

Request for Proposal (RFP)

PF No. and Title: RFP - 2022/001 – Call for proposal for the development of technical tools and guides for Helen Keller Int'l Vitamin A Supplementation programs and the development of an e-learning platform

RFP Issue Date: June 1st, 2022

Proposal Submission Deadline: July 1st, 2022 at 12 PM EST

Contracting Entity: Helen Keller International (Helen Keller Intl)

Place of Performance: Any Helen Keller country of operations

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate Helen Keller International to award a contract, nor does it commit Helen Keller International to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

SECTION 1: Introduction, Eligibility of Bidders, and Definitions**Introduction**

Helen Keller International (Helen Keller Intl) is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Helen Keller Intl invites all eligible Bidders to submit proposals to support Helen Keller to develop a kit of tools and guides to support staff in implementing vitamin A supplementation (VAS) programs. These products will serve as the foundations for an e-learning training platform. The platform will consist of videos and interactive material with appropriate content to serve as a training system and resource for all existing and new Helen Keller employees involved in VAS programming. The consultants should therefore combine public health experts and experts in development of curriculum and online learning platforms.

The purpose of this Request for Proposals (RFP) is to select a vendor that will provide best value to Helen Keller Intl, when both technical and cost factors are combined.

Eligibility of Bidders

This RFP is open to **non-governmental organizations and private companies** entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.

Bidders that submit proposals in response to this RFP must meet the following requirements:

- 1) Be a non-government entities (for-profit and non-profit companies, non-governmental organizations (NGOs), etc.) that are legally registered under the laws of the country where it is operating
- 2) Have demonstrated capacity and expertise to successfully implement the Scope of Work
- 3) Have completed the required representations and certifications incorporated in this RFP
- 4) Be willing to comply with relevant donor rules and regulations and Helen Keller Intl requirements.

Note: Helen Keller Intl will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

SECTION 2: Scope of Work

Helen Keller Intl will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Format of CV to be used for Personnel (one document per person)
- Annex C: Financial Offer template (separate Excel spreadsheets)

Program Background

For several decades, Helen Keller International has been supporting governments in multiple countries to provide vitamin A supplements (VAS) every 6 months to children between aged 6 to 59 months.

In Sub Saharan Africa, Helen Keller International supports VAS services in 13 countries through two approaches:

- Vitamin A supplementation provided to children 6-59 months through mass campaigns organised twice a year. Teams of distributors visit all households in the country over a five-day period to supplement children. In some cases, caregivers are asked to bring their children to the nearest distribution post for supplementation.
- The integration of Vitamin A supplementation into the routine health system. This approach uses various opportunities for reaching children as they are brought to health facilities, such as the expanded program of immunization vaccination contact points. Vitamin A supplements are distributed to all eligible children attending the facilities.

Typical support provided by Helen Keller includes the following components:

- Situational assessment / analysis
- Planning for distribution
- Training of distributors and health workers
- Sensitization / mobilization of communities
- Logistics and supply chain management for vitamin A supplements and other items
- Implementation of the delivery models
- Monitoring, evaluation and learning

As Helen Keller continues to expand its support to VAS services to more countries and regions, it is essential that technical teams be equipped with standardized guides and tools that will

provide a framework for action to existing country teams and will help train and onboard new teams and countries. Each of these components requires a set of tools and guides that will constitute minimum program standards for VAS. These standards also ensure that VAS services are provided consistently across countries and that they are designed and implemented with the highest level of quality. The tools, guides, templates, videos, and online training will be developed in the form of a self-paced online program and toolkit to be hosted on Helen Keller International's learning management system (provider: NetDimensions). This online program is intended to be interactive, employ adult learning techniques, and utilize activities and exercises to test and reinforce the learning objectives. The program should also be simple to navigate and organized in a way that allows learners to quickly access links, templates, tools, videos, online trainings, and resources

Helen Keller International is seeking consultants to lead the development of this online program on VAS Minimum Program Standards between July 2022 and March 2023.

Scope of Work, Key Objectives and Activities

To develop the VAS Minimum Program Standards online program, consultants will be expected to:

1. Collaborate with the VAS team to identify learning objectives and create a preliminary list of the tools, guides, and knowledge products that are necessary for country teams to ensure quality standardised approaches to the design, implementation and monitoring of VAS services in countries
2. Align the content with the [ProjectDPro curriculum](#) to ensure the training compliments the materials and does not unnecessarily replicate guidance, tools, or templates.
3. Outline a proposed program design sequencing the tools, job aids, videos, and online trainings with their respective learning objectives and proposed knowledge assessments. Tools and videos should consider a microlearning approach and online trainings should not exceed 30 – 45 minutes,
4. From the comprehensive list of products needed and the proposed design, identify which ones already exist and propose a timeline for updating the ones which need adjustments, and developing the ones which need to be created.
5. Develop all missing guides, tools, videos, and/or online trainings for each component of the VAS program. Utilize Articulate Storyline and Rise 360 to develop and produce videos, tests, and/or online trainings.
6. Collaborate with the Director Learning and Development to structure, set up, and test the online program in the learning management system.

Sample of products expected:

- Situational assessment / analysis
 - Guide on how to conduct a situation and needs assessment specific to VAS and to the local context
 - Specific components should include health system building blocks assessment
- Planning for distribution
 - Micro online training on planning tools: how to conduct quality planning for VAS at national and sub-national levels, identifying minimum contents of quality planning tools
- Training of distributors and health workers

- o Training videos and toolkits for all types of actors involved in VAS
- o Supportive supervision checklists and guides
- Sensitization / mobilization of communities
 - o Social mobilization guides for various types of delivery models
 - o Examples of mobilization materials
- Logistics and supplies chains for vitamin A supplements and other items
 - o Guidance on how to organise supply chain for VAS
 - o List of essential items required for VAS
- Implementation of the delivery models
 - o Guidance on the various delivery models for VAS, how to design and implement them
 - o Guidance on transition from campaign approaches to routine delivery
 - o Guidance on how to integrate health system strengthening approaches to VAS
- Monitoring & Evaluation
 - o List of indicators to consider in VAS services and how to collect them and analyse them
 - o Guidance on strengthening of health information systems for VAS

Deliverables and Illustrative Timeline

Deliverables	Estimated Level of Efforts (days)	Expected by
preliminary list of the tools, guides, and knowledge products that are necessary for country teams to ensure quality standardised approaches to the design, implementation and monitoring of VAS services in countries	20	September 2022
Draft program learning objectives and outline of proposed program design sequencing the tools, job aids, videos, and online trainings with their respective learning objectives and proposed knowledge assessments. <ul style="list-style-type: none"> ● Includes front-end analysis, design, and lesson outlines 	5	October 2022
Development of all missing guides, tools, videos, and/or micro online trainings for each component of the VAS program utilizing Articulate Storyline and Rise 360 as applicable. <ul style="list-style-type: none"> ● Materials should be delivered in standard file formats so they can be migrated across different platforms. This includes content pages, text, graphics, perhaps liberal use of mutli media, interactive exercises 	120	February 2023

<ul style="list-style-type: none"> Elearning modules should be delivered in Articulate Storyline and Rise 360 files as well as the published versions in SCORM 		
structure, set up, and test the online program in the learning management system (in collaboration with the Director of Learning and Development)	15	March 2023
Total	160	

The number of days proposed may be subject to adjustments and only consists in an initial estimation to guide bidders in pricing. It represents the number of days for one person.

REQUIRED QUALIFICATIONS and EXPERIENCE

- Demonstrated experience in instructional design, facilitation, and adult learning, including experience in the development of public health related trainings.
- Experience developing learning materials for a multi-cultural target audience.
- Knowledge and experience designing courses according to the ADDIE model or its derivatives and incorporate best Learning and Development practices for the adult learner.
- Experience working with INGOs a plus.
- Experience collaborating with Subject Matter Experts (SMEs) to bring their content to life, and to transmit own knowledge of training best practices to SMEs.
- Experience working with emerging virtual learning and collaboration platforms, functions, and tools.

Generally, under this scope of work, expertise and experience is required in two areas: instructional design and public health. A consultant may elect to submit a proposal with demonstrated experience in one or both areas. Helen Keller International reserves the right to select up to two consultants to partner together in each area of expertise. If you are submitting a proposal under one area of expertise, please share how you have partnered with others to develop similar deliverables.

Anticipated Contracting Period and Award Mechanism

The anticipated period of the resulting award is expected to be 12 months beginning on or about September 2022. Bidders must clearly identify “start-up” support costs, if any, required to commence services.

Helen Keller Intl intends to award an all-inclusive fixed price Professional Services Contract to the winning offer. No profit, fees, taxes, or additional costs can be added after award. This RFP is subject to all the terms and conditions of the resulting contract. Any resultant award will be governed by these terms and conditions.

SECTION 3: Proposal Instructions

The Bidder’s proposal will consist of two separate documents:

- Part 1 - Technical Offer**
- Part 2 – Financial Offer**

The Technical Offer and the Financial Offer (altogether “proposal”) must be submitted separately. The Bidder should not include any cost data in the Technical Offer.

The proposal should be concisely presented and structured, and should explain in detail the Bidder’s availability, experience and resources to provide the requested services.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals can be submitted in French or in English.

Both the Technical Offer and Financial Offer must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum {90} days)
- iii. Name of the company/organization
- iv. Name and title of authorized representative of organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail
- ix. Taxpayer Identification Number
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the bidder is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.

Bidders must also submit a signed Conflict of Interest Declaration Form. This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder’s ability to perform the Service, Helen Keller Intl may decide to reject the submitted proposal. Failure to accurately complete the Conflict of Interest Declaration Form may also lead to the rejection of the submitted proposal.

Part 1: TECHNICAL OFFER

The Technical Offer should be in the English language, typed in Microsoft Word, single-spaced, with each page numbered consecutively. A maximum number of pages for each component of the Technical Offer is given below.

The Technical Offer should include the following:

1) Bidder past performance record/relevant experience– {2} pages maximum

Information related to Bidder’s past performance/prior experience in conducting work in the country/region similar in nature and volume to the services requested (brief description, deliverables, date, client etc.).

Bidders must also provide contacts for at least three (3) professional references for previous work and/or experience under similar SOWs. Contact information should include, at a minimum: name of individual, name of company, brief information on relationship to Bidder, address, email, and phone number. Helen Keller Intl reserves the right to contact any and all references provided. Contact information for references is not subject to the page limitation for this section.

2) Technical approach – {7} pages maximum

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a) Information as to whether the Bidder currently has a presence in the country/region, and the nature of this presence.
- b) A brief description of the Bidder's understanding of the objectives and scope of work for the consultancy.
- c) A description of how the bidder will collect information with Helen Keller global, regional and country teams
- d) An overview as to how the Bidder would propose to complete the requested services indicated in this RFP.
 - a. How will consultants identify the gaps and the needs of the global, regional and country teams in terms of knowledge products, guides and tools
 - b. What methodology will be used to develop the guides and tools?
 - c. How will the products be transformed into online learning solutions and how will the platform be developed?

3) Team Structure requirements – {3} pages maximum, excluding CVs

- a) Team structure: Bidders must describe the structure of the team that will deliver against the objectives and scope of work described in this RFP. Team structures must identify the project manager (or Team Leader) and other team members and the roles and responsibilities that each will have over the duration of the consultancy.
- b) If any members of the proposed team do not currently reside in one of Helen Keller countries, the Bidder must state how the personnel would travel to the country to perform such Services, and the estimated travel time.

At a minimum, the Bidder should provide the following information:

- c) A current CV for the proposed personnel in a format provided in Annex C. The CV must not exceed three pages in length and shall be in chronological order starting with the most recent experience and summarizing relevant experience and qualifications.
- d) The country of residence for all persons proposed for the provision of this Service (meaning the country in which the person or persons resides and from which they would be flying from in order to reach the Place of Performance to undertake this consulting work).
- e) If any of the Bidder's personnel do not reside in the country in which they are assigned to perform the required Services, the Bidder must state how these personnel would travel to perform such Services, and the estimated travel time. The Bidder should specify how many trips might be required, and which team members would join these trips.

The Bidder must notify Helen Keller Intl if it intends to replace a key member of the Bidder's team (with an explanation for doing so) prior to the award date and provide Helen Keller Intl with the information required for the approval of a replacement proposal. Any replacement shall be subject to the approval of Helen Keller Intl. This is also valid for any replacement taking place during the contract duration.

Helen Keller Intl may choose to contact the Bidder prior to making a final decision. Please confirm whether this would be possible, ensuring that full contact details are also included in the resume (email, telephone number).

Part 2: FINANCIAL OFFER

This contract will be issued as a firm fixed price contract with payment made against deliverables against services/products. Helen Keller Intl will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

As part of the Financial Offer, Bidders must include a detailed budget, submitted in **Microsoft Excel**, expressed in usd, with an accompanying budget narrative, submitted in Microsoft Word, describing the basis for the listed cost elements. Supporting information should be provided in sufficient detail to allow a

complete analysis and determination of reasonableness of each cost element. Bidders are required to include and clearly label **all** costs deemed necessary to complete the work called for hereunder.

The Financial Offer template can be found in Annex D and must include the following:

- 1. Labor Cost:** The Bidder must provide information related to team structure, daily rates and Level of Effort (LoE) (measured in days) for the deliverables listed. Please state assumptions made when submitting the cost information including any additional options, and stating all conditions.
- 2. Other Direct Costs:** The Bidder should provide a breakdown estimate of other main direct costs which are considered necessary for completion of the work. Other direct costs will cover transportation costs, visa, and per diem. Any other direct costs shall be agreed prior with Helen Keller Intl.
- 3. Indirect Rates and Fixed Fee:** If it is an Bidder's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Bidders must explain the rates and the rates' base of application in the budget narrative. Helen Keller Intl reserves the right to request additional information to substantiate an Bidder's indirect rates. Proposed fixed fee must also be explained in the budget narrative and represented as a separate line item in the budget.

SECTION 4: Evaluation Criteria and Basis for Award

Helen Keller Intl will follow a Best Value Trade-Off selection methodology. Helen Keller Intl may award to an eligible, responsible firm whose proposal is most advantageous to the program, with price and other factors considered proposal, including but not limited to compliance with the requirements of the RFP without material deviation. Bidders may not modify non-responsive offers after the proposal deadline in order to make them responsive. However, Helen Keller Intl may request an Bidder to clarify its offer as long as no material deviation exists.

The criteria below will serve as the basis upon which proposals will be evaluated. Selection will be based principally on the technical merits of the proposals, but price and other factors will be considered, and award will be made only if the proposal is determined to be technically acceptable and cost reasonable.

Evaluation Criteria per Solicitation	maximum points
Past Performance/ Prior relevant experience	40
Demonstrated experience in developing tools and guides for multi-country health or nutrition programs	20
Demonstrated experience in developing interactive elearning videos, trainings, and tools	20
Personnel Qualifications	20
Primary Consultant has at least a Master's degree in public health or equivalent and at least 10 years of experience in supporting health/nutrition programs	10
Primary Consultant has proven experience in collaborating with subject matter experts and designing and developing a blended approach online program	
A multi-disciplinary team is proposed that includes at least a public health expert and a learning specialist	10
Technical Merit	30
Technical proposal clearly outlines the proposed approach for each of the deliverables and steps	10
The technical proposal shows a clear understanding of the types of products required for similar programs	10
The technical proposal demonstrates in depth understanding of how to design and develop an effective and engaging program	10

Operational Capability	10
Demonstrated ability to recruit and manage a team to carry out this process considering the various components of the Minimum Program Standard and learning needs	10
Points totaux	100

Upon completion of the evaluation of Technical Offers, Helen Keller Intl will evaluate Financial Offers for budget presentation, details of the budget narrative, and cost effectiveness (reasonable, realistic, match the Technical Offer and meet requirements of RFP). No points are assigned to Financial Offers, but these criteria will be considered, in conjunction with the total score of the Technical Offer. This RFP utilizes the tradeoff process and Helen Keller Intl may award a contract to the offeror whose proposal represents the best value to Helen Keller Intl and the program. Helen Keller Intl may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

SECTION 6: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 90-day validity period from the proposal submission date, as provided in the Cover Letter.

Proposals must be submitted electronically by the deadline listed on the cover page of this RFP by E-mail to kenya.recruitment@hki.org , indicating in the subject line of the e-mail the company name and the RFP number.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Your CV
- Sample work product
- Pricing/Price Sheet: a pricing list for the services that you/your company is interested and able to offer based on the activities listed above.
- Technical Offer
- Financial Offer
- Conflict of Interest Disclosure Form
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

QUESTIONS: No verbal questions will be entertained, either in person or via telephone. However, Helen Keller Intl will take written questions about this RFP until the date specified on the cover page of this document. Any questions related to this RFP should be addressed to David Doledec, ddoledec@hki.org .

SECTION 7: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, Helen Keller Intl reserves the right to conduct discussions, negotiations

and/or request clarifications prior to awarding a contract. Furthermore, Helen Keller Intl reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Helen Keller Intl, bidders may be requested to conduct oral presentations. If deemed an opportunity, Helen Keller Intl reserves the right to make separate awards per component or to make no award at all.

SECTION 8: Terms of the Solicitation

1. Issuance of this RFP does not constitute an award commitment on the part of Helen Keller Intl, nor does it commit Helen Keller Intl to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFP.
3. Helen Keller Intl may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Helen Keller Intl having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: Helen Keller Intl reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Helen Keller Intl also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of Helen Keller Intl and Helen Keller Intl reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in Helen Keller Intl's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFP responses after notification to all Bidders;
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Helen Keller Intl deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy: In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. As such, Helen Keller Intl employees must avoid any conflict of interest or the appearance of a conflict of interest. Helen Keller Intl employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. Helen Keller Intl employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

Helen Keller Intl reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead Helen Keller Intl to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“Conflict of Interest” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to Helen Keller Intl in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to Helen Keller Intl;
- ii. an Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“Affiliate” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control an Bidder; (ii) is controlled by, or can foreseeably be controlled by, an Bidder; or (iii) along with an Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note:</i> if this box is checked, please describe in an attachment, <i>in detail</i> , the situation and present a proposed mitigation plan / arrangement for consideration by Helen Keller Intl.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	

ANNEX B: Format of CV to Be Used for Personnel (One Document Per Person)

Name:			
Title:			
Nationality:			
Home Office Address:			
Professional Qualifications:			
Language skills:			
Language:	Reading:	Speaking:	Writing:
Relevant work experience, including the duration and responsibilities:			
References:			
Name:		Name:	
Position:		Position:	
Organization:		Organization:	
E-mail:		E-mail:	
Address:		Address:	
Telephone:		Telephone:	
Relationship:		Relationship:	
Certification: I declare that the information provided in this CV is accurate and hereby authorize Helen Keller Intl to undertake whatever inquiries Helen Keller Intl may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.			
Signed:		Date:	

ANNEX C Financial Offer Format

SUMMARY BUDGET

	Deliverables	Cost
1	Identify all the tools, guides and knowledge products that are necessary for country teams to ensure quality standardized approaches to the design, implementation and monitoring of VAS services in countries	
2	From the comprehensive list of products needed, identify which ones already exist, which ones need adjustments, and which ones should be created	
3	Develop all missing guides, tools and products for each component of VAS programs	
4	Produce a repository of the VAS Minimum Program Standard guides and tools	
5	Develop an online training platform internal to Helen Keller on the VAS Minimum Program Standard and training tools (training guide, training videos, modules, tests, certificates)	
6	Support the setup of the online training platform and train the regional team on its use.	
	TOTAL	

Principal's Signature

*The Base for each of these percentages needs to be identified and documented through audited financial statements.

Summary LOE Table to be Submitted in Excel

Service	Period covered	Deliverable Deadline	Total Days	Total amount per service
TOTAL			-	\$ -

