Request for Proposals

Monitoring and Evaluation Consultant

Date Issued: December 14, 2023
Due Date: December 29, 2023, by 5:00pm Eastern Time
Table of Contents

1. CDC FOUNDATION .................................................................................................................. 3
2. PURPOSE .................................................................................................................................. 3
3. BACKGROUND ......................................................................................................................... 3
4. SCOPE OF WORK ...................................................................................................................... 3
   4.1 Goals ....................................................................................................................................... 4
   4.2 Services ................................................................................................................................... 4
   4.3 Deliverables & Period of Engagement .................................................................................. 4
5. ELIGIBILITY REQUIREMENTS ................................................................................................. 4
6. PAYMENT .................................................................................................................................... 5
7. INSTRUCTIONS ........................................................................................................................ 5
   7.1 Submitting a Proposal ........................................................................................................... 5
   7.2 Requested Information ......................................................................................................... 5
8. SELECTION PROCESS AND REVIEW CRITERIA ................................................................. 6
   8.1 Anticipated Timeline ............................................................................................................. 6
   8.2 Communication During the RFP Period ............................................................................... 6
   8.3 Evaluation ............................................................................................................................... 7
   8.4 Notification ............................................................................................................................ 7
1. **CDC FOUNDATION**

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC’s critical health protection mission. Since 1995, the CDC Foundation has raised over $1.6 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 160 countries last year.

2. **PURPOSE**

The CDC Foundation is seeking a contractor to provide monitoring and evaluation consulting services to assist the CDC Foundation in strengthening and formalizing the Enhancing Capacity for Community-Serving Organizations to Support HIV Self-Testing Programs M&E plan. The selected candidate will serve a critical role on the project team and will be responsible for 1) providing technical assistance on monitoring and evaluating of 15 Community Based Organizations (CBOs) receiving federal funding, and 2) supporting evaluation of the overall project impact. Key functions will include project management, program assessment and design, data collection and analysis, and performance monitoring.

The selected candidate will work in close collaboration with the project lead at the CDC Foundation and implementing partners with the goal of collecting and reporting accurate data and creating and conducting a robust evaluation of the HIVST programs. The contractor will contribute to the project’s success by leveraging their expertise in public health, strategic communications, and monitoring and evaluation to ensure the project's objectives are met effectively and the sustainability of HIVST programs is achieved.

Successful applicants will have demonstrated experience providing monitoring and evaluation consulting services to organizations similar to the CDC Foundation in size and mission. Applicants should be experienced in quantitative and qualitative evaluation design and analysis, as well as data visualization methodology.

3. **BACKGROUND**

The CDC Foundation was awarded a federal grant to work on Enhancing Community Capacity to Support HIV Self-Testing Programs in partnership with CDC's Division of Human Immunodeficiency Virus (HIV) Prevention. CBOs are currently implementing and expanding HIVST programming across the country and additional monitoring and evaluation support is needed.

4. **SCOPE OF WORK**

The scope of work for this consulting engagement is expected to include (but may not be limited to) the following goals, services, and anticipated deliverables:
4.1 Goals
- Assess current CBO monitoring and evaluation activities, procedures, and systems identifying strengths and improvement opportunities.
- Create set of prioritized recommendations for sustainability and improvement.
- Develop a final project report for the implementation of recommendations over the immediate, short, mid and long term.

4.2 Services
- Provide expertise and support to ensure that collection and analysis processes are conducted effectively for the comprehensive program assessment of the Enhancing Capacity for Community-Serving Organizations to Support HIV Self-Testing Programs project.
- Facilitate series of meetings and interviews with key staff from funded CBOs.
- Review CBO sustainability plans and make data-informed recommendations for project enhancements.
- Support program evaluation, including strategy development; development of methods, tools, and materials; data analysis; and creation of messages and stories for dissemination including identifying and summarizing key themes from CBO reports.
- Advise CBO partners and CDC Foundation program staff on evaluative instrument design and implementation, in addition to aiding in designing survey instruments as needed.
- Develop evidence-based briefing documents and evaluation reports, using data visualization methodology to assess and convey the effectiveness of both individual CBO efforts as well as the overall program.
- Provide final report with prioritized recommendations.

4.3 Deliverables & Period of Engagement
The CDC Foundation anticipates a period of engagement of approximately 6 months between February 1, 2024, and July 31, 2024. If mutually agreeable, services may start earlier but must be complete by June 31, 2024.

Key deliverables will include:

- Assessment activities: February - March 2023
- Program Assessment: March - April 2024
- Final Report and Recommendations: July 31, 2024

The final term and due dates will be negotiated as part of the resulting agreement.

5. ELIGIBILITY REQUIREMENTS
Applicants must be a nonprofit tax-exempt under section 501(c)(3) or qualify for exemption under an IRS code other than 501(c)(3), headquartered in the United States, be in existence for a minimum of 3 years, be in good financial standing and have sustainable operations, and an equal opportunity employer with all-inclusive membership that does not discriminate on the basis of gender, race/ethnicity, color, sex, sexual orientation, country of national origin or nationality, age, religion, intellectual or physical disabilities and military or veteran status in its activities or operations.

Individuals applying must be authorized to work in the United States, have a master’s degree in public health, and a minimum of 5 years of relevant experience in program monitoring and evaluation, with a preference for experience in evaluation infectious disease programs or health programs.
6. **PAYMENT**

CDC Foundation will pay the contractor a fee not to exceed a Maximum Payable Amount (MPA) or ceiling price of **$20,000**. The MPA will be based on the fee proposed and awarded and will be negotiated as part of the resulting contract. CDC Foundation requests bidders include the proposed fee structure, including the total cost and hourly rate or fixed fees (inclusive of any travel, supplies, etc.).

7. **INSTRUCTIONS**

7.1 **Submitting a Proposal**

Proposal materials should be submitted by **5:00pm Eastern Time on Friday, December 29, 2023**

Proposals will not be accepted after this date and time.

Proposals must be submitted via online form here:

https://app.smartsheet.com/b/form/9c239296d9064d199c6969aa65a899c6

An automated notification of receipt of the application will be generated upon submission.

The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, please email rachaelcasey@cdcfoundation.org with the subject line “Accessibility Assistance.” We will gladly work with you on providing the information in a different format.

The CDC Foundation reserves the right to award a contract based on initial offers, without discussion. Therefore, proposals should contain an applicant’s best solution, from cost/price and technical standpoints. The CDC Foundation may, at its discretion, invite presentations, hold panel interviews, request clarification, conduct discussions and/or solicit a best and final offer from any or all applicants. The CDC Foundation also reserves the right to conduct a pre-award risk assessment and may request additional financial and/or organizational information from TMCs for the purpose of conducting the assessment. Review findings may impact eligibility and/or award structure.

The CDC Foundation will not be responsible for any proposal which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal. Further, this solicitation does not commit the CDC Foundation to pay any cost for the preparation and submission of a proposal.

7.2 **Requested Information**

The CDC Foundation seeks the following information from interested parties capable of providing services needed in the section below:

1. **Section 1: Contact Information**
   a. Name
   b. Address
c. Email

2. Section 2: Education and Experience
   a. Major
   b. Degree

3. Section 3: Required Skills and Experience
   a. Fluency in the English language.
   b. Description of skills and experience with Infectious Disease/community health, program, or monitoring and evaluation.
   c. Description of project management skills.
   d. Description of experience and understanding of HIV or related public health event impacting vulnerable populations.
   e. Demonstration of ability to work independently as well as a member of a team.
   f. Description of diplomatic skills and the ability to work in close, supportive technical collaboration with individuals from a variety of disciplines and backgrounds as well as a range of public health partners and stakeholders.
   g. Proficiency in relevant computer programs.

4. Section 4: Desirable Skills and Experience
   a. Description of previous monitoring and evaluation experience for a federally funded project.
   b. Description of experience with writing high-level reports.
   c. Description of experience working with community-based organizations, non-profits, or faith-based organizations.

5. Section 5: Cost Proposal
   a. Provide a financial quote or rate and describe your typical/preferred pricing methodology for providing services identified in this RFQ. The maximum payable amount for this consultancy is $20,000 USD.

6. Section 6: Resume/CV Upload
   a. Please upload a copy of your resume or CV.

8. SELECTION PROCESS AND REVIEW CRITERIA

8.1 Anticipated Timeline

The timeline below is subject to change at the sole discretion of the CDC Foundation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 14, 2023</td>
<td>RFP Release</td>
</tr>
<tr>
<td>December 29, 2023</td>
<td>Proposal Submission Deadline</td>
</tr>
<tr>
<td>January 15, 2024</td>
<td>Anticipated Selection Notification</td>
</tr>
<tr>
<td>February 1, 2024</td>
<td>Effective Date of Resulting Agreement</td>
</tr>
</tbody>
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8.2 Communication During the RFP Period

All questions and requests for clarification regarding this RFP should be submitted by prospective consultants in writing via email to rachaelcasey@cdcfoundation.org no later than 5:00pm Eastern Time on December 22, 2023, with a subject line of: Monitoring and Evaluation Consultant RFP.
8.3 **Evaluation**
Submissions will be evaluated on applicants’ qualifications, expertise, and reasonableness of cost. The following outlines the criteria that reviewers will use to guide their evaluation of each application.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Selection Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td><strong>Education/Experience</strong></td>
<td>Expertise and experience in quantitative and qualitative evaluation design and analysis, as well as data visualization methodology. Master's degree in public health, program measurement and evaluation, or related field with an emphasis on evaluation.</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Required Skills and Experience</strong></td>
<td>Has the required skills and experience. Provides reference to all related experience including CVs/Resumes which reflect tenure and/or education.</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Desirable Skills and Experience</strong></td>
<td>Relevant desirable skills and experience.</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Cost Proposal</strong></td>
<td>Reasonableness of proposed rate.</td>
<td>20%</td>
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8.4 **Notification**
All applicants will receive notification of whether they are selected. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.