



# **INVITATION TO TENDER**

**for**

## **PROTECTING LIVESTOCK – SAVING HUMAN LIFE Monitoring and Evaluation Strategy for GALVmed**

**Global Alliance for Livestock Veterinary Medicines  
Doherty Building  
Pentlands Science Park  
Edinburgh  
EH26 0PZ**

## **1. INTRODUCTION**

Global Alliance for Livestock Veterinary Medicines (GALVmed) seeks to invite proposals to assist GALVmed in the implementation of a holistic Monitoring and Evaluation (M&E) strategy for the entire GALVmed organisation.

## **2. BACKGROUND**

### **a) Organisation**

Global Alliance for Livestock Veterinary Medicines (GALVmed) is a company limited by guarantee and is registered as a charity with the Charities Commission and the Office of the Scottish Charity Regulator (OSCR). GALVmed was incorporated in March 2005.

The management of the company is the responsibility of the Trustees (Board Directors) who are elected by the Members under the terms of the Memorandum and Articles of Association.

### **b) Objectives**

GALVmed's mission is "Protecting Livestock, Saving Human Life" (PL-SHL). Nearly 700 million people rely on livestock for their livelihoods. The loss of animals through disease devastates the lives of individuals, families and communities. GALVmed is a not-for-profit organisation and a Public Private Partnership whose objective is to make animal health tools available for the people who rely on their livestock for their livelihoods. GALVmed is funded by the Bill & Melinda Gates Foundation (BMGF), the United Kingdom's Department for International Development (DFID) and the European Commission.

### **c) Project**

This Invitation to Tender (ITT) is part of the "Protecting Livestock, Saving Human Life" (PL-SHL) project. PL-SHL is a project which supports work on 4 diseases: Newcastle Disease; East Coast Fever; Porcine Cysticercosis; and Rift Valley Fever, and is sub-divided into 14 activities within 4 objectives, which are aligned with GALVmed's overall objectives:

- 1) to develop data driven decision making tools for socio-economic impact and understanding of markets; and to communicate and network to advocate for animal health medicine development to benefit poor livestock keepers;
- 2) to impact upon poverty by making available vaccines that affect the sustainability of the livestock of poor people in the developing world;
- 3) to identify suitable mechanisms for vaccine access, adoption, supply and constraints; and
- 4) to support the core function, advocacy and global access strategy requirements of project delivery

The project derives its funding from BMGF and DFID.

This ITT relates to assisting GALVmed in the design, development, planning and implementation of the M&E strategy within the organisation.

### 3. TENDER SPECIFICATIONS

#### a) Requirements of the consultancy

The requirements have been split into three specific work activities and their respective outputs are detailed below:

##### Work Activity 1

- Review and define the Social Economic Impact (SEI) and Gender approach in the context of GALVmed's M&E strategy and previous GALVmed work relating to SEI;
- Define and develop specific metrics and Key Indicators for all components to be measured for GALVmed's interventions;
- Agree KPIs/targets for M&E metrics with GALVmed groups.

##### Work Activity 2

- Develop strategies and tools for the design and implementation of surveillance, monitoring and evaluation;
- Define, design and develop a coordination plan in consultation with Project Managers and Director of Operations on the implementation of M&E at the project level (including integration/harmonisation activities with groups already conducting M&E);
- Define, design and develop a coordination plan in consultation with GALVmed's Communication team to develop a reporting structure in line with GALVmed's communication strategy;
- Develop format/structure for M&E reports to the various stakeholder groups (e.g. distributors, Project Managers, directors, board, donors).

##### Work Activity 3

- Provide quality technical assistance in the implementation of GALVmed's M&E strategy including capacity-building of in house M&E staff;
- Provide desk M&E oversight (and on-site M&E if required) to in house M&E staff as appropriate for the first reporting cycle;
- Support GALVmed in house M&E staff to enable them to perform the ongoing M&E activities (including data processing and analysis where required).

This work is to be completed within **9 months** of the contract start date.

#### Expected Outputs:

##### Work Activity 1

- Report on the SEI/Gender M&E approach to be taken, the indicators to be used and the associated KPIs;
- Report on the specific non-SEI/Gender M&E metrics to be collected (including RACI and frequencies) and the KPI targets (definition of success);
- Timeline/project plan for overall M&E data collection implementation activities.

##### Work Activity 2

- M&E report templates to be used by GALVmed;
- An M&E coordination and implementation plan;
- M&E communication approach.

##### Work Activity 3

- At least one (1) cycle of M&E reporting completed and signed off.

#### b) Duration of appointment:

The appointment shall be for a period of 9 months, effective from 1<sup>st</sup> November 2010. Any changes to this period must be agreed in writing between the parties.

#### c) Travel

The applicant will be required to be able to travel to multiple locations (including Botswana and Edinburgh).

#### **d) Eligibility criteria**

Essential skills:

- Technical knowledge, and experience, of assisting with strategy development and implementation;
- Experience in working in social projects/programmes in the context of international development.

Desirable skills

- Experience of pharmaceutical, scientific or Research & Development industries.

Please provide details of your current client base to demonstrate eligibility under essential skills.

If you do not qualify under essential skills please do not apply as your proposal will be rejected.

#### **e) Additional Requirements of the Tenderer**

In addition to the minimum requirements above, the Tenderer is expected to:

- Hold regular update meetings or conference calls with the Director of Operations to report on progress of the Monitoring and Evaluation strategy;
- Take responsibility for all administrative issues related to the project;
- Produce the agreed deliverables to a high quality standard, on time and within budget;
- Effect revisions and additions if necessary to the draft final documents, before final payment is made;
- Propose "Added Value Options" that will enhance the service.

#### **f) Engagement**

This tender specification, the tender proposal, a letter of agreement of preferred consultant from GALVmed and a consultancy agreement between the two parties shall form the basis of the contract.

#### **g) Fee and payment plan**

The tender proposal should state the fee for the desired services inclusive of all VAT and related taxes. The payment plan for the services will be negotiated and agreed between GALVmed and the successful consultant. The final payment however, will be made after the completion of the project and acceptance of the final reports by GALVmed.

Payment of the fee will be by bank transfer. All bank charges will be borne by the successful consultant. Bank information will be requested for inclusion in the Consultancy Agreement.

#### **h) Methodology**

The tender proposal should state the methodology and approach to the development and implementation of the strategy.

### **4. COMPLIANCE**

All tender proposals *must* comply with, and address, the tender specification. In addition the following information must be provided:

#### *Contact Information*

1. Name and address of the company/individual;
2. Name and contact details of individual submitting the tender and to whom all subsequent correspondence should be directed;
3. All contact details and details of qualifications of the individual responsible for the delivery of the strategy implementation.

#### *Organisational Information*

1. A brief synopsis of the company (if applicable), including the number of years in existence.

#### *Other Information*

1. Please provide details of any other information which it is felt will support the application for the provision of the service identified;
2. Details of at least two references.

## 5. TENDERING INSTRUCTIONS

### a) Completion of Tender

The tender should be submitted in accordance with the Tendering Instructions and should include a detailed response to the Specification. **Please note tender documents should be a maximum of two A4 pages in length.**

### b) Timetable

11th October	Invitation to tender sent to interested parties
20th October	Final date for return of completed tenders
29th October	Evaluation and selection of preferred consultant
5th November	Conclude dialogues with preferred consultant
8 <sup>th</sup> November	Award Contract with selected consultant

### c) Submission of Tender

- Please submit **three** hard copies of the tender submission.
- The tender must be securely sealed and must be delivered **no later than 12 noon on Wednesday 20th October 2010**, to the address on the front of this document, marked "*Private & Confidential*" and for the attention of the Finance Director.

One electronic copy must be also be submitted to the Finance Director at [heather.stevenson@galvmed.org](mailto:heather.stevenson@galvmed.org) and the Assistant Director of Policy and External Affairs at [lois.muraguri@galvmed.org](mailto:lois.muraguri@galvmed.org) **before the closing date.**

Late tenders will be opened with a witness to determine the supplier and will be returned to the sender.

### d) Evaluation of Tender

An evaluation team will consider all valid tenders and may seek further clarification of tenders as necessary. Tenders will be evaluated in accordance with the eligibility criteria and tender specification compliance. Price will be a significant influencing factor (60%) but additional criteria (40%) will be assessed including: Compatibility of solution with requirements, Methodology of delivery, Past Record, Content relating to the 'Work Activities' noted above, Timescales and Added value options.

When decisions on the short-listing and the subsequent award of this contract have been made, GALVmed will inform you in writing as to whether or not you have been successful.

GALVmed reserves the right not to accept part or all of any tender at GALVmed's discretion.

### e) Tender Validity

Your tender shall remain open for acceptance for ninety (90) days from the date for return of tenders, or any subsequent date notified to you by GALVmed. Your tender may be accepted by GALVmed at any time during this period.

### f) Tender Queries

If you have any queries regarding this tender, these should be submitted by e-mail to Lois Muraguri at [Lois.Muraguri@galvmed.org](mailto:Lois.Muraguri@galvmed.org).

### g) Changes to Tender Procedure

GALVmed reserves the right to change the tender process, including timescales and procedures. GALVmed will not accept any liability should it do so.

### h) Qualification of Invitation to Tender

You should indicate in your tender submission if there are any areas where you will not be able to comply with the requirements of this Invitation to Tender. GALVmed reserves the right to reject any tender qualified in this manner.

**i) Conflicts of Interest**

You should advise GALVmed as soon as possible if you think you may have a conflict of interest in respect of this tender. If there is a conflict of interest, GALVmed reserves the right to disqualify you from further involvement in the tender process.

**j) Incurred Tender & Other Expenses**

GALVmed will not pay any costs and expenses which may be incurred by you in connection with the preparation, submission, or presentation of your tender.

**k) Accuracy of Tender**

You should check the accuracy of your tender prior to submission. A tender containing errors or omissions may, at GALVmed's discretion, be referred back to you for correction and may be disqualified.

**l) Disclaimer**

We accept no liability for the accuracy, adequacy or completeness of any of the information provided or any opinions contained in this Invitation to tender, or of any other information made available during the tender process.

If you submit a tender, you will be deemed to have understood fully the requirements of this Invitation to Tender.

The submission of a tender will imply acceptance of this provision by you. Any attempt to qualify this provision either expressly or implied, may result in your tender being disqualified.