Request for Proposal

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| Service Requested: | PROJECT ADVISOR |
| Payment Type: | Fixed Price |
| This Procurement supports: | Home Project |
| Submit Proposal to: | **Ipas South Africa Procurement Portal** |
| Date the Buyer Issues RFP: | March 2, 2025 |
| Date Questions from Supplier Due: | March 12, 2025 |
| Submit Questions to (Buyer): | Chisha Kandeke- [kandekec@ipas.org](mailto:kandekec@ipas.org) [/madondoT@ipas.org](mailto:/madondoT@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 Ipas South Africa 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: | *ASR0004* |

**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 30, 2025

### Place of Performance:

Johannesburg, South Africa

### Scope of Work:

### The Project Officer for the FCDO-funded SRH projects plays a pivotal role in strengthening health systems and enhancing community engagement to expand access to comprehensive abortion care and contraceptive services. This position focuses on building healthcare provider capacity through training and mentorship, ensuring high-quality service delivery, and strengthening collaboration with the Department of Health and other key stakeholders. The Project Officer supports planning, logistics, and implementation of SRH initiatives while leading data collection and reporting to meet project and donor requirements. Additionally, the role emphasizes community engagement, driving Social and Behavioral Change Communication and creating an enabling environment for SRH services. With a strategic and hands-on approach, the Project Officer ensures seamless integration of health systems strengthening and community-focused interventions responding to the objective of the project.

### Technical Requirements:

### Organizational Leadership and Strategy:

* Contributes input or reviews to the project documents.
* Consistently refers to the project workplan and logical framework for clear project deliverables
* Leads in direct implementation of the project, in line with the agreed Work Plan
* Coordinates engagements with the focal points at the NDoH and the PDoH in the provinces where the project will be implemented.
* Works collaboratively with other teams and units for effective implementation of the project
* Responsible for deliverables and results in assigned work areas.

**Technical Expertise:**

* Provides training to community stakeholders using SBCC, Shifting Gears and VCAT models.
* Collaborates closely with the National Department of Health (NdoH) and the Provincial Department of Health (PDoH) through provision of technical assistance.
* Participates in National and Provincial Health Management Team meetings and other engagements at provincial and district level and on invitation at national level and presents the impact of Ipas work in the targeted provinces.
* Plans and organizes health system context assessments, out-of-facility and in-facility assessment including providing comprehensive abortion care trainings, mentorship programs, and data collection to improve service delivery.
* Regularly reviews and updates the quality-of-care standards and guidelines and ensures facility-based service providers are in compliance.
* Monitors training data to ensure an up-to-date database of trainers and attendees as well as to improve the process and outcome of training.
* Supports the with baseline midline and endline assessments for projects by closely working with evaluation consultants.
* Ensures appropriate facilities are selected for interventions, have appropriate access to service delivery training, and maintain mentoring relationship to ensure best practices are being implemented to improve performance.
* Supports advocacy efforts with government and non-governmental actors.
* Manages and forecasts expenditures for the project budget, including providing Budget vs Actual expenditure updates.
* Ensures regular reviews of progress against project workplan.
* Ensures compliance of the project implementation with FCDO and Ipas quality standards
* Supports with compiling project reports – for internal Ipas reporting and required donor reports.

**Sub-Grant Partner Management:**

* Leads the identification and sub-contracting of CBO implementing partners.
* Supports the development of sub-grant partner workplans and monitors their implementation.
* Supports the assessment of partner capacity and documenting gaps/weaknesses.
* Supports the capacity strengthening of implementing partners.
* Holds regular meetings with partners to review and assess progress in implementations.

**Financial and Risk Management:**

* Ensures project implementation is cost effective.
* Leads workplan implementation and budget monitoring at the project level
* Implements risk reduction plans.

Understands and supports compliance with FCDO as well as Ipas policies, procedures, and standards, and with donor contracts and regulations for assigned projects or activities.

**Resource mobilization:**

* Contributes to the preparation of donor reports and externally facing documents.
* Participate in donor meetings to provide programmatic updates on the project

**Communications & representation:**

* Documents learning and results.
* Contributes to message content and technical expertise for communications efforts.
* Supports strong partnerships, in project or activity implementation.
* Ensures appropriate and adequate branding of project materials for communication purposes.

**Education**

* Bachelor’s degree in related field or relevant midwifery degree

**Experience**

* 5-7 years’ experience in reproductive health service delivery, health systems strengthening, program planning, design, implementation and evaluation of public health programs in low-resources settings, with specific knowledge of training, curriculum development of reproductive health programs.
* General understanding of SRH and youth issues
* Strong computer software skills (especially in the Microsoft platform)

**Preferred qualifications**

* Experience working at the district and provincial level.
* Experience conducting training and assessments.
* Experience working in a clinical environment.
* Experience working in a non-profit organization.
* Experience in Project design

**Working environment**

* Ability to travel up to 70% domestically.

### Reporting

Monthly

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

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| Deliverable | Due Date |
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### Other Requirements

* A deep commitment to sexual and reproductive health and rights, especially abortion and contraception access
* Proven ability to build positive working relationships with diverse internal teams and external partners
* Demonstrated capacity and commitment to good stewardship of funds, including strong skills in work planning, budgeting, financial monitoring, and data-driven problem solving.
* Project planning, coordination, and logistical management skills.
* Familiarity with community engagement approaches and stigma reduction strategies.
* Proven experience in stakeholder engagement, particularly with government health departments.
* Familiarity with donor-funded project implementation and reporting, especially FCDO or similar donors.
* Excellent communication, interpersonal, and relationship-building abilities.
* Strong leadership and mentorship capabilities to guide healthcare providers and community actors.
* Cultural sensitivity and ability to work effectively with diverse communities and stakeholders

*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** |

*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: |