

PATH Request for proposal #2020-067
Making Self-Injection Count: A Workshop on Contraceptive Self-Injection Data

I. Summary of deadlines

Release of request for proposal	Dec. 3
Confirmation of interest due & submit fact-finding questions	Dec. 10
Response to fact-finding questions	Dec. 17
Deadline for submission of proposals	Jan. 7
Notification of winning bid	Jan. 21

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified of any changes simultaneously by email.

II. PATH statement of business

PATH is a global organization that works to accelerate health equity by bringing together public institutions, businesses, social enterprises, and investors to solve the world’s most pressing health challenges. With expertise in science, health, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales solutions—including vaccines, drugs, devices, diagnostics, and innovative approaches to strengthening health systems worldwide.

Headquartered in Seattle, Washington, PATH has 39 offices in 22 countries. PATH currently works in more than 70 countries in the areas of health technologies, maternal and child health, reproductive health, vaccines and immunization, and emerging and epidemic diseases. For more information, please visit www.path.org.

III. Project background

Background

[Subcutaneous DMPA \(DMPA-SC\)](#) is a lower-dose, easy-to-use injectable contraceptive that protects against pregnancy for three months. Sayana Press, the DMPA-SC product available to Family Planning 2020 (FP2020) countries, is manufactured by Pfizer Inc. and combines the drug and needle in the prefilled BD Uniject™ injection system, which was originally developed by PATH. The product is now available in at least 30 FP2020 countries and is approved by regulatory agencies in nearly 60 countries worldwide, including in the European Union.

Since 2017, the [DMPA-SC Access Collaborative](#) has been working with ministries of health and partners across sectors in more than 30 countries to expand women’s contraceptive options and access through introduction and scale-up of the self-injectable product DMPA-SC. In 2020, in collaboration with the

country governments and partners, focus shifted to self-injection scale-up goals and monitoring progress in the context of full and informed choice. A key component of this project is supporting countries to collect and apply data on self-injection uptake to strengthen availability and accessibility of self-injection across the global family planning market. The AC’s body of work includes global, regional and country experiences and lessons learned, as well as expanded collaboration across the global FP community. Information is shared across countries with international donors to help shape the global market for DMPA-SC, with the aim of dependable supply available at affordable prices.

A key role of the Access Collaborative is to facilitate information exchange and learning within and among priority countries and beyond. This is achieved through channels sharing results and lessons learned, encouraging and facilitating discussion, troubleshooting challenges, and accelerating the adoption of best practices through interactive virtual networks.

The Access Collaborative is planning to host “Making Self-Injection Count: A workshop on family planning data availability and use” during the week of March 22-25, 2021. Exact workshop session times are to be determined, but they will be scheduled to accommodate a global audience. This virtual convening aims to elevate use of family planning data from routine and health management information systems in policy and programming. We will spotlight self-injection with DMPA-SC in order to catalyze discussion and learning not only for this contraceptive option, but for broader family planning and self-care initiatives. The workshop is intended for family planning program managers and individuals actively involved in self-injection introduction and scale-up, with specific sessions for those responsible for monitoring, learning, and evaluation in family planning programs.

III. Purpose and Timeline of RFP

A. Purpose of the RFP:

PATH would like to hire an organization to assist in the planning and logistical organization of 3- or 4-day, half-day virtual workshop event with approximately 3 sessions each day. Key components include user-center design support to ensure interactive presentation, logistical, operational and administrative support.

B. Proposed Project Timeline:

	January	February	March	April
Scope and approach agreed upon and agreement signed	X			
Website landing page and registration set up	X	X		
Workshop schedule outlined confirmed		X		
Interpreters identified and sub-contracted		X	X	
Technical/logistical plan development		X	X	

Presenter methods and support needs arranged		X	X	
Meeting notes finalized, action items detailed, and written report shared				X
Final invoices settled				X

IV. Scope of work and deliverables

A. Scope of Work

- Meet with PATH staff on a regular weekly or bi-weekly basis to discuss planning, needs, and objectives.
- Create and manage a meeting website that includes a registration platform.
 - This should be available in the English and French languages.
 - Branding, graphic assets, and program content will be provided by PATH.
- Coordinate and manage communication with attendees. Duties include but are not limited to:
 - Confirming session registration and tracking registrations.
 - Sending reminders and meeting information.
 - Answering questions from interested parties.
 - Sending out session evaluation forms.
- Assist with the finalization of overall project design, building from draft workshop session outlines and run-of-show outlines. Examples of current content and design can be found in [this Box folder](#).
- Coordinate and provide presentation design and technical support to presenters from a variety of global locations. Duties may include:
 - Using objectives developed by the workshop steering committee, help presenters’ design sessions that are collaborative and digitally interactive.
 - Suggest different modes of engagement, both innovative online and visual formats.
 - Support the team to apply the different approaches, including creating and visualizing content using the different online tools.
- Provide access to and manage the digital platform that hosts the workshop and all related sessions.
 - Suggest technology and key approaches.
 - Troubleshoot technical challenges during the event.
 - Digitally record event as well as recruit a note-taker for high-level notes.
- Recruit and manage interpreters for simultaneous translation of the French and English languages.
 - Facilitate language test to ensure quality of translation, which will require PATH approval.

- Coordinate and support technological needs for presenters, participants, and interpreters.
- Summarize notes and produce event report within five business days of the event.

V. Proposal requirements

Experience

We are seeking a consultant or agency with at least three years of experience with virtual event management, including design and execution. Experience working in a global non-profit context is strongly preferred.

Technical details

We request a proposal that outlines one to two different event management approaches that could meet our needs as articulated above (page 3). This should illustrate likely project and change management approaches that may be applied. Please note that the ability to work in English and French will be required. If different approaches are offered, please note how they range in cost and complexity and include a short list of pros and cons for each option.

Please submit any fact-finding questions along with confirmation of interest by **December 10**.

Financial details

Provide itemized costs for the total scope of this project, based on the scope of work outlined in Section IV. The final scope of work may be subject to negotiation; however, bidder selection will be made against the original scope of work. The budget should be detailed enough to easily understand underlying assumptions; a budget narrative is encouraged.

Bids should include itemized costs for key scope of work elements as follows:

- Estimated total level of effort and associated costs.
- Itemization of all other costs, e.g., agency costs, agency fees, service tax, administrative costs, supplies, etc.
- Estimated schedule of other anticipated expenses, e.g., sub-contracted resources, supplies, outside resources, etc.

VII. Proposal evaluation criteria

The following is a list of significant criteria against which proposals will be assessed:

- Demonstrated experience with successful management of virtual workshops over a multiple day period.
- Background developing websites for global audiences in low-resource settings with varied computer literacy and internet connectivity.
- Inclusion of at least three clients (“Reference Clients”) who have executed a written contract with you for the types of services required by this RFP.
- Detailed proposal budget demonstrating optimum combination of whole-life cost and quality of service.

Note: PATH reserves the right to include additional criteria.

VIII. Instructions for Responding

A. PATH contacts:

Procurement Contact: Jessica Nguyen at jenguyen@path.org

Program Contacts: Rachel Hien at rhien@path.org

B. Confirmation of interest:

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than **December 10**. Send the confirmation to the contacts listed above.

C. Proposals due: January 7, 2021

Completed proposals should be submitted by email to the contacts listed above. The subject line of the email should read: **RFP 2020-067 – Your Company/Name**

D. Conclusion of process

Applicants will be notified of PATH's decision by January 21, 2021. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

IX. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFQ, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

E. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Proposal Validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.