



Request for Proposal #2018-011 TO REVIEW E-HEALTH STRATEGY (2013 – 2018) AND MAKE RECOMMENDATIONS FOR THE STRUCTURE OF E-HEALTH STRATEGY (2019 – 2023).

I. Summary of Deadlines

Release of Request for Proposal	13/4/2018
Confirmation of interest due	19/4/2018
Fact-finding questions received by	23-27/4/2018
Response to fact-finding questions	30/4/2018
Proposals due	11/05/2018
Selection of short-listed suppliers	14/5 - 18/5/2018
Interviews with short-listed suppliers	28/5 – 1/6/2018
Bidders notified of decision	6/6/2018

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II. PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at www.path.org.

III. Project Background

The Data Use Partnership (DUP) is a Government-led initiative that is improving the national health care system through better use of health information. DUP aims to strengthen the digital health and build local capacity so that everyone - from government officials to health workers to patients – can use health information to make more informed decisions, leading to a healthier Tanzania.

DUP Approach:

The DUP supports the implementation of Tanzania's Digital Health Investment Road Map. The Road Map outlines 17 investment recommendations for using data to improve health services and outcomes. Specifically, these recommendations aim to build robust health information systems, increase data use to identify and solve problems, measure performance and allocate resources; and for health workers use data to track clients, support clinical decisions and provide services efficiently and build local capacity in technology and governance.

Leadership:

The Ministry of Health, Community Development, Gender, Elderly, and Children (MOHCDGEC) and President's Office, Regional Administration, and Local Government (PORALG) lead this initiative. The Bill & Melinda Gates Foundation funded the initiative and PATH, the international non-profit organization plays a supportive role to the government in implementing the Data Use Partnership Initiative.

A. Project Background:

The Government formulated an eHealth Strategy covering the period 2013-2018. It then formulated a costed Digital Health Investment Roadmap, which linked closely to and expanded upon that strategy, for 2017-2022. The Government's Health Sector Strategic Plan IV covers the period 2015 – 2020. The Government now wishes to review and assess the eHealth Strategy 2013-2018 as the basis for preparation and formulation of the new eHealth Strategy.

The Government of Tanzania therefore seeks a consultant with demonstrated skills as per the Scope of Work below to meet this assignment objective.

B. Proposed Project Timeline:

Project start date	11/06/2018
Interim deliverables due date	25/06/2018
Final deliverable due date	20/7/2018

IV. Scope of Work and Deliverables

A. Scope of Work:

- Assess the scope and reach of the eHealth Strategy 2013-2018, what its goals and objectives are, noting any limitations or constraints and overlap with any other existing strategies, eHealth or health vertical program strategies.
- Assess the implementation of the eHealth Strategy 2013-2018 including resources allocated to its implementation, achievements, challenges, and to what extent each objective and activity of the strategy was completed or not completed
- Review the existing eHealth Strategy document and make recommendations for the scope, reach, components, and architecture of future eHealth strategy documents

- Review and identify opportunities and challenges in the use of eHealth as a tool for improving Tanzanian health system and health outcomes, and where this is currently embodied in Government of Tanzania policies, strategies, guidelines, or other mechanisms.
- Review eHealth Strategies and their implementation in other countries, including African countries, and compare and contrast the scope and objectives with the Tanzania experience, and identify cross-learning opportunities and concrete recommendations for Tanzania's new eHealth Strategy.
- Identify how the WHO eHealth Strategy Toolkit could be leveraged in the formulation of the new eHealth strategy
- Develop and execute a consultation plan for developing the new eHealth strategy to include views from all levels of the health system and wide range of stakeholders
- Recommend the duration of the new strategy so that it complements and aligns well with existing Health Sector Strategic Plan IV
- Develop recommendations for how to include eHealth in policy dialogue and planning on sectoral development goals and priorities
- Develop recommendations for how the new eHealth Strategy 2019-2023 can be aligned and incorporated in the development of cross-sectoral development goals and strategies
- Develop recommendations on how the eHealth Strategy 2019-2023 should be aligned with policies such as the National ICT policy and the Health policy
- Develop eHealth Strategy 2019 – 2023 text with involvement of wide range of stakeholders within and outside the government
- Obtain and incorporate feedback from stakeholders at all levels to incorporate in the final version of the Strategy

B. Deliverables:

- Detailed plan for assessment of eHealth strategy 2013-2018 and development of the new eHealth Strategy.
- Report of assessment results of the eHealth Strategy 2013-2018 outlining achievements and challenges of its implementation, and recommendations to feed into formulation of the new eHealth Strategy
- Detailed consultation plan for informing development of the new eHealth Strategy including list of stakeholders to be consulted, planned workshops with expected participant lists, for PATH's review and approval.
- Report and presentation of results of the consultation interviews and workshops
- Draft outline of the new eHealth strategy for review and approval by PATH and the GoTZ
- Draft the new eHealth Strategy for stakeholder review
- Final new eHealth Strategy
- Final report that include the following topics:
 - Experience of other countries on eHealth strategy development and implementation
 - Recommendation on how eHealth strategy can be aligned with and incorporated in relevant policy dialogues within Tanzania, within the health sector and in other sectors.
 - Recommendation on how vertical health programs should align with eHealth strategy
 - A review of the process for developing the new eHealth Strategy with analysis and recommendations on best practices for developing similar policies.

V. Proposal Requirements - Financial

Provide itemized costs for the total scope of this project, based on the scope of work and deliverables outlined in Section IV. The final scope of work may be subject to negotiation; however, bidder selection will be made against the original scope of work. Workshop and Travel will be expensed based on Government of Tanzania travel policies, and will be determined after the contract is executed. Bids should include itemized costs for key elements of the scope of work, as follows:

BUDGET TEMPLATE

Description	Qty.	Unit (days, mos. Trips, etc.)	Unit Amt (USD)	Total USD	Total TZS
Labor [Insert Name, Title] [Insert Name, Title] [Insert Name, Title] [Insert Name, Title] [Insert Name, Title] <i>Subtotal Labor</i>		No. Days	Daily Rate		
Benefits	1	Percent	Subtotal Labor		
Supplies [Insert Item, Description] [Insert Item, Description] <i>Subtotal Supplies</i>		No. of units			
Workshops, Conferences, Meetings [Insert title, description] [Insert title, description] [Insert title, description] <i>Subtotal Workshops, Conf., Meetings</i>					
Other Direct Costs [Insert title, description] [Insert title, description] [Insert title, description] <i>Subtotal ODC</i>					
Indirect Costs and fees					
Total					

- Percent participation in total level of effort according to key staff.
- Rates of key staff.
- Estimated total level of effort and associated costs.
- Itemization of all other costs, e.g., agency costs, agency fees, sub-contracted resources, administrative costs, supplies, etc.

Special Note on Indirect costs

Indirect costs are overhead expenses incurred as a result of the project but not easily identified with the project's activities. These are administrative expenses that are related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, existing facilities costs, accounting, grants management, legal expenses, utilities, and technology support.

Indirect rate allowances: These rates are maximum allowances. If the organization has lower rates, the lower rates should be used. To the extent that indirect costs are applicable, they are subject to the following limits:

- *Determined based on donor regulations – indirect rates must be substantiated by either a negotiated Indirect Cost Rate agreement with the donor or 3-years of audited indirect financial rates*
- *No indirect costs will be paid to US Government agencies, other private foundations and for-profit organizations.*
- *Rates apply both to the primary grantee, subgrantees, and subcontracts that are part of the proposal.*

Please note, in so far as possible, identifiable (allocable) costs should be documented and justified in the proposal as direct costs, including those for dedicated ongoing project management and support. Newly acquired facilities costs that can be allocable to the project are acceptable as direct costs.

VI. Proposal Requirements – Technical

Provide a narrative on your technical approach to accomplish the Scope of Work and Deliverables per section IV, including:

- Description of technical approach.
- Discussion of project management and roles of project team.
- Timeline to meet the deliverables.
- Potential obstacles and plan to overcome them.
- Identification of major internal and external resources.

Provide information on your overall qualifications, including:

- Profile of relevant corporate qualifications.
- Profile of relevant experience and examples of related work.
- Qualifications of key members of the proposed project team (attach CVs and provide details of back-up/standby teams).
- Number of years in business.
- Annual revenue
- If your company has more than one location, please indicate these qualifications for the site that is responding.

VII. Proposal Evaluation Criteria

The following is a list of significant criteria against which proposals will be assessed. Please note the criteria weighting:

- A. Technical (30 points)
 - Well described narrative approach on how to carry out the assignment including details gathering, methodology for analysis, and documentation.
 - Description of approach to stakeholder consultation process
 - Description of any additional data collection and review needed to complete the work
 - Overall timeline and work plan for project, including estimated dates of deliverable completion, and narrative showcasing how milestones and deliverables will be met
- B. Experience in working with the Government of Tanzania specifically in the health sector - provide past performance records or case statements showing your experience with working with the GoTZ duration, projects, and any accolades received. (20 points)
- C. Experience working with eHealth and/or digital health projects - provide past performance records or case statements showing your experience with working with the eHealth and or Digital Health Projects duration, projects, and any accolades received. (10 points)
- D. Experience analyzing and developing national strategies, policies, and guidelines – provide past performance records or case statements showing your previous strategy development work including reports as an appendix is acceptable. (20 points)
- E. Costs (as detailed in Section V) (20 points)

Note: PATH reserves the right to include additional criteria.

VIII. Instructions and Deadlines for Responding

A. PATH contacts

Procurement Contacts: Rehema Mageni at rmageni@path.org cc to Keith Neroutsos kneroutsos@path.org

Technical/Program Contact: Neema Ringo at nringo@path.org cc to Celia Lang clang@path.org

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than 17/4/2018. Send the confirmation to the contacts listed above.

C. Fact-finding questions

Questions on this solicitation will be accepted via email to the contacts listed above through 23-27/4/2018. Questions and answers to all questions will be provided on 30/4/2018 to all participants who confirmed interest. Please note that responses will not be confidential except in cases where proprietary information is involved. Inquiries after this date cannot be accommodated.

D. Proposals due: 11/5/2018

Completed proposals should be submitted by email to the contacts listed above. The subject line of the email should read: **RFP # 2018-011 eHealth Strategy (your company name)**.

We advise that you send files in commonly recognized MS formats. We will not accept responsibility for resolving technical transmission problems with proposals. A hard copy of the proposal should not be sent. Your proposal should only include information specific to accomplishing the scope of work. Additional information submitted outside of the proposal requirements will be reviewed at PATH's discretion only. Elaborate materials, artwork or other information not directly related to the scope of work are not suggested.

E. Selection of short-list

PATH reserves the right to select a short list from the bids received. PATH has the option to interview and discuss specific details with those candidates who are on the short-list.

F. Conclusion of process

Applicants will be notified of PATH's decision by date. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

IX. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

E. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Proposal Validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.