

Section II: Schedule of Requirements for Consultancy Services

eSourcing reference: RFP/2021/18646

Request for Proposals (RFP), Consultancy Services to Develop a Malaria Guidebook for Parliamentarians for the RBM Partnership to End Malaria

A. Background

The UNOPS Geneva Office, acting as the hosting agency of the RBM Partnership to End Malaria, is looking for a suitably qualified and experienced entity referred herein as 'Agency', to conduct qualitative research to capture the views of national level stakeholders from malaria endemic countries whose work is relevant to the development and access of innovations in the fight against malaria (hereinafter referred to as 'Services') for a period of three months since contract signature.

B. Introduction of the RBM Partnership to End Malaria (RBM)

The RBM Partnership to End Malaria is the global platform for coordinated action against malaria. It mobilizes for action and resources and forges consensus among partners. The RBM Partnership comprises more than 500 partners, including malaria endemic countries, their bilateral and multilateral development partners, the private sector, nongovernmental and community-based organizations, foundations, and research and academic institutions.

C. Objectives

Under the RBM Partnership's strategic objective 1, "Keeping malaria high on the political agenda", the Advocacy and Resource Mobilisation Partner Committee (ARMPC) works towards engaging existing parliamentary groups on malaria, as well as supporting the creation and establishment of new parliamentary interest groups in donor and endemic countries that may be specific to malaria or include other health areas, such as NTDs or vector-borne diseases. To support this effort, the ARMPC has identified the need to create a "guidebook" containing practical tools for parliamentarians to raise the profile of malaria in their respective countries.

D. Outputs

The Agency will be responsible for the delivery of these expected outputs per requested country:

1. Documentation of interview responses and consent forms
2. Summaries of case studies that will be included in Guidebook
3. Draft Guidebook for RBM Partnership Review
4. Final Guidebook for Parliamentarians to be published by RBM

E. Activities

To create this guidebook, RBM Partnership is seeking agency support to:

- Conduct a mapping exercise and research on existing parliamentary interest groups and document the lessons learnt/successes
- Identify relevant stakeholders from each of the constituency groups (eg CSOs) and conduct structured interviews (eg, via teleconference) to locate best practices and challenges

The guide should be designed around the main areas in which parliamentarians can effect change:

- Develop and pass budgets for the health sector and allied sectors (which may include malaria-smart multi sectoral interventions). This includes domestic support for malaria-endemic countries as well as ODA from donor countries.
- Conduct oversight of funded activities (domestic and ODA).
- Utilize strategic communications to their electorate (local constituency), national audience, and international audiences (including MPs in other countries) to change behaviour and build support for malaria elimination efforts.
- Collaborate with other MPs through international associations (eg, IPU, UNITE, Commonwealth Parliamentary Association, Pan-African Parliament), including joint calls to action, awareness raising, etc.

The guidebook should include the following sections:

- How parliamentarians from different groups can work together and organise themselves to raise the profile of malaria in their government
- Country-level case studies on which countries have an existing parliamentary interest group related to malaria, lessons learnt and opportunities for improvement
- How parliamentarians can work with Civil Society Organisations (CSOs) to address malaria
- What can be done to mitigate the impact of global situations that can divert attention and resources away from malaria (eg. When a government is focused on COVID-19, how can we maintain political will and support for malaria programs?)

No travel is required. All work is expected to be completed virtually.

F. Inputs

The contractor will be expected to work closely with a designated contact person within the RBM Partnership to End Malaria to communicate in detail of the services and specific requirements. They will hold regular teleconferences to discuss the process and content of developing the Guidebook.

G. Key personnel

The supplier can propose an individual or a team to work on the project with at least a Team Leader with 8 years of relevant experience to the requested services. The supplier need to provide the CV's which comply with the minimum requirements in the proposal, as stated below:

- Team Leader with at least 8 years of relevant experience.
- All proposed personnel must have excellent written and spoken English, with capabilities in additional languages seen as an asset
- All key proposed personnel must have track record in working with diverse stakeholders, including government ministries, civil society and the private sector
- All key proposed personnel must have demonstrated experience and understanding of parliamentary systems in a variety of malaria endemic and donor countries

H. Expected Timing

The expected timeframe for the work will be to complete within three (3) months from contract signature.

I. Reporting

All reports, findings and presentations should be in English and submitted to the RBM team electronically.

J. Payment Schedule

Fixed payments will be made upon submission and acceptance of each deliverable indicated in the Expected Activities and Outputs section

Inception report	Total cost to be determined in contract as per price quotation in Form B
Draft Guidebook	Total cost to be determined in contract as per price quotation in Form B
Final Guidebook	Total cost to be determined in contract as per price quotation in Form B
TOTAL PAYMENT	Total cost to be determined in contract as per price quotation in Form B