

Call for mentor institute (Ethiopia only)

Embedded Implementation Research for
Immunization in Ethiopia

Deadline:

15 February 2019

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Version: 2.0

Overview

The Alliance for Health Policy and Systems Research is seeking an in-country mentorship institute for their joint initiative on Embedded Implementation Research for Immunization in Ethiopia. The mentorship institute will provide technical mentorship in implementation research to local research teams, and local organizational facilitation and administration of all aspects of the initiative. **This is not a call for research projects.**

Background and objectives

The Alliance for Health Policy and Systems Research (The Alliance), UNICEF, and Gavi, the Vaccine Alliance are collaborating with the Government of Ethiopia on an initiative for embedded implementation research (IR), which adopts an implementer-led approach to understand and identify solutions for challenges in the implementation of immunization programmes. Embedded IR has a central role for decision-makers and implementers in identifying research questions, working in collaboration with local researchers to collect data and conduct analysis, and translating findings into recommendations for programme and policy changes.

As the first step of this initiative, the Government of Ethiopia, UNICEF, and the Alliance conducted a workshop on implementation research priorities for the immunization programme in Addis Ababa, Ethiopia, on 11 December 2018. The workshop resulted in the specification of the key priorities for implementation research on immunization in Ethiopia. The outcomes of these meetings were also presented in the Gavi Joint Appraisal meeting on 13 December.

To help execute the next steps of the initiative, the Alliance will now select a mentor institute based in Ethiopia. The mentor institute will make grants to Ethiopian implementer-led research teams based on the implementation research priorities identified, provide continuous technical assistance and quality assurance through the research process, organize workshops for protocol development and research utilization, and ensure the production of knowledge outputs including policy briefs and journal articles.

The mentor institute will be a research institution based in Ethiopia that will provide technical mentorship in implementation research to the research teams, and local organizational facilitation and administration of all aspects of the Embedded Implementation Research for Immunization in Ethiopia initiative. The mentor institute will operate under oversight of the steering committee for the initiative.

Through this call, the Alliance is seeking bids from interested Ethiopian institutions with teaching/ training capacity in implementation research and financial and administrative capability to serve as the mentor institution.

Specific tasks of the Mentor Institution

- Under the oversight of the steering committee, develop and issue a call for research proposals for in-country teams, arrange transparent review and selection of proposals for funding support.
- Make subgrants to the selected research teams for undertaking the research.
- Facilitate local ethics review and approval.
- Provide technical assistance to research teams and quality assurance in development of a preliminary research protocol, final

research protocol after review, data collection, analysis, writing up, dissemination and utilization of research findings.

- Monitor the implementation of research grants ensuring timely compliance with all deliverables. Make regular progress reports to the steering committee on process, outcomes, challenges and recommendations for improvements.
- Deliver at least one protocol development workshop and one dissemination workshop at national and/or regional level, including arranging logistics and local travel, invitations, developing the agenda and programme, recording minutes and preparing reports of the workshops.
- Prepare relevant background materials and session presentations and support the steering committee in delivery of all technical aspects of the workshops.
- Support research teams to translate research findings into a project report, recommendations, policy briefs and presentations.
- Deliver and edit a series of articles or a special issue of a journal, including making an agreement with a suitable journal, supporting preparation and submissions of manuscripts by the grantees, writing an editorial, and convening a team of co-editors from the steering committee.

Selection criteria

For consideration as a mentor institution, the following selection criteria apply:

- Demonstrable experience of leadership of the public health community in Ethiopia (essential) and globally (desirable)
- Strong reputation and experience in health systems and implementation research and in research mentorship.
- Administrative capacity to issue and manage subgrant contracts to research teams in Ethiopia
- Track record of working with the government on issues relevant to the call.
- Experience of service on government boards or committees on topics of relevance (desirable).

The selection committee will also consider how the proposal responds to the following additional factors:

- Value for money
- Monitoring and evaluation of this programme of work

The selected mentor institution will be expected to work independently, regularly completing and reporting on agreed products, while maintaining an ongoing collaborative relationship with the Alliance Secretariat and the

initiative steering committee. At least 50% of the named team members on the bid should be women.

Funding and period

The maximum amount of funding available from the Alliance will be US\$ 275,000. No further funding will be provided by the Alliance within and beyond the project period. The activities will be implemented from 2019-2020 and **the end date should not exceed 31 December 2020.**

At least 70% of the total budget should be reserved for the grant awards to eight-10 implementer-led research teams. No more than 15% of the total budget should be used for project management and staff salary costs.

Application process

Deadline: 15 February 2019

Bids submitted after this deadline will not be considered.

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

Submissions of bids should be made at alliancehpsr@who.int. Please use the subject: WHO Bid Ref. Call for a Mentor Institute (Ethiopia)

Submissions of not more than 5 pages should include the following:

- Name of the bidding institution including contact details and name of a key contact person.
- Motivation for applying: how this work fits in with the bidder's expertise and aligns with current areas of work in teaching and training in implementation research.
- Composition of the proposed team: names, expertise, function in institution, gender, and role in team and experience relevant to the call. CVs may be included as an annex to the submission.
- Description of a two-year plan based on the outlined specific tasks of the regional institute and the selection criteria outlined.
- Itemized budget for two years based on the specific tasks outlined. This call will not fund equipment or support for hiring new permanent teaching staff.

Notes for applicants

1. 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) applicant, modify the bid 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.

2. All prospective applicants that have submitted a bid will be notified in writing of all amendments to the bid and will, where applicable, be invited to amend their submission accordingly.
3. Applicants should note that WHO reserves the right to:
 - a. Award the contract to an applicant of its choice, even if its bid is not the lowest;
 - b. Accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected applicants and without any obligation to inform the affected applicants of the grounds for WHO's action;
 - c. Award the contract on the basis of the Organization's particular objectives to an applicant whose bid is considered to be the most responsive to the needs of the Organization and the activity concerned;
 - d. Not award any contract at all;
 - e. 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 applicant, how a bid was assessed, or to provide any other information relative to the evaluation/selection process or to state the reasons for elimination to any applicant.
4. WHO is acting in good faith by issuing this request for bids. However, this document does not obligate WHO to contract for the performance of any work, nor for the supply of any products or services.
5. WHO reserves the right to enter into negotiations with one or more applicants of its choice, including but not limited to negotiation of the terms of the bid(s), the price quoted in such bid(s) and/or the deletion of certain parts of the work, components or items called for under this bid.
6. Within 30 days of receipt of the contract, the successful applicant shall sign and date the contract and return it to WHO according to the instructions provided at that time. If the applicant does not accept the contract terms without changes, then WHO has the right not to proceed with the selected applicant and instead contract with another applicant of its choice.