



REQUEST FOR PROPOSAL (RfP)

**Title: Improving DEI Practices, Capabilities, & Knowledge on the
HIV Access Program (HAP)**

Issue Date: January 6, 2025

Closing Date: January 17, 2025

1. Summary

This request for proposal (RfP) invites bids to support the HIV Access Program (HAP) at the Clinton Health Access Initiative, Inc. (CHAI) in driving sustainable improvements to the integration of diversity, equity, and inclusion (DEI) principles within the team. The aim is to embed these values and ensure their consistent application in engagements with other CHAI teams and partner organizations.

2. Background

CHAI is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>.

CHAI's mission, 'to save lives and reduce the burden of disease in low-and middle-income countries,' is rooted in principles of equity and justice. Our values include the statement "We Value Diversity & Inclusion" and our Global Code of Conduct and Ethics (GCOC) denounces racism, intolerance, and exclusion of any kind. CHAI operates in 36 countries around the world. In order to ensure that CHAI lives up to its ideals, CHAI's leadership is examining how to infuse our core values of diversity, equity, and inclusion (DEI) into our programming, operations, and management so that we may achieve transformational impact through our work in the communities we serve.

HAP works to accelerate access to key HIV prevention, testing and treatment services via partnership with governments, manufacturers, and global donors and procurers. The team consists of ~35 staff based across North America, Europe, Sub-Saharan Africa, and India. HAP is constantly looking to enhance DEI on the team and, in particular, seeking to institute more DEI-informed recruitment and retention practices.

3. Scope of Work

To ensure HAP can improve its practices in a meaningful way and in alignment with CHAI's values and GCOC, the team is seeking a professional DEI partner to work with to develop:

- An assessment of the issues and barriers faced on HAP to upholding DEI values (problem identification), including as they pertain to:
 - Hiring and recruitment
 - Opportunities for professional development and long-term career growth

- Internal team dynamics (e.g., interactions, decision-making, professional development)
- Interactions with CHAI country teams and other global teams
- Interactions with external partners, including suppliers, country governments and international organizations
- Tools to identify and respond to problems (e.g., training, establishing systems). Those tools could include, but are not limited to:
 - DEI training materials to support future workshops or training sessions,
 - Supporting documentation to establish and/or improve existing systems,
 - Best practice repositories and online resource libraries with examples of successful DEI initiatives, guidelines , relevant articles, videos, etc.,
 - Templates and guidelines for creating inclusive policies and procedures.
- An action plan to drive forward any long-term, lasting changes on the team which are needed to uphold DEI values, incorporating responses to the challenges and opportunities identified through this process (e.g., strategy development, updating policy and processes, implementation)

4. Deliverables

The consultancy agreement can begin on 10th February 2025 or as soon as desired. The following table provides a breakdown of the deliverables and estimated time frames for completion.

| # | Deliverables | Timeframe |
|---|---|----------------------------------|
| 1 | Assessment protocol (potentially including but not limited to an interview guide, desk research plan, etc.) | Within 2 weeks of the agreement |
| 2 | Report of assessment findings | Within 2 months of the agreement |
| 3 | Action plan | Within 4 months of the agreement |
| 4 | Supporting tools and materials | Within 6 months of the agreement |

5. Budget

The total compensation for the Consultant’s time for deliverables 1-4 is a fixed fee of \$25,000. The fee will be paid in three equal installments upon receipt of invoices at the time of agreement on the scope of work, the midway point, and at the conclusion of the engagement.

6. Submission

Proposals should be submitted via e-mail with the subject line “RfP—HAP DEI Partnership” to: HAPDEI@clintonhealthaccess.org.

a. Timeline

The timeline for the RfP process is described below.

| | |
|--------------------------|--------------------------------|
| RfP Released | 6 th January 2025 |
| Proposals Due | 17 th January 2025 |
| Review & Follow-up | 24 th January 2025 |
| Notification of Award | 31 st January 2025 |
| Finalization of Contract | 7 th February 2025 |
| Project Start | 10 th February 2025 |

b. Confidentiality

Information the respondent considers proprietary should be clearly marked as such. All such information will be treated as confidential and used by HAP and the DEI team for assessment purposes only.

c. Disclosure

Information relating to the examination, clarification, and evaluation of responses shall not be disclosed to respondents or other persons not officially concerned with such process.

7. Proposal Requirements

- Respondents may submit a proposal in any format and of any length, including the following:
 - Name(s), business details and short biography of the consultant(s) who would be involved in the project
 - A general description of the consultants’ key qualifications, skills, and experiences relevant to completing this work, including DEI-related support to organizations, and relevant experience in the public health or nonprofit sector
 - Examples of similar or relevant work
 - Proposed approach/methodology for undertaking this work
 - Proposed budget for the work linked to the four deliverables outlined in the scope of work
 - Proposed engagement model for collaboration with HAP leadership (including format, e.g., group video calls, written communication, and time commitments)

8. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- Clarity, applicability, and comprehensiveness of the proposed approach
- Demonstration of experience working in cross-cultural and global contexts
- Demonstration of experience tackling DEI issues with groups that are part of larger organizations, ideally including decentralized organizations
- Demonstration of an understanding of power dynamics within the development sector
- Budget proposal

Please feel free to contact HAPDEI@clintonhealthaccess.org should you have any questions. Thank you in advance for your consideration.