REQUEST FOR PROPOSALS (RFP)
DRC Temporary Country Representative Consultancy

Date: May 24 2021

Subject: Request for Proposals for DRC Temporary Country Representative Consultancy

INTRODUCTION

The Maryland Global Initiatives Corporation (MGIC) is an international non-profit affiliate of the University of Maryland, Baltimore (UMB), which works to strengthen health systems and reduce the spread and impact of HIV/AIDS in the areas where we operate. We currently have offices in six countries in sub-Saharan Africa, including Botswana, Kenya, Nigeria, Rwanda, Tanzania, and Zambia.

BACKGROUND

MGIC is seeking proposals for this competitive solicitation for a DRC Temporary Country Representative Consultancy. MGIC reserves the right to award to one or multiple firms.

OBJECTIVE

MGIC is seeking a Temporary Country Representative for UMB’s Center of International Health, Education and Biosecurity (CIHEB) in the Democratic Republic of the Congo (DRC).

SCOPE OF WORK

The Temporary Country Representative will support the implementation of an MGIC office in Kinshasa and the development of partnerships with local and international stakeholders. The Temporary Country Representative will uphold and protect the University’s core values and mission. The Temporary Country Representative will report to the CIHEB Global Director. As a member of the UMB community, s/he has a clear obligation to conduct the affairs of the University in DRC by safeguarding the best interests and fiduciary obligations of UMB and MGIC. The Temporary Country Representative will begin working immediately on a part-time basis and will be expected to be present in the MGIC offices 2-3 days a week.

Dates of assignment: May 31 2021-July 31 2021

Number of days: 30 days (2-3 days a week)

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<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Estimated LOE</th>
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<tr>
<td>Organize meetings with strategic partners including the MOH, the PNLS unit, and other local and international organizations to increase UMB/MGIC’s visibility and discuss upcoming work/partnership opportunities</td>
<td>Meeting notes</td>
<td>30%</td>
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<tr>
<td>Support implementation of an MGIC office in Kinshasa in collaboration with the University and MGIC headquarter</td>
<td>Registration and other</td>
<td>30%</td>
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including by serving as a legal representative in DRC for MGIC and by supporting all registration processes

| Ensure MGIC and the DRC office specific policies and procedures for personnel, finance, administration, and security are in place and regularly updated for the current operating context | Employee handbook | 20% |
| Support business development, planning, implementation and monitoring activities developed by CIHEB in agreement with DRC MOH or other institutions | TBC per CIHEB requests | 15% |
| Other duties as delegated by the Global CIHEB Director | | 5% |

**PROPOSAL REQUIREMENTS**

Interested parties shall submit a proposal, written in English, no later than May 31 2021 via the following form: [https://app.smartsheet.com/b/form/d8987e34c62047618ab97036acf5ec79](https://app.smartsheet.com/b/form/d8987e34c62047618ab97036acf5ec79). Please note that this proposal shall be valid for a minimum of 90 days.

The proposal shall be no more than 4 pages to include:
- CV
- Proposed rate

Applicants should have at least the following:
- Degree in Medicine, Public Health or related fields.
- At least 5 years’ experience in resource limited health care delivery or administration,
- Demonstrated knowledge in HIV/AIDS is highly encouraged
- Significant previous experience and technical knowledge of program management of public health programs involving various agencies and partners, quality improvement, monitoring and evaluation
- Demonstrable ability to interact with local authority including MOH, HIV programming, PEPFAR/CDC/USAID and other key partners
- Must have proven knowledge and prior experience with the US government (USG) as a sponsor, and with USG rules and regulations
- Demonstrated financial management experience, including the oversight of budgets and subcontracts, and adherence to USG procurement requirements
- Working experience with health facilities in resource limited settings
- Must be fluent in French and English
- Previous experience in supporting Ministries of Health in HIV programming is also a plus

Any proposals that do not adhere to these requirements will be rejected.

**SELECTION CRITERIA**

MGIC will evaluate and score responses based on the following criteria:

1. Experience – 60%
2. Cost – 40%

GENERAL TERMS & CONDITIONS

1. The resultant agreement shall be subject to MGIC Terms and Conditions and the MGIC Standard Professional Agreement Form
2. Payment Shall be subject to MGIC Terms and Conditions
3. The RFP is not and shall not be considered an offer by MGIC.
4. All responses must be received on or before the date and time indicated on the RFP. Any late responses will be rejected.
5. Any unresponsive proposals will be rejected.
6. MGIC reserves the right to accept or reject any proposal or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any bidders submitting proposals for rejection or cancellation of the procurement.
7. Information provided by MGIC in this RFP is offered in good faith, and MGIC requests that it be treated confidentially.
8. The respondents are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the submission of a proposal. All responses and supporting documentation shall become the property of MGIC, subject to claims of confidentiality by the bidder, which have been clearly marked as confidential by the bidder.

TIMETABLE

RFP Issuance – May 24 2021
Questions submitted via email no later than – May 26 2021
Responses to questions shared with the potential respondents – May 27 2021
Proposal due date – May 31 2021

POINT OF CONTACT

Virginie Combet – vcombet@umaryland.edu

If you are unable or do not wish to quote, it will be helpful if you advise your reason for not quoting on this occasion. We look forward to hearing from you no later than enter date.

Virginie Combet

For and on behalf of MGIC
E-mail: vcombet@umaryland.edu