Request for Proposal

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| Service Requested: | BUSINESS DEVELOPMENT ADVISOR |
| Payment Type: | Fixed Price |
| This Procurement supports: | Home Project |
| Submit Proposal to: | **Ipas South Africa Procurement Portal** |
| Date the Buyer Issues RFP: | March 3, 2025 |
| Date Questions from Supplier Due: | March 12, 2025 |
| Submit Questions to (Buyer): | Chisha Kandeke, kandekec@ipas.org |
| Date Proposal Due: | March 16, 2025 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | March 24, 2025 |

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| **Submission Method:** | |
| Respond via the Procurement Portal | |
| The Supplier confirms that their proposal remains valid for 60 days (or a longer period) from the closing date for proposal receipt unless another time is specified in the addendum to the RFP. | |
| Solicitation Number: | *ASR0002* |

**Attachments to RFP:**

1. **Attachment A –** Statement of Work
2. **Attachment B –** Pricing
3. **Attachment C –** Instructions to Suppliers

All suppliers are responsible for carefully reviewing all information, including attachments, and following any instructions related to this RFP. If anything is unclear, the Supplier should submit questions and comments to the assigned Ipas contact by the date indicated above.

*Statement of Work*

### Introduction/Background:

Ipas Africa Southern Region is an organization member of a global network. Ipas works globally to improve access to safe abortion and contraception so that every woman and girl can determine her own future. Across Africa, Asia, and Latin America, we work with partners to make safe abortion and contraception widely available; to connect women and girls with vital information so they can access safe services, and to advocate for safe, legal abortion. We believe in a world where every woman and girl have the right and ability to determine her own sexuality and reproductive health.

### Period of Performance: March 24, 2025 – June 24, 2025

### Place of Performance:

Malawi, South Africa or Zambia

### Scope of Work:

### To develop and implement a fundraising and donor relationship management strategy that supports Ipas’ aim to achieve substantial growth in income through maximizing opportunities to raise funds by reaching new audiences.

### Technical Requirements:

**Education**

Bachelor’s degree in public health, international development, social sciences, business

administration, communications, or related areas.

**Experience**

* A proven track record of a minimum of five years successful fundraising, proposal management, project management, and writing/editing experience in the development sector, primarily for Africa programs, with a minimum of 2 years working in Southern Africa.
* Experience of developing, writing and submitting large grant applications for major  
  projects.
* Experience working in sexual and reproductive health and rights, gender equity, human rights, and/or humanitarian sectors, preferably at a global health or human rights NGO.
* Understanding and experience of institutional fundraising processes

**Preferred Qualifications & Skills**

* Competitive bidding experience
* Donor cultivation experience
* Working knowledge of donor databases
* Understanding of Ipas’s programs and standards

### Reporting

The consultant is expected to provide structured progress reports covering the following areas:

1. **Fundraising Progress**

* Status of funding proposals (submitted, in progress, upcoming)
* Updates on donor engagement and responses received
* Identification of new funding opportunities and strategies for pursuit

1. **Partnership Engagement**

* Summary of meetings held with potential and existing partners
* Challenges and recommendations for strengthening partnerships

1. **Strategic Business Development**

* Market analysis and insights relevant to SRHR funding trends
* Recommendations for improving the organization’s funding landscape

1. **Challenges and Mitigation Strategies**

* Barriers encountered in fundraising or partnership efforts
* Proposed solutions to overcome challenges

1. **Next Steps and Action Plan**

* Planned activities for the next reporting period
* Key deliverables and milestones

1. **Due Date/Frequency**

* **Monthly Reports** – Submitted at the end of each month
* **Quarterly Reports** – Comprehensive review of progress, challenges, and strategic adjustments
* **Ad-hoc Reports** – Upon request for major funding opportunities or urgent updates

### Deliverables/Milestones ( To be discussed before appointment)

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| Deliverable | Due Date |
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### Other Requirements

**The Business Development Advisor will:**

* Lead on research for new income streams from donors and ensure Ipas optimizes emerging opportunities.
* Support the identification of strategic partners, platforms, conferences and meetings relevant for creating visibility of Ipas’s work.
* Develop and maintain excellent relationships with a portfolio of existing and potential donors, through networking, face-to-face meetings, regular communications.
* Support the preparation of presentations and reports for present and potential donors.
* Establish a donor engagement tracking platform and update the donor/funders contacts database.
* Work collaboratively with key external partners to organize events and develop donor/funder strategies.
* Represent Ipas at external meetings, deliver presentations to influence support.
* Work with the ASR Director and Country Leads and to develop and track revenue projections and prepare budgets related to all fundraising activities.

**Donor Proposals**

* Engage with the countries in the Africa Southern Region (ASR) in designing and developing concept notes, proposals and income generating initiatives.
* Manage the process of funding applications, ensuring all internal and external deadlines are met.
* Develop and maintain a tracking system to ensure timely submission of proposals, reports and acknowledgements.
* Coordinate the development and preparation of high-quality funding proposals and applications to donors.
* Contribute to concept and project development across the region.
* Support Ipas Africa Southern Region to excel in donor/funder prospecting, cultivation and stewardship.

**Donor Reporting and Communication**

* Lead on account management of existing donors, providing regular contact updates and required reports.
* Liaise with the Finance team to support donor audits; and to facilitate any visits or ad-hoc requests from donors.
* Coordinate the publications for fundraising purposes e.g., fundraising packs, impact stories, leaflets, business cards, banners etc.

**Regional Funding Strategies**

* Engage and support all country teams in developing region-specific fundraising strategies.
* Engage regional teams on ongoing needs assessments and compile reports relating to the producer needs.
* Provide coaching and mentoring on proposal development to the Business Development Committee and relevant staff of the ASR.
* A deep commitment to sexual and reproductive health and rights, especially abortion and contraception access
* Demonstrated capacity and commitment to good stewardship of funds, including strong skills in work planning, budgeting, financial monitoring, and data-driven problem solving.
* Proven ability to build positive working relationships with diverse internal teams and external partners

1. **Functional Skills**

* Excellent relationship management, interpersonal and communication skills
* Strong analytical and strategic decision-making and problem-solving skills
* Ability to work well with a wide variety of people in a fast-paced environment within a complex organization, in person and virtually
* Ability to work independently, with a strong ethic of accountability.
* Ability to plan, balance and cope with competing priorities.
* Excellent English editing, writing and presentation skills
* Excellent organizational skills.
* Strong knowledge of Microsoft Office Suite

*Pricing*

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| **Deliverable/Milestone** | **Due Date** | **Percentage of Total** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | TOTAL |  |

OR

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| --- | --- | --- | --- |
| ***Cost Category*** | ***Unit*** | ***Cost*** | ***Total*** |
| Labor |  |  | $0 |
| Fringe Benefits |  |  | $0 |
| Total Labor |  |  | $0 |
| Travel & Transportation |  |  | $0 |
| Equipment/Materials/Supplies |  |  | $0 |
| Program Activities |  |  | $0 |
| Other Direct Costs |  |  | $0 |
| Total Other Direct Costs |  |  | $0 |
| Indirect Costs |  |  | $0 |
| **Grand Total** |  |  | **$0** |

**Payment Schedule**

*Instructions to Suppliers*

1. **Procurement Narrative Description**: Ipas intends to purchase the goods or services identified in Attachment A. Ipas expects to extend an award to a supplier that meets the listed specifications, can provide the good/service timely, and has a competitive selling price. Ipas reserves the right to award more than one responding company. If an agreement is established as a result of this RFP, the supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and Ipas does not guarantee the purchase quantity of any good/service listed.
2. **Procuring Entity**: This procurement will be made by **Ipas**, located at **Ipas Africa Southern Region Node.**
3. **Proposal Requirements:** All Applicants must submit their written proposal which contains an offer for all goods/services and options included in this RFP. All information presented in the supplier quote/proposal will be considered during Ipas’s evaluation process. Failure to submit the information required in this RFP may be treated as non-responsive. Suppliers are responsible for submitting offers, and any modifications, revisions, or withdrawals, to Ipas’s buyer by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received by the buyer after the exact time specified for receipt of offers is late and may not be considered at the discretion of the buyer. The Supplier’s proposal shall include the following:
   1. Full legal name of supplier
   2. Any other name under which the supplier does business
   3. Mailing and street address, city, province/state, and postal code
   4. Phone number
   5. Company website (optional for individuals)
   6. Contact Person and Title (if different than under a)
   7. Contact Phone number (if different than under b)
   8. Contact email address
   9. Date of submission
   10. Technical description of goods/services on offer in response to RFP
   11. Proposed Pricing
   12. References or Past Performance including contact information when needed for evaluation of supplier
4. **Forms:** Suppliers must record their pricing utilizing the format found on Attachment B. Suppliers must sign the offer in pdf/DocuSign format submitted and include in the submission on the Ipas South Africa Procurement Portal as listed on the cover page of this RFP.
5. **Questions Concerning the RFP**. All questions regarding this RFP are to be directed toIpas’s Buyer notated on the cover page by the due date.
6. **Notifications and Deliveries**: Time is of the essence for your response to be considered as part of the solicitation. The Supplier shall immediately contact the Buyer if any of the proposed specifications, availability, or delivery schedule(s) changes.
7. **Payment Terms**: Unless otherwise documented/accepted in the resulting Purchase Order, Ipas payments terms are Net 30 after receipt of the accepted invoice and once goods/services have been completed. Payment is preferred to be made electronically via EFT/ACH or wire transfer**.** Suppliers may propose alternative payment terms to be considered in the evaluation process.
8. **Alternative Proposals**: Suppliers 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.
9. **Evaluation and Award Process:** Ipas will award an agreement resulting from this solicitation to the responsible Supplier whose offer conforms to the RFP, will be most advantageous to Ipas, with price and other factors considered. The award will be made to the Supplier representing the best value to the project and to Ipas.

Ipas intends to evaluate offers and award an agreement without discussions with Suppliers. Therefore, the Supplier’s initial offer should contain the Supplier’s best terms from a price and technical standpoint. However, Ipas reserves the right to conduct discussions if later determined by the Ipas Buyer to be necessary.

The evaluation factors will comprise the following criteria:

1. **Price.** Lowest evaluated ceiling price or best value (inclusive of option quantities).
2. **Technical**. Items/Services shall satisfy or exceed the specifications described in RFP Attachment A.
3. **Service Level.** Supplier can demonstrate their capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
4. **Experience and Qualifications.** Supplier provides sufficient proof of past performance in similar production of goods/services.

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| **Criteria** | **Weighting (Points)** |
| Pricing | 20 |
| Alignment with technical requirements detailed in Attachment A | 25 |
| Proposal quality – methodology of delivery | 35 |
| Experience and Qualifications | 20 |
| **Total Points** | **100** |

1. **Award Notice**. If successful, the supplier meeting all the criteria set forth within the evaluation will receive written notice of award or acceptance of an offer.
2. **Validity of Offer**. This RFP in no way obligates Ipas to make an award, nor does it commit Ipas to pay any costs incurred by the Supplier in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
3. **Code of Business Ethics**. Ipas considers adherence to the [Ipas Code of Business Ethics and Conduct](https://www.ipas.org/about-us/ethics), as well as strict observance of all applicable laws and regulations, of the utmost importance. If the Supplier has a good faith reason to believe that there has been a violation by Ipas, or by any subcontractor, grantee, consultant, and/or affiliate, the Supplier shall report the suspected violation to Ipas by reporting through Ipas’s Ethics Hotline online at <http://ipas.ethicspoint.com>.

**Acceptance:**

The Supplier certifies that they have read, understand and will comply with all instructions set forth in this solicitation and declare that the Supplier’s completed and signed proposal including all required submissions is true and completed to the best of their knowledge.

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| **Supplier** | |
| Signature: | |
| Name: | Company: |
| Title: | Date: |