

RFP 2025.02 – End-of-Grant Evaluation: Medicines Patent Pool (MPP) III

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 Unitaid's context, awareness of Unitaid and how we work. | <ul style="list-style-type: none"> Lack of detail/specificity on Unitaid |
| 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 (e.g. new, creative, added-value solution) Visually appealing. Accurate reference to "Unitaid" (not UNITAID or WHO) | <ul style="list-style-type: none"> Generic, copy/paste of the TOR, less tailored to Unitaid needs, irrelevant points. Plays back the RFP without additional reflections offered. Typos and inconsistencies in the document. Repetitive aspects. |
| 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 Unitaid 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 aspect in the risk management section. | <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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| Risk management <i>(refer RFP Annex 4 – 3.2.3)</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 4.15.3 and TOR - Deliverables and tentative timelines)</i> | <ul style="list-style-type: none"> Sensible and detailed timeline, aligned to Unitaïd’s 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 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 or options of candidates. Firm/team have relevant network but not clearly articulated in the context of Unitaïd’s needs. Implied in proposal, but not explicitly outlined in respect of Unitaïd's 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. Measurable achievements demonstrated (eg. footprint | <ul style="list-style-type: none"> Not submitting any response (may not be recommended for award). Generic or unsupported initiatives – eg stating limited efforts such as use of public transport, avoid use of plastics, teleworking. |

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| | reduction against baseline, footprint associated to goods or services delivered) | |
| Financial proposal <i>(refer RFP Annex 5)</i> | <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 scores. | <ul style="list-style-type: none"> ▪ Not submitting the Excel file. ▪ Computational errors not checked ▪ Lump sum offer |

- In relation to Expertise and Experience of the firm and its proposed team (refer RFP section 3.2 and TOR), please add a table or short summary (overview) to outline how each team member meets the specific requirement and experience, example:

| List of TOR Requirement/ Experience | Team member(s) | Years of Experience in this requirement | Project name and description | Links to details/report/publication/etc | Why it is Relevant |
|--|----------------|---|------------------------------|---|--------------------|
| At least 5 years experience in conducting evaluations using mixed methods approaches, with at least one team member with expert level knowledge in collection and analysis of qualitative data; case study methodology and contribution analysis or other comparable evaluation approaches desirable | | | | | |

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| At least 5 years experience in, or familiarity with the business model of, the generic pharmaceutical industry, in particular, related to the development, production, and marketing/registration of medicines in LMICs; | | | | | |
| Expert knowledge of licensing agreements and practices in the pharmaceutical sector; including technology transfer. | | | | | |
| Knowledge of or familiarity with the challenges related to access to innovative medicines in LMICs desirable; | | | | | |
| Demonstrable knowledge of or familiarity with the issues, sensitivities, and global debates on IPR and access to medicines in developing countries in general, and access to HIV, TB, and HCV medicines in particular; | | | | | |
| Proficiency in English (knowledge of other UN languages an asset) | | | | | |
| Include an appropriate | | | | | |

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| representation with regard to sex, a broad mix of backgrounds, skills and perspectives, and national and international experience, including in resource-limited settings. | | | | | |
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- **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 5.4.1 \(Technical Evaluation\)](#) of the RFP as an important guide on the elements that will be scrutinized and scored in the evaluation:

5.4.1 Technical Evaluation (*bidders are encouraged to pay attention on this section*)

The technical evaluation of the proposals will include:

- the extent to which Unitaids 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 Unitaids);
- 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;
- 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 Unitaids 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:

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

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- 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-rfp@who.int at least one hour before the extended tender closing time **10 February 2025, latest by 17:00 Geneva time.**
- If the technical issue in UNGM could not be resolved, exceptionally, please submit your proposals to unitaid-rfp@who.int **strictly before the tender closing time.** Please lock (password-secured) the Financial Proposal (to be submitted in Excel file) and Unitaid will approach for the password during Financial evaluation stage.

THANK YOU