



ALIVE & THRIVE

REQUEST FOR APPLICATIONS (RFA)

Issued on: 12 April 2016
Application Due: 3 May 2016
For: Consultant to work on Alive & Thrive’s Technical Support for South East Asia Regional Work and SUN Technical Assistance
Work location: Based in Hanoi, Vietnam with frequent travel in the South East Asia Region

BACKGROUND

Alive & Thrive (A&T) is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition through large-scale programs in several Asian and African countries through strategic technical support and the dissemination of innovations, tools, and lessons worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation and the governments of Canada and Ireland. The initiative is managed by FHI 360.

In South East Asia (SEA), A&T aims to provide strategic technical assistance to 8 countries (Viet Nam, Cambodia, Indonesia, Laos, Myanmar, Thailand, Philippines and Timor Leste) to enable a stronger policy environment to protect breastfeeding. To achieve this, A&T works in close collaboration with UNICEF and Save the Children in these countries to identify and execute an agreed upon work-plan that focuses primarily on Code strengthening, maternity protection and health systems strengthening. A&T’s key role is to assist countries to complete stakeholder analysis and policy review, conduct opinion leader research (OLR) and articulate a clear advocacy strategy. Once an agreed upon advocacy strategy is in place, A&T proposes to work closely with in-country partners to build partnerships, undertake other pieces of research to inform the advocacy process, develop advocacy messages and materials and build consensus. Based on the above, an overarching multi-year work-plan was approved by Irish Aid and the Bill & Melinda Gates Foundation.

In addition to the above, A&T is also mandated to provide technical assistance to some member countries of the Scaling Up Nutrition (SUN) Movement. The aim is to increase uptake of proven tools and approaches for national-level advocacy, and development of country plans and communication strategies for scaling up nutrition, especially infant and young child feeding.

SCOPE OF WORK AND SUMMARY OF TASKS

Support the execution of policy, advocacy and strategic communication work plans for South East Asia and SUN countries.

1. Technical support: Provide technical support and conduct country visits to increase the uptake of Alive & Thrive policy, advocacy and strategic communication approaches, tools and materials.
2. Evidence generation: Support development of and update situation analysis, including gathering and reviewing studies, policies and materials, stakeholder and opinion leader assessments. Design and support implementation of formative research studies, including protocol formulation, scientific and ethical review processes and quality assurance of country level activities in collaboration with partners and contractors.
3. Strategic Communication: Develop strategic communication products in collaboration with partners and contractors for policy, advocacy and behavior change communication.
4. Representation and engagement: Represent Alive & Thrive in relevant Government, and partner meetings, workshops, working groups and networks.
5. Measurement, learning and evaluation: Support measurement, learning and evaluation activities, including monitoring progress in the implementation of work plans and contribute to the real time policy evaluation.
6. Documentation and dissemination: Contribute to the documentation, dissemination and reporting of Alive & Thrive activities, experiences and results for partner and donor updates, publications, social media and relevant communication channels.

Anticipated Period of Performance: 7 months, May 2016 to November 2016

Anticipated Deliverables:

<i>Deliverables</i>	<i>Due Date</i>
Progress reports: Two-week updates (15)	13 May 2016
	27 May 2016
	10 June 2016
	24 June 2016
	8 July 2016
	22 July 2016
	5 August 2016
	19 August 2016
	2 September 2016
	16 September 2016
	30 September 2016
	14 October 2016
	28 October 2016
	11 November 2016
	25 November 2016

Specific technical tasks and a timeline will be developed and agreed upon for the Work Order by Roger Mathisen, A&T Regional Technical Advisor and the selected Consultant.

SUBMISSION REQUIREMENTS

1. CV/Resume.
2. Confirmation of availability and willingness to be based in Hanoi, Viet Nam for the duration of the anticipated engagement (May to November 2016) with at least 40% travel to South East Asian countries noted in this RFA.
3. Brief statement summarizing the bidder's level of knowledge of/experience working in nutrition/infant & young child feeding, mother and child health, reproductive health, public health, international development, and/or social science research with a strong focus on strategic communications and/or policy advocacy.
4. Three references, including contact information for each. The references should be for past employers/contacts for whom similar work was done.
5. A completed Biodata form.
6. The email address that Alive & Thrive may send a confirmation of receipt of your submission.

EVALUATION CRITERIA

Applications will be evaluated and ranked by a committee on a best value basis according to the criteria below.

Selection shall be based on the following weighted categories:

1. **Experience and Expertise: 50%**
2. **References: 30%**
3. **Price: 20%**

CONTRACT MECHANISM

FHI anticipates issuing Consulting Agreement and a Work Order. A Work Order will be issued with specific tasks as summarized above with a fixed price amount. Payments are anticipated to be made on a monthly basis. Once an award is issued, it will include a schedule of fixed price payments based on completion of deliverables in the scope of work.

NOTE: FHI 360 will not compensate the applications of response to this RFA nor is the issuing of this RFA a guarantee that FHI 360 will award a contract.

INSTRUCTION AND DEADLINE

Application must be submitted by email to Ms. Dung DO at dpdung@fhi360.org with a copy to Ms. Ha Quach at thuyha@fhi360.org **no later than May 3, 2016**. Applications received after this date and time may not be accepted for consideration. FHI will acknowledge receipt of your applications by email. Applications must be submitted in electronic format using Microsoft Office compatible software.

WITHDRAWAL OF APPLICATIONS

Applications may be withdrawn by written notice, email or facsimile received at any time before award.

FALSE STATEMENTS IN OFFER

Applications must provide full, accurate and complete information as required by this solicitation and its attachments.

Applications become property of Alive & Thrive.

DISCLAIMERS AND PROTECTION CLAUSES

- FHI Solutions may cancel the solicitation and not make an award
- FHI Solutions may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions
- FHI Solutions reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- FHI Solutions will not compensate offers for response to solicitation
- FHI Solutions reserves the right to issue an award based on initial evaluation of offers without further discussion
- FHI Solutions may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI Solutions may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFA
- FHI Solutions has the right to rescind an RFA, or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of FHI Solutions' client, be it funding or programmatic
- FHI Solutions reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI Solutions will be contacting offerors to confirm contact person, address and that bid was submitted for this solicitation

END OF RFA