

**RFP 2024.10 Consultancy for experts to support landscape assessment for  
clinical trials and bio-analytical (including BA/BE trials)  
capabilities/opportunities in Africa.**

| Area of Assessment  | Dos  | Don'ts   |
|---|--|--|
| <b>Demonstrating Understanding of the work</b>                | <ul style="list-style-type: none"> <li>Proposal is well framed to Unitaids context, awareness of Unitaids and how we work.</li> </ul>  | <ul style="list-style-type: none"> <li>Lack of detail/specificity on Unitaids</li> </ul>   |
| <b>Proposal structure/flow/comprehensiveness</b>              | <ul style="list-style-type: none"> <li>Well presented, logically structured, well laid-out, preferably with use of Executive Summary, addresses RFP requirements, concise and clear manner, goes beyond the brief.</li> <li>Visually appealing.</li> </ul>   | <ul style="list-style-type: none"> <li>Generic, copy/paste, less tailored to Unitaids needs, irrelevant points.</li> <li>Plays back the RFP without additional reflections offered.</li> <li>Typos and inconsistencies in the document.</li> <li>Repetitive aspects.</li> <li>Unitaid (<u>not</u> UNITAID or WHO)</li> </ul> |
| <b>General Approach/Methodology and Proposed Solution</b>     | <ul style="list-style-type: none"> <li>Comprehensive and detailed approach, with clear methods and frameworks explained.</li> <li>Well thought through, highlight headline areas of work</li> <li>Addressing the concern and challenges faced by Unitaids/GO2AL</li> <li>Clear descriptions to what extent bidders propose to do the work versus letting Unitaids take the lead.</li> <li>Proactive in pushing for solutions. The proposed methodology provides details and specific outputs for each component of the tailored plan.</li> </ul>                                   | <ul style="list-style-type: none"> <li>Generic/too standard/too high level, lack context or detail, lacking some specific details on potential activities.</li> </ul>  |
| <b>Project management, coordination and quality assurance</b> | <ul style="list-style-type: none"> <li>Clear allocation of effort, optimal size of team (right sized), seniority mix and gender balance.</li> <li>Clear team roles.</li> <li>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.</li> <li>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</li> </ul> | <ul style="list-style-type: none"> <li>Unclear allocation of resources, team roles and reporting elements.</li> <li>Number of days dedicated is not indicated.</li> </ul>  |

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|  | from the partner or sub-contractor).<br>If this is the first-time collaboration, please include the risk mitigation aspect in the risk management section.  |   |
| <b>Risk management</b><br><i>(refer RFP Annex 4 – 3.2.3)</i>   | <ul style="list-style-type: none"> <li>▪ Outline risks and propose appropriate mitigation actions (eg. contingency plans in the event of personnel vacancy, delays, etc.).</li> <li>▪ Good summary of key risks, with sensible mitigations</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Limited reference to risk and not comprehensive.</li> </ul>  |
| <b>Responsiveness / Timeliness</b><br><i>(refer RFP section 4.15.3 and TOR - Deliverables and tentative timelines)</i> | <ul style="list-style-type: none"> <li>▪ Sensible and detailed timeline</li> <li>▪ Consistent and aligned with the proposed staffing model.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Lacking sufficient detail, number of days dedicated is not indicated.</li> </ul>   |
| <b>Expertise and Experience of the firm and its proposed team</b><br><i>(refer RFP section 3.2 and TOR)</i>            | <ul style="list-style-type: none"> <li>▪ Demonstrating strong, relevant and concrete case studies or project examples with clear outcomes/achievements.</li> <li>▪ Strong team with relevant experience.</li> <li>▪ Language requirement (English) including sample of writing track record.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Only either firm or team members having the required experience.</li> <li>▪ Does not make reference to existing and former clients on the relevant projects, and no track record of the achievements made.</li> <li>▪ Brief CV info and lacks detail on most relevant assignments to this RFP.</li> <li>▪ Indicative CVs.</li> <li>▪ Firm/team have relevant network but not clearly articulated in the context of Unitaids' needs.</li> <li>▪ Implied in proposal, but not explicitly outlined in respect of Unitaids' needs.</li> <li>▪ Limited evidence to be evaluated.</li> <li>▪ Experience not explicit – implicit in the projects/profiles.</li> </ul> |
| <b>Climate and Environment</b><br><i>(refer RFP Annex 4 – 1.1.7)</i>   | <ul style="list-style-type: none"> <li>▪ Formal or concrete pledge/policy in the organization on climate and environment dimension.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Not submitting any response (may not be recommended for award).</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>▪ Preferably having formal commitment to net-zero goals/Paris agreement target.</li> <li>▪ Measurable achievements demonstrated (eg. footprint reduction against baseline, footprint associated to goods or services delivered)</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Too generic or unsupported initiatives – eg use of public transport, avoid use of plastics, teleworking.</li> </ul> |
| <b>Financial proposal<br/>(refer RFP Annex 5)</b> | <ul style="list-style-type: none"> <li>▪ Adhere to the format of financial proposal template (Annex 5 of the RFP) and ensure no computational error.</li> <li>▪ Both pdf <u>and</u> Excel version must be submitted.</li> <li>▪ 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.</li> <li>▪ The technically compliant proposals will be considered for the financial evaluation.</li> </ul> |  |

- 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.
- Refer **Section 5.4.1 (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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**5.4.1 Technical Evaluation (*bidders are highly encouraged to pay attention on this section*)**

The technical evaluation of the proposals will include:

- 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 (including project management and coordination plan with Unitaid);
- 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 project and risk management approach; and
- 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).

- 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: | <b>70 %</b> of total evaluation |
| Financial Weighting: | <b>30 %</b> 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.
- Should bidder encounter technical issues in UNGM on the submission date, please contact [unitaid-proc@who.int](mailto:unitaid-proc@who.int) at least one hour before the tender closing time.

**THANK YOU**