

Call For Tenders

Long Acting Injectables Consultation Workshops

Objective of the procurement procedure	To contract a partner in Brazil to run consultation workshops on long acting injectables with adolescents living with HIV
Project	LAAG, Youth Engagement
Expected starting date	February 2023
Tender notice issuance	16 th February 2023
Deadline for tendering	24 th February 2023

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1 Background

Fondazione Penta ONLUS (herewith Penta) **coordinates, promotes, and sponsors research and activities** in paediatric infectious diseases. To date, Penta has hosted over 41 research projects, 24 of which have been funded by the European Commission, and more than 70 training courses worldwide.

Penta is supported by its **vast and vibrant Penta ID (infectious disease) Network**, a network of scientists, clinicians, and researchers, with more than 110 sites in 31 countries worldwide.

Penta also hosts a number of youth engagement projects, ensuring the voices of children and young people are central to research development and delivery.

The present call refers to the project LAAG (*Long Acting Injectables Advisory Group*) coordinated by Penta.

In this project, Penta has been commissioned by ViiV Healthcare to capture the views, concerns, potential barriers and needs adolescents living with HIV have about receiving their anti-retroviral therapy through long-acting injections.

This small six-month project LAAG will run consultation workshops in five countries: South Africa, Thailand, Uganda, USA, and a country in Latin America.

Each workshop will consist of a minimum of eight adolescents living with HIV (section 2.1).

The findings from these workshops will be shared in an Advisory Group meeting (section 2.2) by two of the workshop participants who will be voted for by the workshop participants. The Advisory Group meeting will be a forum for sharing different countries experiences and attitudes to injectable ART and discuss ways to support education and understanding within these communities.

2 Expected Services

2.1 Consultation workshop

Penta is looking for registered Non-Governmental Organizations (NGOs) that work with adolescents living with HIV in **Brazil**.

Penta will ask the NGO to set up a 2.5 hour workshop in their facilities. The Services provided by the NGOs would include:

- Locating a minimum of 8 adolescents living with HIV to attend.
- Gaining consent for the adolescents' care giver for them to attend.
- Arranging a room, travel for the adolescents and refreshments for the workshop.
- Facilitating a small payment to each adolescent on completion of the workshop to acknowledge their time in the process.
- Have one member of staff present for safeguarding and if any of the participants need additional support during the consultation.

Penta will provide a workshop facilitator and all the materials needed for the consultation.

2.2 Advisory Group

The Advisory Group might meet in digital or in-person (this will be confirmed by April 2023).

Services for Digital meeting

The NGO would support the two representatives to attend three digital meetings - two planning meetings and the advisory group meeting. This would include:

- Supporting the adolescents (if they need support) to engage with the Penta team running this project.
- Ensuring they have access to a computer, tablet or phone and the Internet, either through them accessing this at the NGO offices, by hiring a separate meeting room or by supporting the adolescents by providing data so they can use their own equipment at home.
- Making a small payment to the adolescents for their time at the meetings.

Services for In-person meeting

NGO would support the two representatives to:

- Obtain all necessary travel documents to be able to attend an in-person meeting (passports, visa applications)
- Support Penta staff to have discussion with the adolescents' care givers to ensure the family is fully supportive of the adolescent attending the meeting.

- Work with Penta staff to find an appropriate chaperone to escort the adolescents to the meeting (we anticipate the in-person meeting will be attached to an international conference that local medical staff will be attending).

2.3 Budget

Please contact us at network@pentafoundation.org to know more about the available budget for your country

3 Tender Evaluation Criteria

Evaluation criteria will be applied for evaluating the bidder responses in order to identify which would be the best partner for these activities.

It will be essential that the NGO staff include people who can speak in the local language and in English.

Our evaluation process will be based on the structure shown in the table below, which sets out our high-level evaluation criteria, scorings and corresponding weightings.

The evaluation committee reserves the right to eliminate any bidder scoring a mark of 0 (zero) or 1 (one) in any single question if they believe this renders the overall proposal unacceptable.

Evaluation Criteria	Scoring	Weighting
Experience of working with children and adolescents living with HIV	0 to 5	50 %
Support that can be offered to adolescents and their families so they can participate fully	0 to 5	30 %
Experience of working on an international project	0 to 5	10 %
Facilities the NGO has	0 to 5	10%

Score	Description
0	No answer or totally irrelevant response.
1	A very poor answer, indicating a response to the question that fails to meet the very basic needs and requirements of Penta, or requires an unacceptable compromise.
2	A poor answer, indicating a response to this question that fails to meet some of Penta's basic needs and requirements, and which demonstrates significant weaknesses or requires major compromises from Penta.
3	A satisfactory answer, indicating a response to this question that meets Penta's basic needs and requirements, but which demonstrates tangible weaknesses or requires some minor compromises from Penta.
4	A good answer, indicating a response to this question that generally meets Penta's needs and requirements, with only very minor weaknesses or issues
5	An excellent answer, indicating a response to this question that fully meets Penta's needs and requirements with no weaknesses or issues

3.1 Exclusion Criteria

Tenderers shall be excluded from participating in this tender procedure if they:

- Do not work with children and adolescents living with HIV
- Are not a registered NGO
- Are not operating in the countries indicated in section 2.1
- Cannot provide evidence of the services they offer (e.g. website, annual reports, etc.)

4 Tender Process and Timelines

Proposal must be submitted in accordance with instructions provided in this document and in the Tender Proposal Form not later than the date stated in the table below.

Tenderers should attach to the Tender Proposal Form the following documents:

Date	Step
16 th February 2023	Tender notice issuance
23 rd February 2023	Deadline for questions from bidders
24 th February 2023	Deadline for submission of tender bids
25 th February 2023	Notification of successful bidder

All enquiries, questions and tender submissions should be addressed to:
network@pentafoundation.org

5 Conditions of Tendering

Penta reserves the right to withdraw this tender at any time and may choose not to award a contract as a result of this process. In any event, Penta will not be liable for any costs incurred by bidders in the preparation or submission of tenders, nor those which arise from interviews as part of the process.

Penta reserves the right to hold negotiations with the bidders. Successful tenders will be expected to enter into a formal contract with Penta.

Penta will treat all bidders' responses as confidential to it during the procurement process. Penta may use any information within a bidder's response to tender for any reasonable purpose connected with this call for tenders.

6 Annex 1: Tender Proposal Form

All tenderers wishing to bid for this tender must provide the following information

6.1 Basic Information

Name of the Organization	
Contact Name	
Telephone	
e-mail	
Address	
City	
Website/social media links	

6.2 Why you are best placed to work with Penta on this project.

Please tell us in 550 words or less:

- A brief description of your organisation
- The experience you have in working with adolescents living with HIV
- What groups or activities have you run with service users in the past (support groups, workshops, fun activities)
- Any experience you have of being involved in partnership work nationally or internationally
- What facilities do you have, or have access to, where the workshop could run
- Any other information you want to share to support your application