

R2HC Multi-Sectoral Prevention Package Development for Food Insecure Contexts

Request for Proposal
December 2022

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1 Introduction

1.1 Overview of Elrha

We are [Elrha](#). A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

Our Programmes

Elrha has two successful humanitarian programmes; [Research for Health in Humanitarian Crises](#) (R2HC) and the [Humanitarian Innovation Fund](#) (HIF).

R2HC:

The R2HC programme aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions.

This globally recognised research programme focuses on maximising the potential for public health research to bring about positive change in humanitarian response and helps inform decision-making in humanitarian response. Since it was established in 2013, it has funded more than 100 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to undertake vital research.

The HIF:

The HIF programme improves outcomes for people affected by humanitarian crises by identifying, nurturing, and sharing more effective, scalable solutions.

The HIF is a globally recognised programme leading on the development and testing of innovation in the humanitarian system. Established in 2011, it was the first of its kind: an independent, grant-making programme open to the entire humanitarian community. It now leads the way in funding, supporting, and managing innovation at every stage of the process.

The HIF's portfolio of funded projects has informed a more detailed understanding of what successful innovation looks like and what it can achieve for the humanitarian community. This work is leading the global conversation on innovation in humanitarian response.

Further information on Elrha and the work that we do is available from [Home - Elrha](#).

1.2 Scope of work

See below an outline of the prevention package background, its general objectives, foreseen main activities, and an indicative timeline. **For further detail, please refer to section 6.**

1.2.1 Prevention Package Background

The R2HC continuously monitors current and anticipated humanitarian crises with a view to identifying crisis contexts in which evidence gaps already – or may soon – hinder the ability to conduct effective humanitarian response, and minimise morbidity and mortality amongst affected people.

The current food insecurity situation in the Horn of Africa (and beyond), has been compounded by the Russia-Ukraine armed conflict and the ongoing climate emergency. This escalating crisis will have a profound impact in both the short and long term on the nutrition and health needs (and development indicators) of already stressed populations and health systems, exacerbating existing vulnerabilities.

Food Insecurity Crisis

According to the Global Report on Food Crises: 2022 is “*the fourth consecutive year of rising levels of acute food insecurity,*” with up to 205.1 million people in 45 countries in crisis or worse (IPC/CH phase 3+) levels of food insecurity. Per the UNICEF/WHO/World Bank 2020 estimates, 6.7% (45.4 million) children are affected by wasting and 22.0% or 149.2 million children are affected by stunting globally. WFP reports that over 9 million people die from hunger every year, that is 24,000 per day.

The drivers of food insecurity crises include acute and protracted conflict, economic shocks (including ongoing impacts of the Covid-19 pandemic and the international armed conflict in Ukraine) and the increasing effects of climate change.

Food insecurity represents a significant driver of malnutrition, with the latest projections suggesting a dramatic increase in the prevalence of undernutrition worldwide. As of 2021, global projections suggest that none of the key nutrition targets will be met by 2030.

The impacts of the Covid-19 pandemic, including the constraints from reduced services and inadequate diets on child undernutrition are still yet to be fully realised. In 2021 a report by UNICEF/WHO/World Bank Group estimated that the pandemic could have resulted in a 15% increase in children affected by wasting due to reductions in household finances, and disruptions in food and nutrition services.

Identified Gap in Research and Practice

To identify possible areas where R2HC could add value to the current crisis and future food insecurity crises, we undertook a consultation process interviewing over a dozen experts in the field of food insecurity, nutrition and health. Consultations with key informants identified that there is **no standard operational package of preventive measures** that is being implemented in humanitarian settings, and that could potentially be adopted as standard practice at a system-wide level.

A clear gap in evidence-based practice was identified in the lack of a **food security and nutrition preventive package for children under age 5 and pregnant and lactating women** (PLWs). Given the limited funding available in crises, what funds are made available tend to be targeted to treatment of malnutrition, as opposed to the prevention of it, despite the known negative impacts on the health and wellbeing of PLWs and children when they suffer episodes of undernutrition (e.g. low birth weight infants, anaemia, susceptibility to infection, reduced physical growth and cognitive effects).

1.2.2 Overarching Programme of Research

This research initiative proposes the consultative development and testing of packages of multi-sectoral preventive intervention⁷ aligned with the IPC Acute Food Insecurity phases, that have clear indicators for activation in IPC/CH phases 1, 2 and 3 to avoid households and communities falling into IPC 4 & 5. We acknowledge that the link between food insecurity, malnutrition and ill-health is not always linear, hence our focus on a multi-sectoral prevention package. The objectives for this work are as follows.

- Objective 1: To conduct a scoping review to understand existing food security and nutrition preventive packages for children and PLWs in humanitarian settings. (Note: that if the provider identifies that there are other vulnerable groups that should be included in this scoping review, this can be discussed with R2HC and this scope *may* be expanded)

- Objective 2: To develop and define the preventive package(s) for children and PLWs that would be appropriate to implement in different IPC phases of food insecurity, with particular focus on differential vulnerabilities including IDPs, Refugees, Host Community, Nomadic Groups, People in areas with access challenges. This will include a matrix of how “wide” the preventive package extends in terms of inclusion of activities in Health, WASH, Livelihoods, Social Protection etc.
- Objective 3: To test (refine) how the proposed preventive package(s) interacts with nutrition / food insecurity interventions (and other sectors) in various IPC phases (e.g. malnutrition treatment / food assistance / cash / social protection schemes).
- Objective 4: To conduct a cost-effectiveness analysis of the proposed preventive package(s) to both compare to nutrition/food insecurity treatment interventions in food insecure settings and to evaluate benefits of linked prevention/treatment.
- Objective 5: To develop a model for prevention that can be integrated into global policy and guidelines, based on a cross-country analysis of the tested packages.

Ultimately this work aims to influence funders and governments **to invest earlier to prevent cyclical food crises**, acknowledging that such crises are not simply a result of an evidence-gap in how to respond, but that the funding and political will to act earlier is essential.

R2HC intends that this work will be split into 4 distinct phases, with **this ToR seeking to solicit applications from qualified providers with experience in humanitarian food security and nutrition for the Inception Phase & Phase 1**. We include some detail on Phases 2 & 3 for context only.

Inception Phase: Steering Committee

A Steering Committee will be established to guide this research programme and to ensure that outputs are made available to those actors best positioned to influence global and national policy. The Steering Committee will consist of experts in humanitarian Food Security, Nutrition, Health and related sectors, with a particular view to equity of participation with LMIC actors (including national Ministries) prioritized for inclusion. This process will be guided by Elrha, and we anticipate that the Steering Committee will play an active role in guiding all 3 phases of the work.

Phase 1: Scoping and Preventive Package Development

This formative research phase will aim to answer Objectives 1 & 2 of this programme of work through a jointly developed methodology. The selected provider will lead on this work, with the support of R2HC, and we anticipate that the work will take 23 months, following contracting.

Phase 2: Testing and Cost-Effectiveness (NOT included in this RfP)

The trial phase of this research programme is expected to be complex, with R2HC launching a call for proposals for academic-humanitarian consortia to evaluate the preventive package, and to conduct cost-effectiveness analyses in a variety of geographies over a 2-year timeframe. The work from Phase 1 will feed directly into the development of the call for proposals.

Phase 3: Cross-Country Comparison (NOT included in this RfP)

Following completion of all field studies, a research team will be contracted to conduct a cross-country comparison of findings, with the aim of developing a model that can then be integrated into global policy and guidelines.

For a more detail please see Section 6 below.

1.2.3 Key activities and timeline

Below is a summary of the distinct stages foreseen for this programme of work, as well as the main activities and the expected timeline. Where applicable, the table also includes the key deliverables expected for each phase.

The table below aims to provide an indicative timeline as the final work plan will be co-developed and agreed upon during the inception phase.

Phase	Activity	Timeline 2023-2025	Deliverable
INCEPTION & STEERING COMMITTEE	Kick-off call	March 2023	
	Steering Committee Identification & Outreach	March	
	Steering Committee Kick-Off Meeting & ToR finalisation	April/May	X
	Inception report development	April/May	
	Final Inception report	June	X
SCOPING REVIEW	Scoping review protocol drafting & feedback integration	July	
	Final scoping review protocol	August	X
	Conduct scoping review	September / October	
	Scoping review draft submission and feedback integration	November	
	Final scoping review & presentation	December	X
PACKAGE(S) DEVELOPMENT & SOCIALISATION (exact methodology to be presented in application)	Develop preventive package(s) with key stakeholders	Jan – June 2024	
	Preventive package(s) drafting and feedback integration	August / Sept	
	Final preventive package(s)	October	X
	Socialisation of package with relevant stakeholders (including presentations at relevant fora)	October 2024 – February 2025	
	Publication of peer-reviewed articles	2025	X

2 Instructions for Submitting a Proposal

2.1 Indicative Procurement Timetable

	Task	Date
1	Request for Proposal (RFP) issued	06/12/2022
2	Deadline for return of Proposals	23/01/2023
3	Evaluation of Proposals/Offers	w/c 23/01/2023
4	Expected dates for interviews with short-listed bidders (if applicable)	w/c 30/01/2023
5	Contract award	06/02/2023
6	Contract start (depending on length of time for contracting)	6/03/2023

Elrha reserves the right to amend the procurement timetable.

2.2 General Request For Proposals Information

- 2.2.1 These instructions are issued to ensure that all received Proposals are given equal and fair consideration. It is essential, therefore, that bidders provide all information asked for in the format and order specified in this RFP. If the bidder has any doubts about what is required or has difficulty providing the requested information, please direct these by e-mail to contracts@elrha.org OR R2HC@elrha.org, putting the title of the contract as the subject.
- 2.2.2 Proposals shall be submitted in accordance with these instructions and, save as may be allowed elsewhere in the issued document, without alterations or qualifications.
- 2.2.3 Proposals that do not comply with any mandatory requirement (i.e., where the words “shall” or “must” are used) will not be considered.
- 2.2.4 This RFP does not constitute an offer, and Elrha does not bind itself to accept any Proposal. Elrha reserves the right to accept a Proposal in part rather than in full and Elrha reserves the right to award a Contract to more than one bidder.

2.3 Issued Documents

- 2.3.1 Apart from the formal Contract between Elrha and the successful bidder arising from Elrha’s written acceptance of the proposal, the following documents referred to in these Instructions as the incorporated documents forming the contract will comprise:
- These Instructions
 - The Proposal Form to be completed by the bidder

- Non-collusive Proposal Certificate to be signed by the bidder
- The Terms and Conditions
- The Specifications
- Response Documents and Schedules

2.4 Confidential Nature of Request for Proposal Documentation

- 2.4.1 Documentation in relation to this RFP and any Proposals received by Elrha in response to it shall be treated as private and confidential save where the disclosure is required by law.
- 2.3.2 Bidders shall not:
- Disclose that they have been invited to submit a proposal;
 - Release any information relating to the RFP or the Proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the Proposal;
 - Canvass directly or indirectly with any other bidder concerning the RFP;
 - Canvass directly or indirectly with staff of Elrha (including its trustees, volunteers, and contractors) concerning the award of the contract or who has directly or indirectly obtained or attempted to obtain information from the said individuals.

2.5 Preparation of Proposal

- 2.5.1 No alteration or addition shall be made by bidders to any part of the RFP except where expressly allowed herein or in the other issued documents.
- 2.5.2 Proposals shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the Proposal equivocal. Only unconditional Proposals will be considered. Elrha's decision as to whether or not a submitted Proposal is in an acceptable form will be final.
- 2.5.3 A fully compliant Proposal must be submitted. Where a bidder wishes to submit a modified or alternative Proposal, this must be in addition and submitted separately to the compliant Proposal and may or may not be considered by Elrha. Any modified or alternative Proposal must also be free of qualifications, fully priced and complete.
- 2.5.4 Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of their Proposal. Information supplied to bidders by Elrha is supplied only for general guidance in the preparation of the Proposal, and no warranty is given unless specified elsewhere in the issued documents to its accuracy. Bidders are strongly advised to satisfy themselves by their own investigations as to the accuracy of such information and no responsibility is accepted by Elrha for any loss or damage of whatever kind or howsoever caused arising from the use by bidders of such information.
- 2.5.5 Proposals and supporting documents shall be in English, and any Contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England.

2.6 Request for Proposal Response

- 2.6.1 Section 6 and Appendix 1 of this document set out the base information needed to understand Elrha's requirements (**The Specification**).
- 2.6.2 Section 7 and Schedules 1, 2 and 3 (**Response Documents**) are where the bidder is asked to respond directly to requirements and set out their proposal and associated assumptions and conditions. All bidders are requested to use the forms and follow the formats set out in Sections 7 and Schedules 1, 2 and 3 when preparing their responses. Please be clear, succinct, and unambiguous in all narrative responses.
- 2.6.3 Where necessary, you should attach supporting documents with the Proposal clearly marking your organisation's name and the number of the response that the document supports. Cross-referencing is permitted, i.e., you can reference the same piece of supporting material as evidence for more than one question.
- 2.6.4 The complete Proposal submission must be supplied in electronic format. The Response Documents must not be saved in PDF format (with the exception of the forms that require the bidder's authorised signature and supporting information such as copies of policy documents, certificates, or operating procedures), and Elrha must be able to edit the Word and Excel forms submitted. Electronic files must be set out and named in such a way that Elrha evaluators can easily find the information in relation to each question in Section 7.
- 2.6.5 **Proposals must be e-mailed to R2HC@elrha.org with the subject line: "R2HC Multi-Sectoral Prevention Package" FAO Gillian McKay.** Proposals e-mailed to any other Elrha e-mail address will not be considered.
- 2.6.6 In order to evaluate the Proposal all required Response Documents must be included with the Proposal. If any of the required documents are not submitted with the Proposal, Elrha reserves to itself the right to reject such Proposal.
- 2.6.7 All Proposals shall be delivered no later than **23/01/2023 – 1200 pm (GMT)**.
- 2.6.8 It is the bidder's responsibility to ensure that their Proposal arrives in accordance with these Instructions. Proposals received after the date and time for delivery will not be considered.
- 2.6.9 Elrha reserves the right to reject any proposal that fails to comply fully with the Instructions for Requesting Proposals set out in this Section 2, or that makes any misrepresentation in supplying any information requested.

2.7 Questions

- 2.7.1 Bidders will have the opportunity to ask questions by e-mail to Elrha at contracts@elrha.org OR R2HC@elrha.org. Elrha will use best endeavours to provide such explanation as a matter of assistance to the bidder, but it shall not be construed to add, to modify, or take away from the meaning and intent of the proposed contract and or the obligations and liabilities of the bidder.
- 2.7.2 No representation, explanation or statement made to the bidder or anyone else by or on behalf, or purportedly on behalf of Elrha as to the meaning of the RFP documents, or otherwise in explanation as aforesaid, shall be binding on Elrha in the exercise of its obligations under a subsequently awarded contract.
- 2.7.3 Where the enquiry is beneficial to all bidders, both the original enquiry and the

response will be sent to the other bidders anonymously.

3 Appraisal of proposals

3.1 Evaluation

- 3.1.1 Elrha is committed to ensuring its resources are used as efficiently as possible, in order that it can focus them on achieving maximum impact for People Affected by Crises. Proposals will therefore be evaluated against the criteria set out below.
- 3.1.2 Bidders must provide information, which demonstrates and supports their understanding of, and ability to meet, the Specification contained within this document.
- 3.1.3 Bidders who submit a Proposal with arithmetical errors leading to a revised Proposal sum when the errors are corrected will be given the opportunity to accept the revised Proposal sum or withdraw the Proposal. A Proposal containing major arithmetical errors, or a large number of arithmetical errors may be rejected on the ground that there is serious doubt about the competence of the bidder.

3.2 Elrha Not Bound

- 3.2.1 Elrha will consider the bidder's Proposal on the basis of obtaining the best value for money having regard to the pre-defined evaluation criteria.
- 3.2.2 Elrha does not bind itself to accept the lowest priced or any Proposal.

3.3 Evaluation Criteria

- 3.3.1 The following criteria are those on which Elrha will evaluate the Proposals and base its Contract award decision:

1) General company information OR Eligibility Screening and review of Due Diligence Questionnaire	Pass / Fail
2) Quality Criteria	Weighting
<ul style="list-style-type: none">• Approach/Methodology/Tools• Personnel/Team qualifications• Sector experience• Quality of references (contained within questionnaire)• Additional qualifying factors, as determined relevant by Elrha• Acceptance of contract terms	70%
3) Cost	
<ul style="list-style-type: none">• Cost per activity• Total cost	30%
Total	100%

- 3.3.2 Bidders' responses in Section 7 should directly answer the question and provide clear and concise answers which directly evidence the bidder's understanding of and ability to meet the Specification of Service Requirements. Do not feel that providing more wording and complex answers will enhance your score.

3.3.3 Proposals will be scored by a cross-functional evaluation panel.

3.4 Quality Evaluations

3.4.1 In evaluating the quality element of the Proposals, each criterion shown above and reflected in the response documents will be awarded an evaluated mark in accordance with the following table:

0 Points	Wholly unsatisfactory, fails to demonstrably meet specified requirements or not answered.
1 Point	Poor, only partially demonstrably meets specified requirements.
2 Points	Satisfactory demonstrably meets specified requirements in full.
3 Points	Good, demonstrably exceeds the specified requirements and provides significant added value to Elrha.

3.5 Cost Evaluations

3.5.1 Cost evaluation will take into account the cost to deliver the required service for the duration of the contract.

3.5.2 The lowest cost proposal to a bid of acceptable quality for the work will be awarded full marks. The more expensive proposals will be ranked and scored in direct proportion to how much more expensive they are than the lowest cost acceptable quality bid.

We anticipate proposals with budgets in the range of £125,000, however well-justified proposals above this budget may be considered. Budgets should exclude applicable UK VAT but include any taxes overseas suppliers may be liable for outside the UK.

Please indicate if you/your company is VAT registered and where. The budget submitted to us should be broken down by activity and with any allocations for individual team members shown clearly. This should include any travel costs (including for proposed in-person meetings) and other expenses.

3.6 Presentations to Stakeholders & Clarification Interviews

3.6.1 All Proposals received by the receipt deadline will be evaluated using the criteria and methodology described in this RFP document. Following evaluations, short-listed bidders, if deemed necessary, might be invited for an interview and brief presentation.

3.6.2 Short-listed bidders will need to be represented by at least one senior member of staff involved in the compilation of the Proposal and one senior member of staff who would be responsible for the management of the contract.

3.6.3 The purpose of the Presentation to Stakeholders will be for short-listed bidders to present an overview of how their Proposal meets Elrha's Specification of requirements and for Elrha to clarify any aspect of the Proposal.

3.6.4 The format and agenda for the presentation and clarification interviews will be sent out to all short-listed bidders in advance.

4 Contract Award

- 4.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, Elrha will decide to whom the contract will be awarded, and the successful bidder will be expected to enter into a formal agreement. Elrha's letter of acceptance, together with the documents stated in paragraph 2.3.1 above and all other documents jointly agreed by Elrha and the bidder as being included, will form the contract between the successful bidder and Elrha.
- 4.2 Acceptance of the Proposal shall only be signified in writing from Elrha Procurement. No other purported method of acceptance (i.e., Telephone call, correspondence from any other Elrha staff) shall be binding on Elrha. In addition, any action on the part of the successful bidder shall be of no contractual effect and not binding on Elrha without an acceptance letter from Elrha being issued to the bidder.
- 4.3 The formal contract agreement will be in a form prepared by Elrha.

5 Conflicts of Interest

- 5.1 In order to ensure a fair and competitive procurement process, Elrha requires that all actual or potential conflicts of interest are identified and resolved to Elrha's satisfaction.
- 5.2 Bidders should notify Elrha in writing of any actual or potential conflicts of interest in their response to this RFP. If the bidder becomes aware of an actual or potential conflict of interest following submission of this RFP, it should immediately notify Elrha in writing, providing details of such actual or potential conflict of interest.
- 5.3 Without limitation, Elrha may perceive conflicts of interest to arise where a bidder or their sub-contractors proposes to provide services or advice to, or is otherwise connected with, more than one bidder in relation to this RFP; and/or a bidder or their sub-contractors or any person employed or engaged by or otherwise connected with the bidder or their sub-contractors, or the spouse or partner of such person.
- 5.4 Elrha reserves the right to exclude bidders from the procurement process should actual or potential conflicts of interest be found to confer an unfair competitive advantage on one or more bidders or to otherwise undermine a fair and competitive procurement process and, following consultation with the bidder, such actual or potential conflicts are not resolved to the satisfaction of Elrha.

6 R2HC Multi-Sectoral Prevention Package Development – Specifications

6.1 Additional Detail on Activities

The key activities envisaged to complete this work are as follows:

- Identify (with R2HC guidance) key individuals to sit on the Steering Committee for this work, induct them into the Committee, co-develop a ToR for their governance oversight and keep them engaged through regular meetings and reviews of key documents over the course of the consultancy period.
- Develop and implement a research protocol for a scoping review to understand existing food security and nutrition preventive packages for children and PLWs in humanitarian settings. The boundaries of this scoping review will be co-developed with R2HC and the Steering Committee.
- To convene influential stakeholders (with the support of R2HC and the Steering Committee) to define and develop the preventive package(s) for children and PLWs that would be appropriate to implement in different IPC phases of food insecurity. This may involve in-person and/or online meetings.
- Socialise the proposed package(s) with stakeholders that may not have been involved in the development process to raise awareness and link these packages with ongoing food insecurity programmes being implemented in various contexts.

6.2 Approach and methodology

In line with the objectives described in section 1.2.2, this scoping review and multi-sectoral prevention package development aims to contribute to knowledge and practice in preventing the impacts of food insecurity and malnutrition in humanitarian settings on vulnerable groups.

We anticipate that the scoping review will narratively bring together evidence on what interventions work in preventing food insecurity and malnutrition, that could be rolled out in IPC levels 1, 2 and 3. The proposed methodology should include academic as well as grey literature, with a well described search and extraction strategy to ensure that the resulting paper is robust and publishable in a peer-reviewed journal.

The package development process methodology could include interviews, focus groups, convening meetings (in person or remote), surveys or other tools that that applicants feel would be most beneficial in getting the views and engagement of key actors who are best placed to then advocate for and implement the package. A clear description of who and how the applicants will engage key stakeholders in the process is required, and we encourage applicants to consider if there are particular policy initiatives that this work could align with.

The methodology proposed should clearly describe how ethical considerations will be addressed during the research.

The applicants will be responsible for the methodology design, which should be outlined in the proposal and will be jointly agreed upon during the inception phase. Note that we are open to suggestions that diverge from what it is outlined above.

If needed we are prepared to fund international travel at a reasonable level (eg. to convene a meeting or to meet face to face with key actors or to attend relevant events), however Elrha has a travel policy that carefully considers the impacts of travel on climate change therefore all travel plans will be reviewed carefully.

Note that R2HC will commission any needed infographics, format and design the outputs and pay any Article Processing Charges. As such these costs do not need to be included in the proposed budget.

6.3 Technical Requirements

We anticipate contracting a team comprised of different specialty areas to conduct this work. The team is expected to be made up of individuals or organisations that bring skills in research, humanitarian food insecurity and nutrition and guideline-development and policy-influencing. It is essential that the team are strongly networked into the humanitarian food security, nutrition and health spaces at global and regional levels.

CVs and other provided documents should demonstrate that the team possess the following essential criteria:

- Advanced degrees (PhD or similar) in public health, epidemiology, humanitarian nutrition, food insecurity or similar
- 10+ years experience in implementation, policy and or research in humanitarian settings where food insecurity is a major concern
- At least 5 years experience in conducting multi-sectoral scoping reviews
- At least 10 years experience convening multi-sectoral normative bodies to develop guidelines in humanitarian food security and nutrition
- An extensive record of engagement with humanitarian food insecurity and nutrition actors at global, regional and national levels
- Experience in setting up and managing Steering Committees in humanitarian research
- Excellent writing skills with a proven record of publication
- Experience translating research findings into easily digestible formats (eg. guidelines/package documents, slide-decks)

6.4 Milestones

Anticipated date	Deliverables
April 2023	Steering Committee Meeting & ToR Convening of the Steering Committee and co-design of a ToR to guide their work.
June 2023	Final Inception Report Submission of the final inception report, describing the agreed methodology and timeline.
August 2023	Final Scoping Review Protocol Submission of review protocol.
December 2023	Final Scoping Review & Presentation Submission of the final scoping review with well described methods, findings and recommendations for evidence-based preventive interventions that could be included in the preventive package. Presentation of this review to Steering Committee, R2HC and other stakeholders.
October 2024	Final Preventive Package Submission of a document describing the finalized preventive package (or packages) including description of the methodology by which this package was developed and next steps for socialisation of this package with key stakeholders.

End-2025

Publication of Peer-Reviewed Articles

Submission and publication of articles in peer-reviewed journals.

6.5 Ways of Working

We require the successful provider to adopt an agile and collaborative approach to working with Elrha and to remain accessible to Elrha throughout delivery in a professional and timely manner.

The provider will determine a Project Lead who will be the primary contact person of contact for Elrha and coordinate the rest of the team members.

Elrha’s R2HC programme will be the focal point for the day-to-day management of the project. This is a highly strategic programme of work for Elrha and thus our Directors group will also be involved as needed.

7 Response Documents

7.1 General Company Information

Please complete the Supplier Questionnaire attached in Schedule 1 and the Third Party Data Security Questionnaire attached in Schedule 3.

7.2 Quality (70% of total marks)

Technical capability

- a) Set out the approach for how you would deliver Elrha's R2HC Multi-Sectoral Prevention Package Development. Please detail:
 - Each activity/work stage that would need to be undertaken;
 - The information and resources you would need and the requirements from Elrha;
 - Design of scoping review;
 - Approach to package development and socialization;
 - Any dependencies;
 - Any assumptions you have made.
- b) Evidence of your experience of having provided services similar to those required by Elrha (within not-for-profit if possible). These may include published scoping reviews or examples of guidelines. References or testimonies from previous partners or clients will also be accepted.
- c) Provide a brief resume of the key staff that you would propose to deploy onto this contract, evidencing their experience in successfully providing services similar to those required by Elrha and how the team meets the technical requirements described in the previous section.
- d) Provide CVs of key team members demonstrating expertise in the key areas

Ways of Working

- a) Set out the structure of the team you would propose for delivering the work, including an organogram showing both supplier and Elrha roles with a description of the key roles and responsibilities;
- b) Please set out how you would manage this contract and your escalation process.

7.3 Cost (30% of total marks)

The prices and rates quoted shall be the fully inclusive value of the services, excluding VAT, including all costs and expenses which may be required to provide the complete services together with all general risks, liabilities, and obligations, set out or implied, necessary to comply with the RFP conditions, the conditions of Contract, the Specification, all Schedules, and Appendices thereto.

In order for bids to be compared, bidders must follow the format of the attached Schedule 2. Additional rows and columns may be added where necessary, although bidders should ensure any calculations are amended accordingly.

Additional pricing breakdowns may be appended in support of quoted costs.

All prices should be in GBP.

7.3.1 In the attached Schedule 2, please provide your proposed costs for [description of services].

7.3.2 Please indicate whether your proposal is fixed price.

(Expand text box as required)

7.3.5 Please detail whether you would charge a retainer, or whether Elrha would pay for services as required.

(Expand text box as required)

7.3.6 Please set out any clarifications or assumptions that relate to your proposed costs.

(Expand text box as required)

7.3.7 If there are any additional costs that Elrha may be liable for that you have set out in Schedule 2, please provide further details.

(Expand text box as required)

7.3.8 Elrha is committed to reducing the charity's operating costs so that maximum resources can be spent on programmes which directly benefit people affected by crises.

Should you be willing to provide any element of the service on a pro bono basis, offer a cost reduction, service enhancement or any other charitable support to the organisation, please set out your proposal.

(Expand text box as required)

8 RFP Response document – Proposal Form for the R2HC Impact Evaluation Contract

I/We having carefully examined and considered without limitation, the **Specification (Section 6)** and **Terms and Conditions**, the **Instructions for Submitting a Proposal (Section 1-5)**, the Budget Breakdown (Model Financial Offer) (**Schedule 2**) and the other issued documents and in consideration of Elrha considering this RFP, we offer to provide the services required to meet the Specification and other issued documents including the terms and conditions for the price specified in the attached pricing schedule.

We further confirm that We are able to provide the services as required by the Specification.

We confirm that, if our Proposal is accepted, we will upon demand:

- Produce written evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force and will remain in force for the duration of the intended contract; and
- Execute and deliver the necessary contract documents to Elrha.

We agree that this Proposal shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of six (6) months from the date of this Proposal.

We agree that Elrha’s Letter of Acceptance and our acknowledgement shall constitute a binding contract between Elrha and us. We further acknowledge that Elrha requires us to enter into an agreement in a form prepared by Elrha.

We understand that Elrha is not bound to accept any Proposal that it receives.

Signed for the Proposal:

Name:

Title:

Organisation:

Date:

9 Non-collusive Proposal certificate for the R2HC Impact Evaluation contract

Bidders are required to certify their Proposal in the following terms (the certificate should be signed by the same individual(s) who signed the Proposal Form):

We certify that this is a bona fide Proposal intended to be competitive and that we have not (either personally or by anyone acting on our behalf):

- Fixed the Proposal amount (or the rate or prices quoted) by agreement with any other person, company, or Organisation/Individual.
- Communicated to anyone, other than Elrha, the amount or approximate amount or terms of our Proposal (other than in confidence in order to obtain quotations, professional advice, or insurance necessary for the preparation of the Proposal).
- Entered into any agreement or arrangement with any other person, company, or Organisation/Individual that they shall refrain from bidding or as to the amount of or terms of any Proposal to be submitted by them.
- Canvassed or solicited any employee, trustee, or agent of Elrha in connection with the award of this or any other contract with or tender to Elrha.
- Offered, given, or agreed to give any inducement or reward in respect of this or any other contract with or tender to Elrha.

Signed for the Proposal:

Name:

Title:

Organisation:

Date:

10 Terms and Conditions for R2HC Multi-Sectoral Prevention Package Development contract

Bidders are required to indicate whether they accept the Terms and Conditions (sent with this Attached in Appendix 1) or whether there are any clauses in the Terms and Conditions that they would invite Elrha to consider. It is crucial that bidders identify any significant contract issues and make alternative suggestions as appropriate. Please note that if a bidder's submission contains Conditions of Contract different to those contained in this Request, the submission may be deemed non-conforming.

A form appears below which should be used as a model for such indications (if any):

"To Elrha"

We accept the Terms and Conditions

or

We would invite Elrha to consider revising the following items in the contract terms and conditions as indicated below:

Clause Number	Concerning	Suggested Revision

Signed for the bidder:

Name:

Title:

Organisation:

Date: