3040 Cornwallis Road ▪ PO Box 12194 ▪ Research Triangle Park, NC 27709-2194 ▪ USA
Telephone 919.541.6000 ▪ Fax 919.541.5985 ▪ www.rti.org

Request for Quote/Proposal (RFQ/RFP)

Service Required:	NTD Integrated Communication Strategy for the Philippines
Type of Contract:	Firm Fixed Labor Rate
Term of Contract:	Up to one month
Contract Funding:	USAID Award Number AID-OAA-A-11-00048
This Procurement supports:	NTD Integrated Communication Strategy Scope of Work
Submit Proposal to:	**Joshua Sidwell** (jsidwell@rti.org)
Date of Issue of RFP:	May 13, 2016
Date Proposal Due:	June 3, 2016
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 2016

Method of Submittal:	
Respond via e-mail to the contact above with your firm fixed labor rate, resume, and cover letter in .pdf format. Only short-listed candidates will be contacted.	
The Bidder/Seller agrees to hold the prices in its offer firm for 30 **days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	IDG-FY16-ENVISION Philippines-01

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: http://www.rti.org/POterms, (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A
Commodity Specifications or Statement of Work

Statement of Work

The ENVISION project is an eight-year project funded by the U.S. Agency for International Development (USAID) aimed at providing assistance to national neglected tropical disease (NTD) control programs for the control and elimination of seven targeted NTDs. ENVISION's goal is to contribute to the global goal of reducing the burden of targeted NTDs so that they are no longer a public health problem.

Mass Drug Administration (MDA) campaigns are only effective if the targeted populations take the drugs being offered, a decision which is linked to their knowledge about the disease and their attitudes about how important it is to take the drug and whether it will improve their overall wellbeing.

Due to the intention of the Disease Prevention & Control Bureau, Department of Health, to strengthen the advocacy for each of the preventive chemotherapy neglected tropical diseases (PC-NTDs), lymphatic filariasis (LF) schistosomiasis (SCH) and soil transmitted helminthes (STH), development of IEC materials was contracted out to the Asian Institute for Journalism and Communication These IEC materials were then disseminated to the regions and provinces including. Despite these materials and their dissemination being provided to the provinces, participation by the target populations in MDA activities is inconsistent. In order to improve treatment numbers and help the country achieve elimination of LF and SCH as a public health problem and achieve control of STH, the DOH is requesting a consultant to assist in developing an NTD integrated communication strategy that will assist them in strengthening their IEC materials, help enforce the importance of MDA participation among the health workers and the MDA target populations.

Scope of Work

ENVISION will provide a consultant to work with the DOH to develop an integrated communication strategy for neglected tropical diseases (NTDs). This communication strategy will help the NTD team effectively disseminate messages around NTDs, MDAs and serious adverse events (SAEs) in order to ensure effective coverage of MDAs. The consultant will work with the Department of Health (DOH) in Manila for approximately two weeks to gather the necessary information on evidence on effectiveness of the current social mobilization activities, the current key messages and materials used for social mobilization for NTD activities, ensure complementary messages with the SAE training materials, and will have an additional four weeks to draft the strategy for the DOH. The integrated communication strategy will assist the DOH in developing messages for health workers at all levels of government, other government agencies such as the Department of Education, as well as the community at large, parents, children, the private sector, community leaders, etc., that will reinforce the importance of MDA participation and highlight the benefits to the communities. It will also assist the DOH in how to better utilize the developed messages, for example the frequency of messaging

targeting parents for deworming.

Specific Responsibilities

The consultant will work closely with the DOH to:

- Conduct a focus group discussion with community members and interview Local Government Unit key staff (city health officer, public health nurse, midwife and nutritionist) to understand the compliance and barriers to taking part in MDA.
- Conduct a desk review of existing IEC materials and provide recommendations on how to update and improve these materials, suggesting new materials if necessary to target all groups, partners, civil society, other government agencies such as the education sector, private sector and the community at large, based on the review of information available;
- Draft the NTD Integrated Communication Strategy
- Develop a monitoring and evaluation framework that the new NTD Integrated Communication Strategy can be measured against; including indicators for tracking the effectiveness of various materials

Service Expectations

Expected Schedule: The consultancy will be for one month and include roundtrip travel expenses to Manila, Philippines, for approximately two working weeks.

Timelines, Special Terms and Conditions:

Timing: The consultant's assignment is anticipated to commence in June 2016, for an estimated one month period.

Work Location: Manila, The Philippines and home base

Reporting Requirements:

1. An update no later than 48 hours after landing in the Philippines, provided to Joshua Sidwell (jsidwell@rti.org) and Molly Brady (mbrady@rti.org) of progression of activities thus far, any potential changes to the SOW and challenges encountered;
2. Technical report on the focus group discussion and key informant interview.
3. Technical report of the desk review of existing IEC materials including recommendations.
4. Draft NTD Integrated Communication Strategy
5. M&E Framework
6. Final NTD Integrated Communication Strategy

Labor Rate of Pay: Please provide a per hour labor rate for the expected schedule as described above. Please indicate any conflicts with your availability based on the timing and expected schedule.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:	
Title:	
Date:	

Attachment "B"
Instructions to Bidders/Sellers

1. **Procurement Narrative Description**: The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single "approved' supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity**: This procurement will be made by **Research Triangle Institute (RTI International)**, located at

   3040 East Cornwallis Road
   Research Triangle Park, NC 27709
   USA

   who has a purchase requirement in support of a project funded by

   US Agency for International Development (USAID) ENVISION Project

   RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements**. All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is "late" and may not be considered at the discretion of the RTI Procurement Officer. The Seller's proposal shall include the following:

   (a) The solicitation number:

   (b) The date and time submitted:

   (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

   (d) Validity period of Quote:

(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

(f) Lead Time Availability of the Service.

(g) Terms of warranty describing what and how the warranties will be serviced.

(h) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.

(i) Payment address or instructions (if different from mailing address)

(j) Acknowledgment of solicitation amendments (if any)

(k) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(l) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement**. All questions in regards to this RFQ/RFP to be directed to

Joshua Sidwell

at this email address:

jsidwell@rti.org

The cut-off date for questions is *(insert date).*

Thursday, June 3, 2016

6. **Notifications and Deliveries**: Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation**: The following documents will be required for payment for each item:

   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)

8. **Payment Terms**: Refer to RTI purchase order terms and conditions found in www.rti.org/poterms, http://www.rti.org/POterms,. Payment can be made via wire transfer or other acceptable form**.** Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals**: Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The **evaluation factors** will be comprised of the following criteria: Applicants will be evaluated based on academic background and relevant professional experience to be demonstrated in: communications, public relations, event planning and coordination.

12. **Award Notice**. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer**. This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 30 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.
15. **Anti- Kick Back Act of 1986**. Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (*Seller Company Name*)

Signature: _____
Title:
Date: