

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP #:</b>	<b>FY23-784-USA-526</b>
<b>Services Requested:</b>	<b>Webinar Coordination Consultant</b>
<b>Contract Type:</b>	<b>Deliverable Based / Level of Effort (LOE)</b>
<b>Issuance Date:</b>	<b>June 8<sup>th</sup>, 2023</b>
<b>Deadline for Responses (Date of Receipt):</b>	<b>June 21<sup>st</sup>, 2023 – (Eastern Standard Time)</b>
<b>Last Receipt Date for Questions:</b>	<b>June 14<sup>th</sup>, 2023</b>
<b>Anticipated Award Date:</b>	<b>June 27<sup>th</sup>, 2023</b>
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### Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

## 1- INTRODUCTION:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity, and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

About MOMENTUM Integrated Health Resilience:

MOMENTUM is a suite of innovative awards funded by the U.S. Agency for International Development (USAID) to holistically improve voluntary family planning and maternal, newborn, and child health services in partner countries around the world. One of these awards, MOMENTUM Integrated Health Resilience, is held by Corus International as the prime contractor, and focuses on strengthening health resilience in fragile settings.

**2- SCOPE OF WORK & BACKGROUND:**

**Timeline and Reporting:**

Title or proposed position/work: **Webinar Developer/Coordinator, MIHR**

Location: **HQ – Washington, DC**

Reporting to: **Communications Lead, MIHR**

Anticipated Start Date: **July 1<sup>st</sup> - 5<sup>th</sup> 2023.**

Anticipated End Date: **September 30<sup>th</sup>, 2023**

Individual/Firm or either? **Individual**

Contract type – **LOE based (# anticipated 41 days)**

**Corus International is procuring:**

The project seeks an experienced webinar developer and coordinator for a consulting position, starting July 1, 2023, and going through September 30, 2023. The position will average about 25 hours a week. The hourly rate is dependent on the Webinar Consultant's skills and experience.

**Objective:**

Project staff at headquarters (HQ) and in-country coordinate the implementation of maternal, newborn, and child health and voluntary family planning and reproductive health interventions in several sub-Saharan African countries. The Webinar Consultant will help to develop a number of webinars (three to six) with the different teams to present their work and results to date, and be the main force in ensuring the webinars reach the final stages. The webinars are planned for late summer/fall 2023 public presentation and dissemination. They will be created in PowerPoint and presented on the Zoom platform.

The Webinar Consultant will first become familiar with the MIHR webinar guidelines, and then meet with the different teams to implement the process outlined in the guidelines. The Webinar Consultant will be responsible for proactively scheduling and working with teams to discuss and revise webinar themes, identify presenters and refine presentations, work with the HQ graphics team on visual aspects, establish timelines and benchmarks, and coordinate with technical specialists on content. The Webinar Consultant will work with presenters, other technical staff, and reviewers to clarify wording, fact check and review content as needed, ensure missing components are added, and otherwise help to refine and bring the webinars to finalization.

The primary role of the Contractor will be to coordinate with MIHR headquarters and field staff in six sub-Saharan countries to develop 60 to 90-minute public webinars based on specific country programming and activities. The specific webinar topics will be confirmed at the start of the consultancy. The consultant will review project documents and work closely with individual staff members to develop the theme and individual PowerPoint presentations (2-3) for each webinar.

A secondary activity will be to collect communications content for social media and technical briefs. Content will be used for the MOMENTUM website, donor reporting, social media platforms, and other project uses.

**Expected Tasks:**

- Serve as a webinar manager to review and develop the webinar theme, coordinate with each presenter, develop their presentations, and plan other facets of each webinar, based on the project webinar guidelines. Note that the consultant will not actually be a presenter in any of the webinars.
- Proactively engage and follow up with staff as needed to move webinars from concept to final product, ready for presentation.
- Prepare promotional materials to publicize each webinar.
- Coordinate with headquarters graphics staff as needed for webinar slides, charts, infographics, etc.
- Serve as a coordinator between KM/Comms team, headquarters/core staff, and country teams.
- As time allows and in collaboration with country teams and global KM/Comms Team, develop success stories, technical briefs, and/or other data/knowledge products.
- Ensure that the webinars and any other communications and technical products align with key project messaging and MOMENTUM branding and marketing plans.

**Timeline:**

- July 1-15: Consultant orientation and introduction to various teams. Consultant reviews relevant background information as provided, including project webinar guidelines. Consultant discusses ideas with core KM/Comms and Technical teams.
- July 16-31: Consultant begins discussions with various teams about potential webinar themes and presenters. Presenters or discussants might be based at partner or other organizations, but most will be core or country staff. Discussions will lead to a focused topic for each presentation.
- August 1-15: Consultant confirms three webinars, including presenters and presentation titles and the time and date for each (ideally in September), and prepares an outline and descriptive cover sheet for each webinar for submission to USAID. Drafts of each presentation get underway. Consultant prepares public announcements for each webinar for dissemination via various media.
- August 16-31: Consultant works with individuals to develop and refine their presentation drafts, incorporating any USAID feedback as needed. An MIHR interpreter vendor is scheduled to provide language services during each webinar.

- September 1-15: Consultant and presenters finalize each webinar and send drafts to USAID for review. If desired, presenters pre-record their presentations for replay during the live webinar.
- September 16-30: Webinars are promoted and conducted as scheduled. Consultant submits a brief “lessons learned” report with any needed recommendations to MIHR. If a webinar is scheduled for October, Contractor ensures that all webinar aspects are prepared and finalized by September 30.

**Deliverables:**

A minimum of three webinars will be developed. The Contractor may also contribute to MOMENTUM newsletter content, as well as documents such as technical briefs.

**Preferred Qualifications and Competences:**

- At least 3-5 years of verifiable work experience in communications, marketing, knowledge management, global health, or public relations.
- A bachelor’s degree in a related field (Communications, language arts, marketing, global health) is highly desirable.
- Experience in developing and managing webinars via Zoom or similar platforms, using PowerPoint as the presentation program.
- High-quality writing, editing, proofreading, and problem-solving skills.
- Computer skills, including Microsoft Office (Word, Excel and Power Point), and ability to use the Internet efficiently.
- Ability to speak and communicate to others very clearly in English. Swahili, French, and/or Arabic abilities are a major plus.
- Professional judgment demonstrated by a work and educational history that supports the ability to multi-task and complete demanding assignments under tight deadlines in a team-oriented environment.
- Experience working with U.S. Government-funded health projects.
- Strong interviewing, interpersonal, and presentation skills.

**Working Conditions and other specifications:**

The Contractor will review MIHR materials (e.g., quarterly reports, work plans, activity descriptions) and the project webinar guidelines to better understand the presentation content.

This is designed as a remote position, although availability for occasional visits to the project office in Washington, DC, or to a relevant field office (e.g., Juba, South Sudan, or Dar es Salaam, Tanzania) would be of benefit.

As the project works in many challenging contexts, there may be slight variants to plans as the activity unfolds. Global positions that are bound by contracts will not be changed without notice and approval.

### 3- INSTRUCTIONS TO BIDDERS

**RFP:** This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

**NOTIFICATION OF INTENT:** Each prospective Bidder(s) receiving a copy of this RFP shall, within 14 days, email an intention to submit a proposal addressed to the procurement designated email address.

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email, [procurement@corusinternational.org](mailto:procurement@corusinternational.org), cc’ing [cgivens@corusinternational.org](mailto:cgivens@corusinternational.org) address no later than close of business on **June 14<sup>th</sup>, 2023**. Questions will be compiled, and responses sent to all Bidders by **June 19<sup>th</sup>, 2023**.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to the required documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

The proposal must include:

In order to be considered, ***the proposals must be received by email to the RFP contact email [procurement@corusinternational.org](mailto:procurement@corusinternational.org), cc’ing [cgivens@corusinternational.org](mailto:cgivens@corusinternational.org) address no later than 5:00 PM (EASTERN STANDARD TIME).*** Applicants must submit a cover letter, resume/CV and provide a proposed rate (hourly/daily).

Bidders are solely responsible for ensuring the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

**4- TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:**

**4.1. Technical**

<b>Evaluation Category</b>	<b>Rating - Points</b>
Experience with communications, marketing, knowledge management, global health, or public relations	30
Experience in developing and managing webinars via Zoom or similar platforms	25
Language and public speaking	20
Skills and Abilities	15
Value for Money	10
<b>Total</b>	<b>100</b>

**4.2. FINANCIAL**

Rates for proposed approach to tasks in scope of work at hourly/daily flat rate for services rendered.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder’s management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

**Bidders should provide the following:**

Past Performance references. Contact details should be included.

Financial Proposal shall be stated in US Dollars.

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

**The following procedures are established to resolve protests effectively:**

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(hiii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.



**4.3. TECHNICAL PROPOSAL OUTLINE**

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section) and attachments.

Section 1: Cover Page/Letter	(limit of one page)
Section 2: Resume/CV	(limit of two pages)
Section 3: Proposed Rate ( <i>provided in D2</i> )	
Section 4:	

**ATTACHMENT A. BUDGET**

\*Applicants must provide current/previous working rates related to the specified job description. Upon selection, the Evaluation Committee will review and negotiate costs to determine the working rate of the consultant.

\*Provided travel is needed, Corus will inform the key worker and make arrangements as deemed appropriate.

**Disclosure 1**

**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR CONSULTANT AGREEMENTS**

**Disclosure**

*Corus International ("the Company")* in the course of the standard Consultant Agreement process, will be requesting background information about you in connection with your engagement for services (including independent contractor or volunteer assignments, as applicable).

This process is conducted through our third-party vendor partner HireRight, LLC. ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

The types of background information that may be obtained including but not limited to: terrorist watch list; national sex offender list; social security number verification; and other information.

**Authorization**

I hereby authorize the Company to obtain the information described above about me.

Consultant Name \_\_\_\_\_

Consultant Signature \_\_\_\_\_

Date : \_\_\_\_\_

**Disclosure 2**  
Biodata Salary Form

<b>CONTRACTOR BIOGRAPHICAL DATA SHEET</b>						
1. Name ( <i>Last, First, Middle</i> )			2. Contractor's Name			
3. Consultant's Address ( <i>include ZIP code</i> )			4. Proposed Rate \$			
5. Telephone Number ( <i>include area code</i> )		6. Place of Birth		7. Citizenship ( <i>If non-U.S. citizen, give visa status</i> )		
<b>8. EDUCATION</b> ( <i>include all college or university degrees</i> )				<b>9. LANGUAGE PROFICIENCY</b>		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
<b>10. EMPLOYMENT HISTORY</b> ( <i>List last three (3) positions held by the individual</i> )						
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #		Dates of Employment ( <i>M/D/Y</i> )			
			From			To
<b>11. SPECIFIC CONSULTANT SERVICES</b> ( <i>give last three (3) years</i> ). <i>Continue on a separate sheet of paper, if required, to provide this information.</i>						
SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #		Dates of Services and Pay Rate			
			Date of Service			Rate
<b>12. RATIONALE FOR PROPOSED RATE</b> ( <i>Provide the basis for the rate proposed in Block 4 with supporting rationale for the market value of the assignment. Continue on a separate sheet of paper, if required</i> )						
<b>13. CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.						
Signature of Consultant					Date	