**REQUEST FOR QUOTATION (092-2024-GAVI)**

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| Request for Quotation for Independent Review Committee (IRC) Members | | |
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| RFQ Opening Date: 05/07/2024 |  | RFQ Closing Date: 15/08/2024 |
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| Address all responses via email to [procurement@gavi.org](file:///C:/Users/mwattinger/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/ILKZ9D01/procurement@gavi.org) | | |

**Background and Introduction**

Gavi, the Vaccine Alliance is a public-private partnership that helps vaccinate more than half the world’s children against some of the world’s deadliest diseases. The Vaccine Alliance brings together developing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. View the full list of donor governments and other leading organisations that fund Gavi’s work here. Since its inception in 2000, Gavi has helped to immunise a whole generation – over 1 billion children – and prevented more than 17.3 million future deaths, helping to halve child mortality in 78 lower-income countries. Gavi also plays a key role in improving global health security by supporting health systems as well as funding global stockpiles for Ebola, cholera, meningococcal and yellow fever vaccines. After two decades of progress, Gavi is now focused on protecting the next generation, above all the zero-dose children who have not received even a single vaccine shot. The Vaccine Alliance employs innovative finance and the latest technology – from drones to biometrics – to save lives, prevent outbreaks before they can spread and help countries on the road to self-sufficiency.

For more information please visit the Gavi website: http://www.gavi.org/about/mission

**RFQ Purpose**

Gavi relies upon its **Independent Review Committee (IRC),** an independent and impartial group of experts, to guarantee the integrity and consistency of an open and transparent funding process. The IRC considers requests for Gavi support holistically and makes recommendations to Gavi on whether to fund country plans and programmes – for both new vaccine support and health systems strengthening support.

Gavi continuously seeks to appoint **additional public health experts** as new IRC Members to ensure the expertise of the IRC as a whole is fit for purpose. Successful IRC Members will bring proven expertise and eminence in a field of public health relevant to Gavi. Collectively, the pool will include expertise in various aspects of immunisation programmes (please see the IRC Terms of Reference, for further detail, noting they may be subject to revisions: <https://www.gavi.org/our-support/irc>,).

Gavi is seeking reviewers with expertise in routine immunization programs, including experts in measles and rubella, HPV, meningococcal conjugate vaccine, Japanese encephalitis, and Hepatitis B birth dose vaccines, and candidates with strong field epidemiology backgrounds who are versant in long-term, multi-sectoral approaches to typhoid and cholera prevention and control, as well as preventive Ebola vaccination and the human rabies vaccine for post-exposure prophylaxis. Gavi is also seeking reviewers with financial management expertise. Ideal candidates have programmatic experience working in Gavi-eligible countries; expertise working in fragile and emergency settings is particularly helpful.

Gavi seeks individuals who are not only well-rounded technical experts, but who are true team players, effective under pressure. The ability to communicate convincingly, both orally and in written work, is essential. The working language of the IRC is English. Fluency in French is highly advantageous; fluency, or a working ability, in Spanish, Portuguese or Arabic is helpful.

Gavi is looking for an overall balance in IRC membership of different genders and representation of members from (formerly or presently) Gavi-eligible countries.

1. **Specific duties and responsibilities:**

The aim of the IRC review is to make a recommendation as to whether a country plan will likely achieve (i.e. on a balance of probabilities) the proposed results and contribute to Gavi achieving its mission and strategy, taking into account the justification for the programme, soundness of approach, country readiness, feasibility of plans, system strengthening and sustainability, economic and financial considerations and public health benefit of the investment in line with Gavi’s mission.

Specific duties and responsibilities of a member of the Independent Review Committee include:

• Review country requests for support and supporting documentation, such as theory of change for Gavi support, health sector plans, costed multi-year immunisation plans, vaccine introduction or campaign action plans, vaccine management assessments etc.

• Provide the Gavi Secretariat with final evaluation reports and recommendations of support (such as new vaccine support, health systems and immunisation strengthening support, targeted country assistance or cold chain support) for each country reviewed.

• Contribute to an overall consolidated report which will include a qualitative and quantitative analysis of the applications submitted, any recommendations to the Board and Gavi partners on Gavi programmes and policies, including in relation to the grant application and review processes (for an example of such a report, please see here: <https://www.gavi.org/news-resources/document-library/irc-reports>).

***Note: The essential functions listed in this section are not exhaustive of the responsibilities; other duties may be assigned in consistency with the IRC Terms of Reference or organisational needs.***

1. **Location:** Remotely, with possibility of working from Gavi Alliance HQ, Geneva, Switzerland, and with a possibility of travel to Gavi-eligible countries.
2. **Qualifications and work experience required:**

*Academic*

* Post-graduate Degree in a Relevant Discipline (e.g. Public Health, Epidemiology, Finance)

*Skills/competencies*

* At least 10 years of experience in a field of relevance to Gavi i.e. immunisation programmes, such as in cholera, typhoid, Hepatitis B, HPV, meningococcal conjugate measles and rubella and financial management
* Demonstrated field/implementation experience in Gavi-eligible countries in the equitable delivery of health services, ideally in routine immunisation, planning and management of immunisation campaigns, monitoring & evaluation of health programmes, supply chain & logistics, and/or financial management.
* Experience in pro-equity programming and operational experience in reaching underserved and/or hard to reach individuals and communities, in particular in fragile and emergency settings is particularly helpful.
* Excellent oral and written communication skills.
* Experience with the drafting of technical reports or similar materials.
* Proven ability to work independently, under pressure, demonstrating initiative and flexibility.

***Note: short-listed candidates will be asked to complete an interview and possibly a written test.***

1. **Languages:**

* Excellent written and spoken English language skills.
* Knowledge of French, Spanish, Portuguese or Arabic is an asset.

**For the next closing date, Gavi seeks in particular suitable individuals who are experts in:**

* Health programme implementation experience in fragile and emergency settings
* Financial planning, budgeting and analysis
* Measles and Rubella elimination and control
* Cholera prevention and control, including vaccination
* Typhoid – burden of disease assessment, campaign planning, and vaccine introduction
* Human Papilloma Virus vaccination and programme implementation
* Meningococcal conjugate vaccine and Japanese encephalitis vaccine programmes,
* Hepatitis B birth dose vaccination and programme implementation
* Disease surveillance, diagnostics and vaccine safety.

as well as multi-disciplinary experts related to the above.

1. **Duration of appointment:** 3 years (with the possibility of renewal for another 3-year term).

The selected candidates will become part of the IRC pool and can be called for short-term assignments during the year, either remotely, in Geneva or in-country. For further information on the IRC work, ToRs, current membership and final IRC reports, please visit: <https://www.gavi.org/our-support/irc>

1. **Remuneration**

IRC members shall receive a fixed honorarium and reasonable costs for their participation in each IRC session, in accordance with Gavi policies.

1. **Timelines:**

Interested parties should respond by completing the information in the table on the final page and send CV and cover letter by **August 15, 2024 COB** directly to [procurement@gavi.org](mailto:procurement@gavi.org)

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| **Request for Quotation for Independent Review Committee Members (092-2024-RFQ- GAVI)**  **IF ANY OF THE INFORMATION PROVIDED BELOW IS CONFIDENTIAL, PLEASE STATE SO IN THE RESPONSE.** | |
| Applicant name: |  |
| Address of residence: |  |
| Business type: | o Non-profit o For-profit  o Individual o Other: |
| Daily rate (currency & amount): | Not applicable – see section 6. Remuneration, above |
| Resume (attach CV):  Description of past services, similar to this position: |  |
| Short letter outlining motivation and relevance of experience to date: | Attach |
| Passport/work permit copy: | Attach copy |
| This information certified by: |  |
| Date: |  |
| Signature: |  |

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature.

## RFQ Rules

Gavi invites you to submit a competitive bid by responding to this “Request for Quotation” (RFQ), based on the below outlined rules:

1. This entire RFQ and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential.
2. The issuance of this RFQ in no way commits Gavi to make an award. Gavi is under no obligation to justify the reasons for its supplier(s) choices as a result of this RFQ. Gavi may choose not to justify its business rewarding decision to the participants to this tender.
3. Gavi reserves the right to:

* reject any proposal without obligation or liability to the potential bidder;
* withdraw this RFQ at any time before or after submission of bids, without prior notice, explanation or reason;
* award a contract on the basis of initial offers received, without discussions or requests for best and final offers;
* decide not to award any contract to any bidder responding to this RFQ,

1. You agree that your bid is valid for no less than sixty (60) days from the quotation due date.
2. Faxed copies will not be accepted. Late quotations are subject to rejection.
3. Gavi reserves the right to request additional data, information, discussions or presentations to support part of, or your entire bid proposal. Bidders or their representatives must be available to discuss the details of their proposal during the evaluation process.
4. All responses should be submitted in electronic version.
5. The proposed time plan set out above indicates the process Gavi intends to follow. If there are any changes to this time plan, Gavi will notify you in writing.
6. If the applicant is a US Citizen or resident (Green Card holder) or a non-US person living or working in the US, they should be aware of OFAC regulations.