generation, and transgender HIV services.

EpiC is seeking a local consultant (individual or team) to develop a routine monitoring package to ensure a consistent, standard approach to gleaning insight into KP sub-groups preferences, attitudes, and barriers that affect their decisions on accessing HIV prevention and treatment services. The

monitoring package aims to provide a systematic approach to monitor and address disparities in access to HIV services among different subpopulations of KP, including men who have sex with men, transgender people, sex workers, people who inject drugs, and young KP. Technical inputs from regional and global resources will be incorporated with local KP community inputs to ensure the package and tools are pragmatic, user-friendly, sensitive to the safety and needs of KPs, scalable and applicable in low-resourced settings.

Scope of Work

With supervision from the Senior Technical Advisor and guidance from the Project Director, the Consultant/team will carry out the following tasks:

1. Conduct desk review: This will include a review of existing data, literature, and existing monitoring tools that are used by EpiC, FHI 360 or the local service providers for collecting data for KP related service delivery.
2. Facilitates consultation workshops with KP subgroups to identify gaps in existing monitoring systems: Learning from KP members to understand relevant issues and needs specific to KP subgroups. Inputs from the KP participants will also inform the methodology and tools of the monitoring package.
3. Develops monitoring framework package: The monitoring framework package will include indicators, frequency, data collection methodology, data collection tools, and analysis tools. These tools of monitoring will be designed for use by local KP-led community-based organizations to capture quantitative and qualitative data on access barriers, service utilization, and experiences of KP including subpopulations.
4. Trains local KP community members and organizations: The training sessions will prepare KP community representatives and KP-led community-based organizations for monitoring KP programs by utilizing the developed tools for data collection and analysis.
5. Leads a monitoring framework tools pilot testing exercise: The exercise will test the monitoring package in collaboration with local KP organizations and EpiC's clinical partners. It aims to assess the feasibility, acceptability, and validity of the data collection tools and methods of monitoring framework. This will also include demonstrating analysis of collected data and interpretation of the findings.
6. Facilitates review of the pilot testing: Findings from the pilot testing will be presented to EpiC team and key stakeholders to collect their feedback and recommendations.
7. Refines the monitoring framework package and tools: This will be informed by experience from the pilot test and feedback from stakeholders. Necessary adjustments should be made to ensure the package's applicability, accuracy, and relevance to the low-resourced setting.
8. Manages logistics and stakeholder coordination necessary for the above activities.

Expected period of performance: May 6 to September 20, 2024

Expected working days: Maximum 45 days

Location of work: Yangon

Timetable and Address for Submission

Applications are due 11:59 pm Yangon Time on April 25, 2024. Required documentation listed below must be e-mailed to both tnaing@fhi360.org and hloo@fhi360.org

Please include the phrase “consultant application” in the email’s subject line.

Qualifications

- A relevant bachelor's or master's degree in health, public health, social sciences, research or a related field.
- Demonstrated experience of developing and utilizing data and tools for assessing and monitoring HIV services targeting key populations in the Myanmar context.
- Comprehensive understanding of the prevailing local context, constraints, issues, and stakeholders relevant to HIV services for key populations including outreach, testing, linkage to care, ART and PrEP.
- Strong technical knowledge of qualitative and quantitative assessment methodologies.
- Familiarity with commonly used applications for data management, analysis and visualization.
- Proficiency in developing or revising guidelines, standard operating procedures and/or manuals.
- Ability to effectively design and facilitate training for community members with limited education and experience.
- Excellent communication and facilitation skills to engage with partners and stakeholders effectively.

Required Documentation: Applications must include the following:

- Cover letter highlighting relevant experience, skills, and daily honorarium rate (in Myanmar Kyat)
- Curriculum vitae
- Portfolio or samples of previous work (after removing sensitive/confidential information)
- Contact information for up to two previous clients we can reach out to for a reference.

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition

- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)