

RFP 2025.04 LTA –
for the Provision of EVA support for pre-Grantee Capacity Assessments
Tender Submission Guidelines

Area of Assessment	Dos	Don'ts
Demonstrating Understanding of the work	<ul style="list-style-type: none"> Proposal is well framed to Unitaids context, awareness of Unitaids and how we work. 	<ul style="list-style-type: none"> Lack of detail/specificity on Unitaids
Proposal structure/flow/comprehensiveness	<ul style="list-style-type: none"> Well presented, logically structured, well laid-out, preferably with use of Executive Summary, addresses RFP requirements, concise and clear manner, goes beyond the brief. Visually appealing. 	<ul style="list-style-type: none"> Generic, copy/paste, less tailored to Unitaids needs, irrelevant points. Plays back the RFP without additional reflections offered. Typos and inconsistencies in the document. Repetitive aspects. Making reference to "Unitaid" accurately (not UNITAID or WHO)
General Approach/Methodology and Proposed Solution	<ul style="list-style-type: none"> Comprehensive and detailed approach, with clear methods and frameworks explained. Well-thought through, highlight headline areas of work. Clear descriptions to what extent bidders propose to do the work versus letting Unitaids take the lead. Proactive in pushing for solutions. 	<ul style="list-style-type: none"> Generic/too standard/too high level, lack context or detail, lacking some specific details on potential activities.
Project management, coordination and quality assurance	<ul style="list-style-type: none"> Clear allocation of effort, optimal size of team (right sized), seniority mix and gender balance. Clear team roles. Clear reporting and quality assurance aspects, clear descriptions on managing delivery of a programme of work and how the progress and the achieved outcomes will be tracked. If bidders are proposing a joint-venture or consortium, please provide clear explanations on the contractual arrangement, and the distribution of work and scope coverage (including number of days from the partner or sub-contractor). If this is the first-time collaboration, please include the risk mitigation 	<ul style="list-style-type: none"> Unclear allocation of resources, team roles and reporting elements. Number of days dedicated is not indicated.

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	aspect in the risk management section.	
Risk management <i>(refer RFP 2.1, 3.2.2, 3.3)</i>	<ul style="list-style-type: none"> Outline risks and propose appropriate mitigation actions (eg. contingency plans in the event of personnel vacancy, delays, etc.). Good summary of key risks, with sensible mitigations 	<ul style="list-style-type: none"> Limited reference to risk and not comprehensive.
Responsiveness / Timeliness <i>(refer RFP section 3.3.3 & 3.3.4, and TOR - Deliverables and tentative timelines)</i>	<ul style="list-style-type: none"> Sensible and detailed timeline, aligned to Unitaids' tentative deliverable dates. Consistent and aligned with the proposed staffing model. 	<ul style="list-style-type: none"> Lacking sufficient detail, number of days dedicated is not indicated.
Expertise and Experience of the firm and its proposed team <i>(refer RFP section 3.2.2-3, and TOR)</i>	<ul style="list-style-type: none"> Demonstrating strong, relevant and concrete case studies or project examples with clear outcomes/return. Strong team with relevant experience. Demonstrate clearly that the proposed team meets each of the above experience requirements. Please provide details of such experience in the CVs. For example, when demonstrating expertise in collection and analysis of qualitative data or experience with outcome harvesting and contribution analysis, please include clear description of the relevant projects and link to the report/analysis produced. Language requirement including writing track record - Link to the published/produced report/analysis, etc. 	<ul style="list-style-type: none"> Only either firm or team members having the required experience. Does not make reference to existing and former clients on the relevant projects, and no track record of the achievements made. Brief CV info and lacks detail on most relevant assignments to this RFP. Indicative CVs. Firm/team have relevant network but not clearly articulated in the context of Unitaids' needs. Implied in proposal, but not explicitly outlined in respect of Unitaids' needs. Limited evidence to be evaluated. Experience not explicit – implicit in the projects/profiles.
Climate and Environment <i>(refer RFP Annex 4 – 1.1.7)</i>	<ul style="list-style-type: none"> This is a mandatory requirement. Formal or concrete pledge/policy in the organization on climate and environment dimension. Preferably having formal commitment to net-zero goals/Paris agreement target. 	<ul style="list-style-type: none"> Not submitting any response (may not be recommended for award). Too generic or unsupported initiatives – eg limited efforts such as use of public transport, avoid use of plastics, teleworking.

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	<ul style="list-style-type: none"> Measurable achievements demonstrated (eg. footprint reduction against baseline, footprint associated to goods or services delivered) 	
Financial proposal (refer RFP Appendix 5)	<ul style="list-style-type: none"> Adhere to the format of financial proposal template (Annex 5 of the RFP) and ensure no computational error. Both pdf <u>and</u> Excel version must be submitted. Other than the total cost, the appropriateness of number of days and team members (rightsized) and daily rates will affect the bidder's scores in the financial evaluation. Only technically compliant proposals will be considered for the financial evaluation. 30% of the overall scores is allocated to the Financial Proposal, which will be added to the Technical Proposal scores. 	<ul style="list-style-type: none"> Not submitting the Excel file. Computational errors not checked Lump sum offer

- The capacity assessment covers i) the **General Capacity Assessment** and/or ii) **Focused Capacity Assessment on Human Subject Research (HSR)**. Bidders may submit their bids/proposals corresponding to **one** of the capacity assessments (General Capacity Assessment or Focused Capacity Assessment on HSR); or for **both** services for General Capacity Assessment and Focused Capacity Assessment on HSR. Unitaid may award the specific assignment throughout the LTA duration to a single EVA for both General Capacity Assessment and Focused Capacity Assessment on HSR; or award separate contracts to two (2) EVAs for General Capacity Assessment and Focused Capacity Assessment on HSR respectively (based on the relative strength of the proposal for each capacity area and the specific needs of the projects).
- **Important:** Refer **Section 4.15 (Proposal Structure)** of the RFP as an important guide on the structure and content of the proposal which will be reviewed thoroughly by the evaluation panel.
- **Important:** Refer **Section 5.3 (Technical Evaluation)** of the RFP as an important guide on the elements that will be scrutinized and scored in the evaluation:

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The technical evaluation of the proposals will include:

(bidders are encouraged to pay attention on this section)

- the extent to which Unitaid's requirements and expectations have been satisfactorily addressed, understood and articulated;
 - the quality of the overall proposal;
 - the appropriateness of the proposed approach and methodologies;
 - the quality of the technical solution proposed;
 - the manner in which it is proposed to manage and staff the project, project management, risk management related to this assignment, declaration of perceived or real conflict of interests, and coordination plan with Unitaid. Appropriateness of the team composition (e.g. mix of seniority, expertise, language skills, gender equality, diversity, and inclusion etc). Bidders should demonstrate how they integrate these principles into their organizational policies, workforce, and project activities. This includes equitable representation of women and underrepresented groups in staffing and leadership, addressing diverse needs in project design, and promoting inclusive decision-making. Proposals demonstrating a strong commitment to gender equality, diversity, and inclusion will be given careful
 - the relevant experience of the firm in carrying out related projects and the relevance of experience in relation to this TOR;
 - of important, the qualifications, experience and competence of the personnel proposed for the assignment to be clearly demonstrated, meeting each of the specific requirements listed in the TOR (Qualification and Skills);
 - the proposed timeframe for the assignment;
 - the firm's commitment and initiatives in support of sustainability (particularly in relation to carbon footprint) as per requirement in Annex 4 (Item 1.1.7); and
 - the presentation performance, if requested by Unitaid during bid evaluation stage.
- The evaluation panel will evaluate the technical merits of all the proposals which have passed the Preliminary Examination of proposals based on the following weighting:

Technical Weighting:	70 % of total evaluation
Financial Weighting:	30 % of total evaluation

- Please allow sufficient time during the tender submission in UNGM (including to upload the attachments) to avoid last minute technical issues. Late submission may be rejected. The Technical and Financial Proposal must be submitted separately in the respective envelopes in UNGM. Please merge all CVs with the technical proposal in one pdf.

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- Should bidder encounter technical issues in UNGM on the submission date, please contact unitaid-rfp@who.int at least one hour before the tender closing time.

THANK YOU