



Solicitation for Technical Consultant to provide the consultancy services to deploy FHI 360's Online Reservation Application (ORA) USAID Ukraine Community Action for HIV Control

June 2023

I. Background

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing- creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. In particular, FHI 360 is a global leader in HIV prevention, care, and treatment programs since the 1980s, pioneering strategic approaches to HIV services, adapting, and expanding its programs based on lessons learned from experience around the world. Working with national HIV/AIDS prevention and control programs throughout the world, FHI 360 has supported implementation of a combination of approaches including strategic behavioral communication, voluntary counseling and testing, condom promotion and distribution, management of sexually transmitted infections (STIs), workplace programs, risk reduction among key populations, prevention programs for youth, drug use treatment, and blood transfusion safety.

FHI 360 serves as the lead technical partner to Pact on USAID Ukraine's Community Action for HIV Control Activity. This program will advance Ukraine's progress toward its 95-95-95 HIV goals and reduce the HIV burden. Community Action will reach vulnerable key and priority populations with differentiated, client-centered interventions that deliver targeted prevention, thereby slowing new infections; improve case-finding and uptake of testing, thereby improving awareness of HIV status; and facilitate efficient linkage to care, thereby increasing treatment coverage.

II. Purpose

FHI 360 seeks a Consultant to provide the consultancy services to deploy FHI 360's Online Reservation Application (ORA) among the CAHC's regional NGO and community-based organizations (CBO) partners to fully introduce ORA into NGO's operations practice at the local level, focusing on HIV testing services and linkage to ARV treatment.

III. Level of Effort, Period of Performance and Location

The period of performance for this consultancy is from July 1st, 2023¹ to December 31st, 2023. The anticipated level of effort (LOE) for this assignment is 90 (ninety) working days, to be

¹ The start date might be subject to a change to a later day, will be determined upon finalization of approval processing of Consultant Agreement.

completed within the period of performance. The work will be conducted remotely.

IV. Detailed Description of Tasks to be Performed

The consultant will perform the following tasks:

1. Under the supervision of Senior Technical Advisor and using the developed operational plan for ORA's piloting, coordinate the process of ORA's piloting, including:
 - a. Liaise with FHI 360 HQ on the issues of deployment, licensing of ORA considering requirement of the legislation in Ukraine.
 - b. Liaise with FHI 360 HQ in the technical issues of software development, adaptation of the current ORA's functional to the context of Ukraine (including translation of the interface into Ukrainian; specifically, to the daily practice of HIV-prevention service provision by regional NGO partners of the CAHC project).
 - c. Organize a demonstration of ORA's capabilities to the regional NGO partners of the CAHC project.
 - d. Coordinate the process of obtaining security certificates (certificate of the complex system of the information protection) for ORA as required by the current legislation in Ukraine.
2. Under the supervision of Senior Technical Advisor, developed operational plan for ORA's production deployment for regional NGO partners of the CAHC project. The deployment plan should include the following:
 - a. Timeframe/calendar plan of the deployment.
 - b. Roles and responsibilities of the CAHC's partner NGOs which participate in the deployment process.
 - c. Plan, instruments, and measures for the technical assistance to CAHC's partner NGOs which participate in the deployment process.
 - d. Plan, instruments, and measures for collecting feedback from CAHC's partner NGOs about their experience using ORA.
 - e. Resources needed for ORA's deployment (human resources, infrastructure, technical requirements, legal and regulatory requirements, financial support of the deployment).
3. Under the supervision of Senior Technical Advisor and using the developed ORA's deployment plan, organize the process of ORA's production deployment for regional NGO partners including:
 - a. Presentation of the adapted to the Ukrainian context ORA to the regional NGO partners of the CAHC project.
 - b. Organization of the system of trainings and technical support to the regional NGO partners.
 - c. Organization of the system of technical support for the adaptations, development of ORA in accordance with programmatic needs of the regional NGO partners.

V. Deliverables/Milestones

A consultant will produce the following deliverables within the period of performance and expected LOE:

- 1) Coordination of ORA's piloting, using the developed ORA's piloting plan – during July-September 2023.
- 2) Developed plan of ORA's production deployment in Ukraine for CAHC's partner NGOs in

October-December 2023 – during July-September 2023.

- 3) Coordination of ORA's deployment, using the developed ORA's production deployment plan – during October-December 2023.

VI. Evaluation Criteria/Required Qualifications

The consultant is expected to have the following qualifications and skills, at a minimum:

- 1) Strong knowledge of software development, and adaptation to its functionality.
- 2) Experience in the field of HIV/AIDS.
- 3) Strong writing and speaking skills in both Ukrainian and/or English (fluency/full professional proficiency in English is preferred).

VII. Instructions to Apply

Offerors wishing to respond to this solicitation should submit their CV in English, Cover letter confirming the interest and availability for the indicated period of work and Price Offer in USD per working day to ukraine.procurement@fhi360.org by **June 6th, 2023**.

The offerors might receive email request from FHI 360 to provide additional information that will be deemed as necessary for selection process.

VIII. Disclaimers

- 1) FHI 360 may cancel this solicitation at any time.
- 2) FHI 360 may reject any or all responses received.
- 3) Issuance of the solicitation does not constitute an award commitment by FHI 360.
- 4) FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- 5) FHI 360 will not compensate any offeror for responding to solicitation.
- 6) FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- 7) FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- 8) FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- 9) FHI 360 will be contacting each offeror to confirm contact person, address and that bid was submitted for this solicitation.