

Section II: Schedule of Requirements

eSourcing reference: RFQ/2024/53498

Term of Reference for Consultancy for 2025 Workplan and Budget Planning

BACKGROUND

The RBM Partnership, hosted by the UN Office for Project Services, is the world's largest platform for coordinated malaria elimination efforts. Over 500 partners collaborate across sectors, including malaria-endemic countries, development agencies, private sector entities, NGOs, foundations, and research institutions. The RBM Partnership operates through a collaborative model involving three key components:

Partner Committees (PCs): Comprising representatives from diverse stakeholder groups, PCs are responsible for developing and implementing the Partnership's annual workplan, aligning with the strategic plan's objectives. There are three PCs: Advocacy and Resource Mobilization (ARMPC), Country and Regional Support (CRSPC), and Strategic Communications (SCPC).

Secretariat: Provides operational support, resource mobilization, and coordination across the Partnership. It facilitates the implementation of the workplan, convenes partners, and ensures alignment between the PCs and Working Groups.

Working Groups (WGs): Focus on specific technical areas, identifying challenges and developing strategies. There are six WGs: Case Management, Malaria in Pregnancy, Vector Control, Multi-sectoral, Social Behavior Change, and Surveillance & Monitoring & Evaluation.

For more information check the RBM website: <https://endmalaria.org>

OBJECTIVE AND SCOPE OF WORK

The purpose of this consultancy is to.

- **Enhanced Collaboration:** Improve communication and joint planning among Partner Committees, the Secretariat, and Working Groups.
- **Strategic Alignment:** Develop a 2025 workplan aligned with the RBM strategic objectives and the Big Push initiative. **Comprehensive Budget:** Develop a detailed budget for the 2025 workplan.
- **Robust M&E Plan:** Create a robust monitoring and evaluation plan informed by the impact and performance frameworks

Expected Outcomes:

I. 2025 Workplan & Budget

- Activity plan aligned to the RBM strategic plan with clear objectives and deliverables
- Narrative outlining the work plan's vision and purpose.
- Comprehensive budget aligned with activities and funding sources
- Robust monitoring and evaluation plan to track progress.
- All Aligned with the Big Push initiative's goals.

- II. **Facilitation of the 2025 planning workshop:** Lead a three-day in-person (in Geneva) workshop at the beginning of October with representation from the Secretariat, Working Groups, and Partner committees.
- III. **Final deliverables:** Prepare a final PowerPoint presentation and narrative document summarizing the 2025 workplan, budget, and M&E plan for presentation
- IV. **Strategic recommendations** for improved approaches for fragile and humanitarian contexts specific to malaria.

Timelines & Deliverables:

Deliverable	Deadline
• Workplan, budget, and M&E plan templates	29 August 2024
• Draft workplan, budget & M&E plan documents	20 September 2024
• Facilitation of 2025 planning workshop.	7-9 October 2023
• Final workplan, budget & M&E plan documents	21 October 2024
• Workplan & Budget narrative, and PowerPoint presentation to the board	31 October 2024
• Strategic recommendations for improved approaches for fragile and humanitarian contexts specific to malaria.	31 October 2024

SCHEDULE OF PAYMENTS

The payment will be made in a lump sum upon successful completion/delivery of the outcomes/deliverables expected of this consultancy.

Travel costs to Geneva for the facilitation workshop will be covered by UNOPS. Whereas, for any other travel- related requirement(s) the supplier is expected to cover the cost which may be included in the financial offer.

Technical specifications for services – Comparative Data Table

No	UNOPS Requirements
Section 1: Qualifications of the bidder	
1.1	At least 4 years of experience in managing complex projects with multiple stakeholders and deadlines
1.2	At least 5 years of expertise in strategic planning within multi-stakeholder environments with a proven track record in developing and implementing strategic frameworks and impact evaluation methodologies
1.3	Bidder shall provide documentation and/or detailed policy of the organization that covers details on how issues of Sexual Exploitation, Abuse, and Harassment are addressed in the organisation - including policies, procedures, and programmes/initiatives implemented to address the issue.
1.4	At least 3 years of diverse stakeholder workshop facilitation experience across different sectors and cultures to lead productive discussions and workshops with experience leveraging diverse and large group processes/dialogues into accountability frameworks

Section 2: Technical approach and capacity of the submitting bidder	
2.1	Supplier to submit methodology/proposal on how it plans to deliver the expected outcomes/deliverables in line with the requirements and timelines stipulated in the tender document
2.2	Technical lead for the project to possess At least 5 years of diverse stakeholder workshop facilitation experience across different sectors and cultures to lead productive discussions and workshops with experience leveraging diverse and large group processes/dialogues into accountability frameworks.

2.3	Technical lead for the project to possess at least 7 years of experience in managing complex projects with multiple stakeholders and deadlines.
2.4	The project lead to provide at least two final report/narrative/power point presentation for any previous but similar workshop(s) facilitation
2.5	Minimum qualification for other personnel of the team is at least 5 years of expertise in budget development and financial management for complex projects.
2.6	Minimum qualification for other personnel of the team is at least 5 years of experience in designing and implementing monitoring, evaluation, and learning frameworks.

Section 3: Qualifications of Proposed Personnel - Proven experience and qualifications of the proposed team to undertake the assignment.	
The supplier has the freedom to identify and/or form the team structure and composition, including the possibility to merge some of the areas of expertise in line with the key deliverables of the consultancy as indicated in the RFQ documents.	
Name of the Role	Minimum Qualification Requirement
Technical Lead (Main lead of the Project)	<ul style="list-style-type: none"> At least 5 years of diverse stakeholder workshop facilitation experience across different sectors and cultures to lead productive discussions and workshops with experience leveraging diverse and large group processes/dialogues into accountability frameworks. At least 7 years of experience in managing complex projects with multiple stakeholders and deadlines. To provide at least two final report/narrative/power point presentation for the similar workshop(s) facilitation
All other personnel for the team	<ul style="list-style-type: none"> At least 5 years of expertise in budget development and financial management for complex projects. at least 5 years of experience in designing and implementing monitoring, evaluation, and learning frameworks.