

## Section II: Schedule of Requirements

### RFQ for Digital Publication Services for the Stop TB Partnership (RFQ/2022/40454)

#### 1. GENERAL BACKGROUND

Tuberculosis kills around 4,100 people every day and since 2015 is the world's leading infectious killer. Most deaths from TB are preventable because an inexpensive cure has been available for over 50 years. However, many millions of people all over the world do not have access to accurate TB diagnosis and effective care. Simpler forms of TB can be successfully treated for about US\$40 per person, so no one should die of this curable disease that's been neglected and ignored for too long.

#### UNOPS

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS provides project management, procurement and infrastructure services to governments, donors and UN organisations. The UNOPS Geneva office is hosting the Stop TB Partnership Secretariat as of 1 Jan 2015 providing a range of financial and administrative support services to various units of the STBP secretariat.

#### The Stop TB Partnership

The Stop TB Partnership (STBP) is a unique international organisation at the forefront of the global TB response, bringing together expertise, innovation, medicines and diagnostics, and people-centred services from a broad range of partners with a shared vision to end TB by 2030. Founded in 2001, STBP takes bold and smart risks to serve and amplify the voices of the people, communities, stakeholders and partners from countries affected by TB. We are guided by three strategic goals to: (1) advocate, catalyse, and facilitate sustained coordination and collaboration among partners; (2) support the development, replication, and scale-up of innovative approaches and tools; and (3) facilitate global, equitable access to TB diagnostics and medicines. We believe that our strategic and technical expertise and our willingness to push boundaries are crucial factors in reaching the targets and commitments agreed at the United Nations High Level Meeting on TB by Heads of State and the TB community-at-large to end TB by 2030.

#### 2. OBJECTIVE, EXPECTED ACTIVITIES AND OUTPUTS

##### 2.1 OBJECTIVE:

Support the Stop TB Partnership (STBP) progressive switch from physical to hybrid and digital for publications, reports, and data display.

The process started already in 2020 with the first fully digital Executive Director's [Board Report](#). Based on the positive reception of the digital report, the Stop TB Partnership is now looking to enlarge the scope to other publications and reports developed by STBP teams.

##### 2.2 EXPECTED DELIVERABLES AND OUTPUTS

2.2.1 Yearly Subscription to access the CMS tool with the essential components/features, based on the organisation's needs and requirements for this project:

- Downloadable/Offline Ebooks reading;
- Mobile friendly/Responsive;
- Autonomous editing;
- Video/animations/interactivity;
- Domain linking;
- Unlimited numbers of reports to create;
- Update Ebook notification for users;

- Ability to set-up a validity date for each Ebook;
  - Support multiple languages (6 UN languages): Arabic, Chinese, English, French, Russian, Spanish, (+ Japanese)
- 2.2.2 Maintenance of CMS tool.
- 2.2.3 Development of new templates for different reports (for example: [SUFT report](#), [Global Plan, Governance Report](#)).
- 2.2.4 Development of new layout options (e.g., margins, colours, typography, display of images and videos, etc.).
- 2.2.5 Development of interactive infographics such as:
- dashboards (example; [Large](#), [Small](#));
  - benchmarks (example: [Large](#), [Small](#));
  - maps (e.g., [People dying from TB](#));
  - country profiles (example [here](#)).
  - other type of infographics as needed to illustrate data from the reports
- 2.2.6 Integrate and implement existing and new data (current and future databases):
- ability to update developed infographics with a new set of data;
  - automatically archive older collections of infographics.

### 3. PROJECT COORDINATION

The STBP Communications Team will manage the work process with the approval of deliverables from the STBP Executive Director's Office and/or the Executive Director. The scope of the contract shall be conducted remotely with contact with relevant stakeholders via electronic communications. The Agency will have regular calls with the STBP Communications Team and possibly one annual face-to-face meeting.

### 4. TIMEFRAME

The awarded supplier will be awarded a Blanket Purchase Agreement (BPA) for a maximum period of 12 months from the signing of the Agreement (contract amount below USD 50,000). The standard template of the BPA is attached under the Documents section. The BPA shall be considered by UNOPS as non-exclusive and UNOPS will not be committed to purchasing any minimum quantity.

### 5. BIDDER REQUIREMENTS

#### 5.1 Corporate Experience

The company should have proven previous experience (3+ years) working with digital and interactive solutions for online reports and publications (should be demonstrated through submission of project references in the Form D: Previous Experience Form of the Returnable Bidding Forms). Additionally, the company should have previous experience working with the UN or international organisations.

#### 5.2 Key personnel requirements

The key personnel experience should be demonstrated through submission of each personnel's CV as per the Form E: Format for Resume of Proposed Key Personnel of the Section III: Returnable Bidding Forms.

General experience for all the key personnel: Strong communication skills in English.

Submission of profiles of female personnel part of the key personnel team are highly encouraged.

Specific experience for each key personnel:

##### a. Team leader / Project Manager:

5+ years of experience working with web-publications, digital and website tools. Previous advisory roles in the field of web-publications are highly desirable.

##### b. Template Developer:

3+ years' experience working with digital solutions for online reports and publications.

**c. Designer:**

2+ years experience working in developing wireframes, UX/UI solutions and designs for digital products, such as websites, applications and/or web-publications.

Other additional staff, if deemed necessary, should be included in the proposal with respective CVs and outlines of specific experience and skills.

## **7. BUDGET**

An itemised budget should be prepared by the consultant and submitted as per the Price Proposal Form of the Returnable Bidding Forms.

All interactions between the supplier and STBP will be carried out through voice calls and emails and no travel or related costs will be carried out.

## **8. SUSTAINABILITY CONSIDERATIONS**

As part of UNOPS' commitment to Sustainable Procurement and to ensure that the suppliers we work with will consider important sustainability considerations in their provision of goods and services, bidders are requested to provide one of the following:

1. The bidder should provide a clear statement and/or supporting documentation that outlines how gender is mainstreamed internally. This should include the organisation's current or future plans/activities with regards to any or all of the following:
  - Ensure gender diversity in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practises);
  - Ensure equal pay between men and women for the same roles by providing pay gap analysis or pay stubs;
  - Ensure opportunities for women to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees);
  - Prevent of sexual exploitation and abuse or any form of discrimination at work (e.g., zero-tolerance policy in place);
  - Provide paid parental leave policies for women and men;
  - Provide professional safety training and access to equal protection facilities for all staff without discrimination; and
  - Undertake and award an independent gender audit certificate or equivalent (e.g., Edge Certificate, WEPs GAP analysis)

and/or:

2. The bidder should provide an organisational chart of all key personnel, by roles, including: Share of males and females employed at the company as a percentage of total employees, including disaggregation of the data into executives and senior manager roles.

Bidders are encouraged to familiarise themselves with the [UNOPS Gender Parity Strategy](#).

## **9. PAYMENT SCHEDULE**

Besides the Yearly Subscription to the CMS tool (2.2.1 section of the Schedule of Requirements) that should be paid in full upon submission of the respective invoice, the rest of the expected deliverables and outputs (2.2.2 to 2.2.6 section of the Schedule of Requirements) payments will be made per specific deliverables agreed on a case-by-case basis by the STBP responsible team and the selected supplier. Payments will be processed upon acceptance of deliverables and upon submission of an activity report by the selected supplier.