**REQUEST FOR CONSULTANT APPLICATIONS**

**Capture Consultant Sierra Leone – Health and In-Country Support**

**under**

**Business Development Department at Corus International**

**ISSUANCE DATE: December 16th, 2021**

**LAST APPLICATION RECEIPT DATE: January 10th, 2022, 5:00 PM EDT**

**Components of this solicitation are as follows:**

**Appendix A:** Statement of Work

**Appendix B:** Evaluation Criteria

**Appendix D:** Instructions for Application and Review Process

**Annex A:** Consultant Biodata form

**Annex B:** Consultant Background Disclosure and Authorization Form

**Background:**

Corus International is seeking Capture Consultant with significant experience and knowledge of Sierra Leone and the health system to support the design and implementation of a health assessment of the country’s public health facilities and management.

Corus International is a family of organizations which believes that those who were born into impossible circumstances deserve the opportunity for a better life. Corus was formed through the strategic merger of IMA World Health (operating as a public health organization since 1960), and Lutheran World Relief (operating as a livelihoods organization since 1945), and today includes smaller entities of CGA Technologies, Ground Up Investing, and Farmers Market Coffee. Corus International works in over 20 countries in Africa, the Middle East, and Latin America with a primary focus on health, livelihoods, and emergency response.

Today, IMA offers extensive expertise in managing and implementing highly successful and complex donor-funded programs in nutrition, maternal and child health, health systems strengthening (HSS), malaria, HIV/AIDS, sexual and gender-based violence (SGBV) and neglected tropical diseases (NTDs). IMA has managed an average of $100 million annually over the last four fiscal years in in grants and contracts from FCDO, USAID, CDC, World Bank, the Global Fund, OFDA, UNDP, and private donors. Moreover, CGA Technologies has extensive experience in Sierra Leone with existing relationships with the Ministry of Education and Ministry of Health and Sanitation.

**APPENDIX A:**

**Statement of Work / Consultancy**

**Job Summary and Deliverables**

Corus is seeking a short-term consultant to support capture efforts on a major donor funded health activity. Illustrative activities may include but are not limited to:

* Support the Business Development Manager in executing a Capture Plan (map partners and their capabilities, analyze MOH and USAID strategy, assess competition/landscape, document learnings from USAID investments (potentially other donors such as FCDO & EU) in health and complementary integrated programs for USAID’s Integrated Health Activity.
* Leverage local knowledge and connections to enable Corus to strengthen its network in Sierra Leone and relevant health stakeholders (introductions to key ministries and stakeholders, setting up meetings, contributing to the scoping trip agenda, etc.)
* Produce a report of health needs, gaps, best practices, and challenges, identify opportunities for innovation and interventions ready for scale, articulate key MOH and USAID strategies, propose potential partners, based on strategic decisions made by the team during consultancy. The structure of the report will be determined by the core team upon retention, through direct guidance from the consultant.

NB Exact scope of work and deliverables will be finalized in consultation with the Corus proposal team.

**Preferred Qualifications and Competences:**

* MD or Senior level Public Health individual with a minimum of 7 years of experience
* Strong USAID/EU-Donor background with at least 3 years of experience
* Strong English writing and speaking skills with the ability to write and facilitate meetings
* Self-starter with the ability to work remotely under limited oversight given Corus’ current telework environment in response to COVID-19
* Proficient in Microsoft Office (Word, Excel, etc.) and the ability to use communication platforms (such as Skype or Teams)

**Timeline:**

February 15-March 15, 2021

Position Title: Health Consultant

Location: Freetown, Sierra Leone | Remote Locations (TBD)

Reports To: BD Manager (Patrick Roisen)

Timeline: February 15-March 15, 2021

LOE: Up to 25 days of LOE

Application process:

Provide a short cover letter (no more than a page) and a copy of your resume. Please include your daily rate in your cover letter.

**APPENDIX B:**

**EVALUATION CRITERIA**

Applications will be evaluated against the criteria in the table below.

|  |  |
| --- | --- |
| **Evaluation Category** | **Rating - Points** |
| Experience with Health and In-Country Support | 30 |
| Experience Related to Donor Funded Projects | 25 |
| Donor Background | 20 |
| Professional Profile/Qualifications | 10 |
| Language | 5 |
| Skills and Abilities | 5 |
| Value for Money | 5 |
| **Total** | **100** |

Additional guidance regarding the technical evaluation criteria is as follows:

1. **Experience with Health and In-Country Support (30 points) –** Demonstrated capacities as a subject matter expert in child and maternal health, integrated health approach, malaria prevention, reproductive health, resilience, and the use of data to improve healthcare delivery
2. **Experience Related to Donor Funded Projects** **(25 points) –** The following skills and abilities will be evaluated under this factor.

* Demonstrated experience leading and implementing relevant health assessments tied to donor-funded projects

1. **Donor Background (20 points) –** Very strong USAID/EU/FCDO and significant donor background with at least 3 years of experience
2. **Professional Profile/Qualifications (10 points) –** MD or senior level public health individual with a minimum of 7 years of experience
3. **Language (5 points) –**Strong English writing and speaking skills, with the ability to write and facilitate meetings
4. **Skills and Abilities (5 points) –**Proficient in Microsoft Office (word, excel, etc.) and the ability to use communication platforms such as Skype and Teams
5. **Value for Money (5 points) –** (is the daily rate reasonable - $500-900/day)

**APPENDIX D:**

**APPLICATION INSTRUCTIONS AND REVIEW PROCESS**

**LANGUAGE REQUIREMENTS –** All documents submitted in response to this solicitation, as well as all correspondence in connection with the solicitation, shall be in the English language.

**EVALUATION –** Evaluation of responsive and technically acceptable applications submitted pursuant to this solicitation will be carried out by Corus in accordance with the evaluation factors in Appendix D, “Instructions for Application and Review Process.”

**APPLICATIONS –** Applications are to be submitted electronically via email no later than the Last Application Receipt Date, which is defined as January 10th, 2021, at 5:00 PM EDT. Electronic applications must be addressed and delivered to:

Attention: Khareen Curtis and Brian Blonder

Email: [kcurtis@corusinternational.org](mailto:kcurtis@corusinternational.org); and bblonder@corusinternational.org

Last Proposal Receipt Date: January 10th, 2021, 5:00 PM EDT

**Note:** Corus will not accept responsibility for delays with transmission or receipt of applications/ proposals. Applicants are solely responsible for ensuring the timely receipt of their applications/ proposals. Applications/ proposals received after the date and time required will generally not be considered unless no other proposals are received.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants are requested to submit:

1. **A recent CV or resume.** The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
   * Personal Information: Full name, mailing address, email address, phone number.
   * Education: School/ university name, type of any degrees received.
   * Work and Consultancy Experience: Job/consultancy title, duties, and accomplishments, starting and ending dates (month and year).
   * Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above, including job-related training courses (title and year), job-related skills, and notable accomplishments.
2. **Completed Consultant Biodata Form** enclosed as **Annex A** to this solicitation.
3. **Completed Consultant Background Disclosure and Authorization Form** enclosed as **Annex B** to this solicitation.

**ANNEX A**

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

**ANNEX B**

**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 : \_\_ \_