**Request for Proposals - Technical proposal template:**

**Strengthening Measurement of HPV Coverage in Gavi-Priority Countries**

**RFP Code: 033-2024-GAVI-RFP–** **Strengthening Measurement of HPV Coverage in Gavi-Priority Countries**

**Name of applying organization: Please Insert**

**Organization type (e.g. NGO, university, etc): Please Insert**

**Country (or countries) of implementation: Please Insert**

**Partner(s) (as applicable): Please Insert**

**IMPORTANT**:

**Bidders are expected to provide a single Technical Proposal and X Financial Proposals (1 for each country for which they propose their support) using the template below and labelling them as follow:** **033-2024-GAVI-RFP– Technical Proposal - [Bidder Name]” and “033-2024-RFP-Gavi – Financial Proposal - [Bidder Name] – [Country Name].**

In addition to filling out this technical proposal template, please also fill out the separate budget template embedded in the RFP document and send both templates by email with the subject heading **“033-2024-GAVI-RFP–Technical Proposal - [Bidder Name]” and “033-2024-RFP-Gavi – Financial Proposal - [Bidder Name]-[Country Name]”to** procurement@gavi.org.

**Do not include any financial information in the technical proposal.**

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| ***Section 1.1 Proposal overview*: Provide an overarching summary of the measurement improvement research proposal including objectives, measurement project design & methodology including proposed ‘traditional’ and ‘innovative’ approaches, rationale, and location(s). If applicable, briefly describe any proposed consortium, including lead and sub-partner roles.[[1]](#footnote-2)** |
| (word limit: 500) |

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| ***Section 1.2 Context:* Describe the current HPV vaccine data challenges, needs, and opportunities in the selected country(ies), how the proposed design/method testing is relevant and responsive to country needs and challenges, and how this work may contribute to the national, regional, and/or global evidence base. Describe how evidence/lessons learned from previous measurement activities in country or elsewhere informed the design and expected results of this proposed project.**  |
| (word limit: 500 per country) |

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| **Section 1.3 *Project Description:* Describe the scope of the proposed implementation research project.****In alignment with requirements summarized on page 10 of the RFP, describe the measurement improvement research methodology: Summarize the primary and secondary measurement outcomes of interest as well as the study design, methodology, and illustrative indicators for each objective including the proposed methods research, the ‘traditional’ survey, and ‘innovative’ survey approach(es). Describe data collection, data management, tools, sampling, and the analysis plan. Include a description of how cost estimates will be generated for all survey methodologies. Describe study-specific ethical considerations including planned ethical review processes and relevant mitigation approaches to maintain ethical engagement of adolescents and other relevant human subjects. Include the target population(s) and geographic scope for each proposed survey and expected generalizability of the proposed methods at a regional and global level. Describe any study limitations, potential risks, and proposed mitigation steps.**  |
| (word limit: 2,000) |

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| **Section 2. *Workplan:* Describe your workplan and insert in the dedicated table the activities, timelines, and deliverables.** |
| (word limit: 500) |
| **Activities** | **Start date** | **End date** | **Deliverable(s)** |
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\*Please add more lines to table if needed

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| **Section 3. *Monitoring, Evaluation & Learning:* Provide a summary of the draft monitoring, evaluation and learning plan that will be implemented throughout the project to ensure effective review of planned activities, documentation of lessons and best practices, as well as quality data governance and ethical conduct of research. Describe how any rapid learning approaches will strengthen implementation, as well as dissemination plans for project lessons, insights, and results. Include illustrative key indicators that will be important for measuring project success and responding to project objectives.**  |
| (word limit: 500) |

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| ***Section 4. Equity:* Describe how your proposal brings a gender-, age-, and life course-lens to project design and implementation, including how the work is undertaken (i.e., processes that are inclusive, participatory, respectful of all stakeholders).** |
| (word limit: 400) |

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| ***Section 5.1 Institutional capacity and partnership approach:* Please describe why your organization or consortium is well positioned to conduct this work. Describe the relative roles and comparative advantage of any proposed sub-contracted partners. Describe how any proposed partnerships will be governed.**  |
| (word limit: 500) |

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| ***Section 5.2 Describe the proposed team structure and capacity to implement the proposed project (noting a consortium approach with local organization involvement is strongly encouraged). Complete the table below for key personnel (as defined by your team); please attach CVs (using a consistent format when possible) for staff listed below when submitting your proposal.***  |
| (word limit: 400)  |
| **Team Member Names** | **Position Levels**  | **Positions Titles, Primary location of work** | **Staff/Sub-contractor/ Consultant** |
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| ***Section 5.3 Country Presence, Collaboration, and Capacity Strengthening: Please describe your organization’s (or consortium’s) experience within the country(ies) in which the Services will be provided.* Describe your existing relationship with applicable Ministries (i.e., the Expanded Programme on Immunization (EPI)) and other stakeholders key to your proposed approach. Describe your plans for coordination with the EPI team, Gavi partners, and other key stakeholders from design to dissemination/data use. Describe how you plan to contribute to in-country capacity strengthening during the life of the project. *Please list relevant local office(s) contact information in the dedicated table (1 table per proposed country).****Important Note:*  *Overhead costs allocated outside the country(ies)/economy(ies) of implementation are to be minimized.*  |
| (word limit: 500 per country) |
| Registered\* (e.g. via certificate of incorporation) in one of Gavi's supported countries or economies (Gavi57 and/or Gavi COVAX AMC92), please provide the document when submitting your proposals. YES [ ]  NO [ ]  |
| Have an office in the country/countries of work; YES [ ]  NO [ ]  |
| **Offices Names** | **Offices Director Names** | **Offices Postal Addresses**  | **Offices email addresses** | **Offices Telephone numbers**  |
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| Headquarters (HQ) located in a Gavi-supported country or economy; YES [ ]  NO [ ] Please insert HQ Address |
| Majority membership of the governing body are citizens of the recipient country(ies)/economy(ies)YES [ ]  NO [ ] Total Number of membership of the governing body: Please insertCitizens of the recipient country(ies)/economy(ies): Please insert |
| Senior leadership should be primarily located within country(ies)/economy(ies) of implementationYES [ ]  NO [ ]  |
| The majority of project staff must be citizens of country(ies)/economy(ies) of implementationYES [ ]  NO [ ] Total Number of project staff: Please insertCitizens of the recipient country(ies)/economy(ies): Please insert |
| ***References:* Please provide the contact details for two partners you have worked with in each proposed country (government agency reference preferred):** |
| **Project/Organization Name** | **Contact Details** |
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| **Section 5.4 Corporate Social Responsibility: Highlight your organization core values and alignment with the proposed work. Please send to** **procurement@gavi.org** **your corporate reports and policies.[[2]](#footnote-3)** |
| (word limit: 200) |

1. Please keep to indicated word limit for narrative sections. Text in tables and figures do not count towards the total limit per section. [↑](#footnote-ref-2)
2. Shortlisted bidders will be asked to share their organization’s gender policy, protection against sexual exploitation, assault, and harassment measures and policies, and child protection policies. [↑](#footnote-ref-3)