

## REQUEST FOR PROPOSALS (RFP)

**The Eurasian Harm Reduction Association (EHRA) is looking for qualified firms or team of consultants to develop an online training course on sustainability of civil society and community-based organisations.**

EHRA as part of the [Eurasian Regional Consortium's project](#) Thinking outside the box: overcoming challenges in community advocacy for sustainable and high-quality HIV services supported by the Robert Carr Fund for civil society networks (RCF) and within the Organizational Sustainability Cycle **is seeking qualified firms or a team of consultants** with the required qualifications, experience and expertise in order to develop an online training course "Options for surviving: Ensuring sustainability of civil society and community based organisations working with key population groups in Central and Eastern Europe and Central Asia region".

**Selected consultants/firms must be experienced** in developing and delivering on-line trainings and mentoring support for socially oriented non-profit civil society organizations, specifically the trainings related to organizational sustainability and alternative financing models.

### Background

In recent years, many civil society and community based organisations (CSOs and CBOs), that advocate or provide direct services for key populations and people living with HIV in countries of Central and Eastern Europe and Central Asia (CEECA) have experienced a decrease in the volume of grant support provided by the usual HIV-related donors. Such a development forced CSOs and CBOs to rethink their fundraising strategies and search for alternative sources of funding for their programmes and projects. The COVID-19 pandemic brought more challenges. If services for key populations, including harm reduction weren't a priority before, the pandemic made them even more marginal.

In 2019 EHRA gathered [20 examples](#) from organizations that have already been using alternative financing mechanisms with some success. The collected data have shown that a lot of implemented alternative funding practices are based on internal resources of organisation: capacity of staff members, their knowledge and expertise. As a pilot intervention, EHRA arranged internships into two organisations that participated in the study to learn about how to conduct crowdfunding campaigns, receive percentage from tax deductions and work with pharma. A key lesson that we have learnt from the internship is that the support from professional trainers is required to share experience and train peer organizations from other countries. In light of these facts and in order to reach wider audience EHRA decided to develop an online training course for CSOs and CBOs working with key population groups.

**The purpose** of the regional course "Options for surviving: Ensuring sustainability of CSOs and CBOs working with key population groups in Central and Eastern Europe and Central Asia region" is to build capacities of local and national civil society organisations in using range of different mechanisms and alternative sources of funding to strengthen their organisational sustainability.

We expect that within this course the participants will:

- Assess the needs of their organisations that require additional funding;
- Analyse their internal resources, strategies, existing operations and review the organization’s strengths, challenges and tools to manage them;
- Learn about different financing mechanisms, including alternative funding existing in CEECA countries;
- Analyse existing legislative restrictions and choose applicable alternative funding mechanisms for their organizations;
- With mentoring support develop preliminary implementation plan to pilot one or more mechanisms.

**Course participants**

Established non-profit, civil society and community based organizations from countries of CECCA region, that advocate (including policy change) or provide direct services for key populations (people who use drugs, men who have sex with men, trans\* people and women living with HIV) that have some experience or are looking for alternative sources of funding and are willing to try and implement them (2 people per organization: financial and program).

**The Task Team should include specialists with a proven track record in:**

- fundraising strategies and approaches for sustainable funding for CSOs and CBOs;
- CSOs and CBOs effective management, resources and processes optimization;
- development and delivery of online trainings and courses;
- processing of training content and adding it to the commonly used online learning/training platforms.

**Task team is expected to:**

1. Develop two-week (including at least 12 hours of interactive content) online training course that will include: short video presentations on the tools to assess internal resources, examples of capacity building tools with a focus on strategic planning and the development of resource mobilisation strategies, tools and strategies to optimize working process, reading list and homework assignments.
2. Based on the developed course, organize on-line training for organizations from CECCA region working in harm reduction and drug policy field, with LGBTQI community and women living with HIV and adjust the developed course afterwards
3. Provide mentorship and follow-up support for training participants.

**Deadlines:**

- Trial version of the course September 30, 2020
- Conducting the course for the first group of students October 30, 2020
- Final version of the course December 1, 2020

**The technical merit of proposals will be evaluated based on the following evaluation criteria**

Criteria	Requirement	Points
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1) Technical approach & methodology	<ul style="list-style-type: none"> <li>• A technical proposal highlighting an understanding of the work and tasks, proposed approach and methodology of the course (number and length of lectures, assignments, calls with participants, etc. The team can also propose a platform for the course)</li> <li>• A brief overview of the proposed team structure</li> <li>• A detailed work plan within the proposed timeframes and amount of working hours for each team member</li> <li>• Indicate composition and qualifications of the proposed team</li> </ul>	50
2) Experience of the proposed team	<p>The following is expected from bidders:</p> <ul style="list-style-type: none"> <li>• Successful proven past experience in performing similar assignments with reference contacts</li> <li>• Individuals or consultant teams proposed for this assignment are required to submit CVs that meet the requirements per for each of the positions.</li> </ul>	50

Selection of the successful proposal will be based on the best value offered. Technical proposals shall be awarded scores out of the maximum number of points indicated above for each of the criteria.

Maximum technical score is required to pass the technical evaluation. A technical proposal which fails to achieve the technical threshold will not be considered further.

### Cost Evaluation Criteria

Proposals will be evaluated in terms of best value, price and other factors considered. Cost proposals must be submitted in USD.

Budget must cover all the services requested in the scope of work. It must include the following:

- Number of estimated working days and daily rate for each consultant;
- Meeting, set up costs;
- Any other expenses.

### How to apply

Applicants must submit:

- Technical approach & methodology;
- Trainers' CVs with references to their previous experience in similar tasks;
- Estimated detailed cost of services.

Proposals shall be submitted in pdf and should be divided in two separate folders, one containing your cost proposal and one containing your technical proposal.

The subject of the letter is "Sustainability course" and subject line of your attachment must be labelled as follows:

- Your name\_technical proposal
- Your name\_cost proposal

The proposal should be submitted to [maria@harmreductioneurasia.org](mailto:maria@harmreductioneurasia.org),

**Deadline for submission is before 24:00 EET on June 20, 2020.**

### **General terms**

Interested vendors should pay attention to the following conditions:

- This RFP shall not be construed as a contract or a commitment of any kind. This RFP in no way obligates the EHRA to award a contract, nor does it commit the EHRA to pay any costs or expenses incurred in the preparation or submission of proposals.
- EHRA will sign an agreement with the winner of the competitive selection. The contract will define a detailed work plan and payment terms.
- EHRA reserves the right (but does not commit itself to obligations) to enter into negotiations with one or more applicants in order to obtain clarifications or additional information, as well as to agree on the timing of work.

*If you have any questions or need clarification regarding this ToR, please contact Maria Plotko at [maria@harmreductioneurasia.org](mailto:maria@harmreductioneurasia.org) no later than **June 16, 2020**.*