

Call for proposals

External evaluation of the Alliance for
Health Policy and Systems Research

Deadline:

2 August 2019, 23:59 CEST

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Request for Proposals

External evaluation of the Alliance for Health Policy and Systems Research

Deadline: 2 August 2019

Overview

Every five years, the Board of the Alliance for Health Policy and Systems Research requests an external and independent evaluation of the Alliance and its activities. This is a call for a team to undertake an evaluation at the end of 2019/beginning of 2020 of the Alliance based on its current five-year strategic plan. The evaluation team will report directly to a Board sub-committee .

Background

The Alliance for Health Policy and Systems Research (the Alliance) works to improve the health of those in low- and middle-income countries by supporting the generation and use of evidence that strengthens health systems. As an international partnership hosted by the World Health Organization, we work together with organizations around the world to:

- Provide a unique forum for the health policy and systems research community;
- Support institutional capacity for the conduct and uptake of health policy and systems research;
- Stimulate the generation of knowledge and innovations to nurture learning and resilience in health systems; and
- Increase the demand for and use of knowledge for strengthening health systems.

The Alliance was founded in 1999. It operates under five-year strategic planning cycles and two-year biennium workplans. At the end of each five-year period, at the request of the Alliance Board, an external and independent evaluation of the Alliance is undertaken.

For more information on the Alliance HPSR, please visit:

<http://www.who.int/alliance-hpsr/en/>.

Objectives

Focusing on the role of the Alliance in the space of global health systems research and policymaking, the evaluation will critically examine:

- The stated mission and aim of the Alliance.
- The extent to which it has achieved its central aim and objectives.
- The extent to which it has positioned itself for the future.

Specifically, the evaluation will cover the extent to which the Alliance has met its set objectives and strategies, listed in its Strategic Plan (2016-2020) (Alliance for Health Policy and Systems Research, 2016). The evaluation should examine:

- The relevance and appropriateness of the objectives and strategies.
- The extent to which progress has been made in achieving them and the reasons they may or may not have been met.
- The value added by the Alliance, especially in global health research on health systems.
 - If the Alliance had not existed, what would be the difference today?
 - What deficits would have occurred in the area of health policy and systems research without the Alliance?

- Are there specific roles and functions of the Alliance that are not/cannot be done elsewhere?
 - During this five-year period, what has made the Alliance unique?
- What is the value for money of the Alliance and its operations?
- How effective has the granting process been for the Alliance?
 - Is it appropriately open and transparent?
 - How widely disseminated are the calls?
 - Are there a range of appropriate applicants for each call?
- What are the institutional arrangements in place to assure proper tracking of the implementation process and achieved results?
- Review of the management functions of the Alliance, including mechanisms for ensuring that work is completed on time and within Board-approved budgets.
- Are the current governance mechanisms adequate? In other words, is the current composition of the Board and STAC appropriate? What changes may be required?
- Is the current organization and hosting arrangement of the Secretariat fit for purpose? Are staffing levels appropriate and do staff feel supported and have sufficient development opportunities?
- Has the WHO transformation made any positive or negative impact on the mission, mandate, or functions of the Alliance?
- Review the findings/recommendations of last evaluation and comment whether they have been adequately addressed.

Approach

The evaluation will be overseen directly by the Board of the Alliance and the evaluation team will report to a specially established sub-committee for this sole purpose.

The specific methods for the evaluation have not been defined in advance, though the expectation is a mixed methods approach. The evaluation will likely include:

- A desk review of Alliance documents (such as our five-year strategy, annual reports, etc.);
- Interviews with key stakeholders both within the Alliance (Secretariat staff, Board and STAC members) and outside of it, including select grantees and relevant groups working in the health policy and systems research field.
- Other methods as appropriate and defined by the evaluation team.

Based on this analysis, the evaluation will make recommendations:

- a. On the future aims, objectives and scope of the Alliance;
- b. On the adequacy of the human and financial means needed to achieve its aim and objectives;
- c. On the governance functions and structures of the Alliance.

The final evaluation report should be 30-40 pages plus annexes and should be formatted appropriately. Additionally, a two-page executive summary is expected. A PowerPoint presentation of key findings will be required for the full Board.

Eligibility

The evaluation team should have demonstrable experience and expertise in the following fields:

- Conducting and managing health policy and systems research (HPSR)
- Capacity strengthening in HPSR
- Evaluation methodologies
- Institutional management and organizational behaviour

However, no one on the evaluation team should have had a direct financial benefit from the Alliance in the last five years. Nor should they have been involved in the Alliance's governance (STAC or Board).

Work timeline and budget

November 2019	Consultants identified, recruited, attend Board meeting and begin work.
	Secretariat begins preparatory work of document collection.
March 2020	Completion of evaluation.
30 April 2020	Draft report presented to Board sub-committee.
May 2020	Final report presented to the Board of the Alliance.

The total budget for this evaluation should include time and other expenses related to the development of this evaluation (e.g. travel costs). It is expected that **this evaluation should take no more than 90 person days.**

Application process

Submissions of bids should be made at alliancehpsr@who.int. Please use the subject: **WHO Bid Ref. External evaluation of the Alliance**

Deadline: 2 August 2019 at 23:59 CEST.

Bids submitted after this deadline will not be considered.

Successful applicants can expect to be notified within one month of the deadline. The Alliance/WHO may, at its own discretion, extend this closing date for the submission of bids by notifying all applicants thereof in writing.

Submissions of not more than **five pages (not including annexes)** should include the following:

1. Name of the bidding institution, including contact details and name of the key contact person.
2. Composition of the proposed team: names, expertise, function in institution, role in team, and experience relevant to the call. CVs should be included as an annex to the submission.
3. Description of the proposed methods for undertaking the evaluation, keeping in mind that a draft report from the evaluation should be completed by the end of May 2020.
4. Explanation of how the proposed methods will answer the questions proposed in the evaluation objectives.
5. Itemized budget for the planned evaluation activities.

Evaluation of research proposals

Proposals will be assessed by the Board sub-committee, based on the following criteria:

1. Qualifications and experience of the evaluation team.
2. Rigorous and high-quality evaluation methods proposed.
3. Ability to deliver the evaluation within the deadlines indicated.
4. Value for money.

Notes for applicants

Communications during the call period

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify the Alliance/WHO via email at the following address no later than three working days prior to the closing date for the submission of offers.

Contact and email for submissions of all queries: alliancehpsr@who.int

Please use the subject: **WHO Bid Ref. External evaluation of the Alliance**

The Alliance HPSR team at WHO will respond via email to any request for clarification of the call that it receives by the deadline indicated above.

There shall be no individual presentation by or meeting with bidders until after the closing date. From the date of issue of this call to the final selection, contact with WHO officials concerning the call process shall not be permitted, other than through the submission of queries, unless a presentation or meeting is initiated by WHO, in accordance with the terms of this call.

Period of validity of proposals

The offer outlined in the proposal must be valid for a minimum period of 120 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

WHO may, at its own discretion, extend this closing date for the submission of proposals by notifying all bidders thereof in writing. Any proposal received by WHO after the closing date for submission of proposals may be rejected.

Amendment to the call

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the call by written amendment. Amendments could, *inter alia*, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have submitted a proposal with regard to the call will be notified in writing of all amendments to the call and will, where applicable, be invited to amend their proposal accordingly.

Clarification of proposals

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

Award of Contracts

WHO reserves the right to:

1. Award the contract to a bidder of its choice, even if its bid is not the lowest;

2. Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
3. Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO's action;
4. Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the Organization's needs and the activity concerned;
5. Not award any contract at all.

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obligated to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relative to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this call. However, this document does not obligate WHO to contract for the performance of any work, nor for the supply of any products or services.

WHO's right to enter into negotiations

WHO reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this call.

Signing of the contract

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract and return it to WHO according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

References

Alliance for Health Policy and Systems Research, W., 2016. *Investing in knowledge for resilient health systems: strategic plan 2016-2020*. Available at: <https://www.who.int/alliance-hpsr/resources/investing-knowledge/en/>