



KIKUNDI CONSULTANT FOR MID-REVIEW WORKSHOP FACILITATION & SUSTAINABILITY PLAN DEVELOPMENT

Date: September 10, 2025

Dear Sir/Madam,

1. Background:

Kikundi is a Community of Practice (CoP) supporting Neglected Tropical Disease (NTD) Program Managers in Africa, fostering collaboration, knowledge-sharing, and capacity-building for sustainable NTD control and elimination. Currently funded by the Gates Foundation, Kikundi is in its second phase (2024–2027) and seeks to transition toward long-term financial and operational sustainability.

1. More details on the services are provided in the Terms of Reference.
2. The RFP includes the following documents:

Section 1 - Letter of Invitation N/A

Section 2 - Instructions to Firms (including Data Sheet) N/A

Section 3 - Technical Proposal - Standard Forms

Section 4 - Terms of Reference

3. Well prepared Curriculum vitae and other certificates in PDF format will be sent to via E-procurement: <https://ughe.app/eprocurement/index.php> with Tender Notice #3141/26 on or before 22nd September 2025 at 11:59 am.
4. Any clarification requests can be sent by email to the procurement@ughe.org no later than 18th September 2025 at 11:59 am.
5. All documents must be submitted in one PDF document, and it shall remain the responsibility of the firm to ensure that your Documents should be submitted by email to the above-mentioned emails. Kindly ensure that they are signed, in PDF format, and free from any virus or corrupted files.
6. Curriculum vitae and other certificates shall be reviewed based on completeness and compliance of the Proposals with the minimum specifications described above and any other annexes providing details of UGHE requirements.
7. UGHE is not bound to accept any Proposals, nor award a contract/Purchase Order, nor be responsible for any costs incurred by the bidder while conducting the selection process.

Thank you and we look forward to receiving your Curriculum vitae and other certificates.

Yours sincerely,

Shivon Byamukama, PhD
Deputy Vice Chancellor Administrative and Financial Affairs
University of Global Health Equity

Instructions to Consultants, Data Sheet

Item No.	Description		
1	Name of the Client: UNIVERSITY OF GLOBAL HEALTH EQUITY Method of selection: Quality/Best fit for the Position		
2	Financial Proposal to be submitted together with Technical Proposal: NA Name of the assignment is: Consultant for Mid-Review Workshop Facilitation & Sustainability Plan Development		
3	A pre-proposal site visit will be held N/A The Client's representative is: One Health		
4	The Client will provide the following inputs and facilities: None		
5	Proposals must remain valid 120 days after the submission date.		
6	Clarifications may be requested not later than 18/09/2025. The address for requesting clarifications is: ughe-procurement@ughe.org		
7	CV shall be submitted in ENGLISH		
8	The format of the Technical Proposal to be submitted is annexed		
9	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES.		
10	Consultant to state price in the national currency: YES		
11	Expected Timeline of the Assignment/A		
12	Documents to be submitted: a) Curriculum vitae b) Relevant certificates or any other completion of the similar services		

13	Criteria	Score	Evaluation Method
1	An advanced degree (master's level or higher) in a relevant field such as Public Health, International Development, Business Administration, or Public Policy.	10	Review of certificates and degrees (Verification of academic credentials)
2	Proven Minimum 5 years' experience in organizational sustainability planning, strategic planning or resource mobilization preferably for health/advocacy platforms or CoPs.	10	Review the provided certificates
3	Proven experience designing and leading participatory workshops for diverse stakeholders.	15	Review of the provided proof of experience.
4	Technical Approach and methodology and workplan (including budget).	50	Review the approach and methodology and workplan
5	Proven Expertise in non-profit funding models, partnership development, and stakeholder engagement.	15	Review of the CV

Technical Proposal – Standard Forms /Annexes

{*Notes to Consultant* shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for (*insert Title of Assignment*). in accordance with your Request for Proposal dated (*Insert date*) and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 days after the signature of the contract.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant

Address:

Contact information (phone and email):

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your consultancy]

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Assignment name:	Approx. value of the contract (in currency: Rwanda francs or freely convertible currency]
Country: Location within country:	Duration of assignment (weeks):
Name of Client	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract (<i>in currency: US\$, Euro, RWF, etc...</i>):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan

- a) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*N/A
- b) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*N/A
- c) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*N/A

Terms of Reference (TOR): Consultant for Mid-Review Workshop Facilitation & Sustainability Plan Development

1. Background

Kikundi is a Community of Practice (CoP) supporting Neglected Tropical Disease (NTD) Program Managers in Africa, fostering collaboration, knowledge-sharing, and capacity-building for sustainable NTD control and elimination. Currently funded by the Gates Foundation, Kikundi is in its second phase (2024–2027) and seeks to transition toward long-term financial and operational sustainability.

Kikundi seeks a Consultant to:

- Facilitate a 1.5-day workshop to review Kikundi's progress, challenges, and sustainability upon reaching the half-way milestone of this current grant phase.
- Develop a finalized sustainability plan by mid-2026, incorporating insights from the workshop and stakeholder consultations.

2. Scope of Work

The Consultant will deliver the following outputs through three phases of work:

Phase 1: Pre-Workshop Preparation

- Coordinate with Kikundi's leadership to align objectives.
- Review all necessary background & strategic documents (eg. annual reports)
- Design a 1.5-day participatory agenda for the mid-review workshop. Employ evidence-based facilitation techniques that maximize participant engagement.
 - Develop all tools, notes templates, and materials needed in advance of the workshop. Share with the Kikundi leadership team for feedback.
- *Deliverable:* Facilitation plan and necessary materials.

Phase 2: Mid-Review Workshop

- Guide and moderate discussions to ensure productive outcomes.
- Synthesize key themes in real-time and validate findings with participants.
- Capture actionable recommendations at the end of each session, to ensure ongoing alignment.
- *Deliverable:* Detailed workshop report.

Phase 3: Sustainability Plan Development (post-workshop)

- Review Kikundi's draft sustainability plan and refine/rewrite based on outcomes from the workshop.
- Conduct virtual consultations with Kikundi's non-member stakeholders including continental institutions and funders to inform refinement/rewriting of the draft sustainability plan.
- *Deliverable:* Draft plan for review;
 - A final polished and implementable sustainability plan with clear milestones, risk mitigation strategies, feasible funding models, and stakeholder engagement strategies.

3. Deliverables & Timeline

Deliverable	Deadline
Inception report (workplan, methodology)	3 weeks after signing
Mid-review workshop facilitation (1.5 days)	February 2026
Post-workshop summary report	March 2026
Review/revise sustainability plan & stakeholder engagement	March & April 2026
Final report	May 2026

Total Duration: 4–5 months (*flexible based on start date*).

4. Consultant Qualifications

- An advanced degree (master's level or higher) in a relevant field such as Public Health, International Development, Business Administration, or Public Policy.
- Minimum 5 years' experience in organizational sustainability planning, strategic planning or resource mobilization preferably for health/advocacy platforms or CoPs.
- Proven experience designing and leading participatory workshops for diverse stakeholders.
- Expertise in non-profit funding models, partnership development, and stakeholder engagement.
- Strong analytical and facilitation skills; ability to synthesize complex inputs into clear strategies.
- Fluency in English; French proficiency is a plus (*to engage francophone stakeholders*).
- Familiarity with NTDs or global health programming is desirable.

6. Budget & Logistics

- The Consultant should propose a detailed budget covering all activities, including travel to the in-person site visit to conduct the workshop.
- Kikundi will cover costs related to stakeholder consultations (e.g., virtual meeting platforms).
- Payment schedule: 30% upon inception report, 40% after draft submission, 30% upon final approval.

7. Application Requirements

Interested candidates should submit:

1. CV highlighting relevant experience.
2. Technical Proposal (max 3 pages) outlining:
 - Approach to the assignment, including stakeholder engagement strategy.
 - Proposed timeline.
3. Financial Proposal (detailed breakdown in USD).
4. Contacts of 2 references