REQUEST FOR FULL PROPOSALS (RFP)

THE CONSULTANCY FOR ENGAGEMENT OF A GENDER EQUALITY AND SOCIAL INCLUSION (GESI) CONSULTANT

NOVEMBER 2026

ENGAGEMENT OF A GENDER EQUALITY AND SOCIAL INCLUSION (GESI) CONSULTANT

Project: Gender-Responsive Climate and Health Surveillance Project

RFP PARTICULARS	DETAILS
Procuring Entity	**East, Central and Southern Africa Health Community (ECSA-HC)**
Assignment	GESI Specialist Consultancy
Selection Method	Quality and Cost Based Selection (QCBS)
Technical Qualification Threshold	80 points out of 100
Technical / Financial Weights	80% Technical / 20% Financial
Indicative Assignment Period	Up to six (6) months; approximately two (2) working days per month
Proposal Submission Email	regsec@ecsahc.org & procurement@ecsahc.org
Proposal Submission Deadline	27th November 2026, 15:00 East Africa Time (EAT)

1.0 INVITATION TO PROPOSE

The East, Central and Southern Africa Health Community (ECSA-HC) invites eligible and suitably qualified individual consultants to submit full Technical and Financial Proposals for the provision of Gender Equality and Social Inclusion (GESI) technical consultancy services under the Gender-Responsive Climate and Health Surveillance Project.

The project is funded by Amref Health Africa and seeks to strengthen climate and health surveillance systems by integrating GESI considerations into the generation, analysis, interpretation and use of climate-health data.

The consultant will provide specialist technical advice during the initial implementation period of up to six (6) months. The expected level of effort is approximately two (2) working days per month. Additional days may be requested for regional meetings, publications, major reporting phases or urgent technical reviews, subject to prior written agreement, availability of funds and approval by ECSA-HC.

Interested consultants shall submit separate Technical and Financial Proposals in accordance with this RFP. The proposals will be evaluated using the Quality and Cost Based Selection (QCBS) method, with a technical weight of 80% and a financial weight of 20%. Only proposals achieving at least 80 points out of 100 in the technical evaluation will proceed with financial evaluation.

Proposals must be received by email at procurement@ecsahc.org no later than 12 November 2026 at 1500 hours EAT. Late submissions may be rejected.

Proposals shall be addressed to:

The Director General

East, Central and Southern Africa Health Community (ECSA-HC)
P.O. Box 1009, Arusha, Tanzania

2.0 INSTRUCTIONS TO CONSULTANTS

2.1 General

The purpose of this RFP is to obtain proposals from qualified individual consultants. The consultant shall be engaged on an as-needed basis and shall work under the direction of the Principal Investigator, in collaboration with the Co-Principal Investigators, Researcher and data management staff.

2.2 Preparation and submission of proposals

- The Technical Proposal and Financial Proposal must be prepared as two separate, clearly labelled PDF files.
- The email subject shall read: "RFP – GESI Consultant – [Name of Consultant]".
- The Technical Proposal must not contain financial information, daily rates, total fees or any other price information.
- The Financial Proposal shall be submitted as a separate attachment and shall be clearly marked "FINANCIAL PROPOSAL".
- The consultant shall submit the proposal in English and ensure that all pages are legible and signed where required.
- The consultant is responsible for ensuring that the complete proposal is received by ECSA-HC before the deadline. ECSA-HC shall not be responsible for delays arising from email transmission or connectivity.

2.3 Proposal validity

Proposals shall remain valid for a period of sixty (60) calendar days from the submission deadline. ECSA-HC may request an extension of validity where necessary. A consultant may decline such a request without forfeiting any right.

2.4 Clarifications

Requests for clarification shall be submitted in writing to procurement@ecsahc.org. Clarifications received sufficiently in advance of the deadline may be responded to in writing. Any material clarification or amendment issued by ECSA-HC shall be communicated to all consultants who have requested or received the RFP, where practicable.

2.5 Amendments and cancellation

ECSA-HC reserves the right to amend the RFP, extend the submission deadline, reject any or all proposals, cancel the procurement process or discontinue negotiations before contract award, in accordance with its applicable procedures. ECSA-HC is not bound to accept the lowest-priced proposal or any proposal.

2.6 Costs of proposal preparation

All costs associated with preparing and submitting a proposal shall be borne by the consultant. ECSA-HC shall not reimburse such costs.

2.7 Conflict of interest and ethical conduct

The consultant shall disclose any actual, potential or perceived conflict of interest. The consultant shall maintain confidentiality, comply with applicable research and programme ethics, data protection and information security requirements, and shall not make procurement commitments or represent regulatory approval on behalf of any authority.

2.8 Subcontracting

The assignment is intended for an individual specialist. The consultant shall not subcontract or transfer material responsibilities without prior written approval from ECSA-HC.

2.9 Contract negotiations

The highest-ranked consultant under QCBS may be invited to negotiate the final scope, level of effort, work schedule, deliverables, daily rate and contract terms. If negotiations fail, ECSA-HC may invite the next-ranked consultant, subject to its procurement procedures.

3. TERMS OF REFERENCE

3.1 Background

ECSA-HC is implementing the Gender-Responsive Climate and Health Surveillance Project, funded by Amref Health Africa. The project seeks to strengthen climate and health surveillance systems by integrating GESI considerations into the generation, analysis, interpretation and use of climate-health data.

Climate-related hazards and their health impacts are not experienced equally across populations. Gender, age, disability, socioeconomic status, geographic location and other social and structural factors influence exposure, vulnerability, access to health services, adaptive capacity and health outcomes. Surveillance systems must therefore generate disaggregated and inclusive data that can identify and respond to these differences.

3.2 Purpose and objectives

The consultancy aims to systematically integrate GESI perspectives into climate-health surveillance activities, tools and outputs, ensuring that data collection, analysis and reporting are inclusive, ethical and responsive to diverse population needs.

The consultant shall:

- Provide technical guidance on integrating GESI into surveillance systems and processes.
- Review and advise on data collection tools, questionnaires and reporting templates to ensure GESI sensitivity.
- Recommend GESI-sensitive indicators and disaggregation variables.
- Ensure inclusive and ethical approaches to data collection.
- Support integration of GESI into data analysis, interpretation and reporting.
- Strengthen project team capacity to apply GESI principles.
- Provide technical input into project reports, policy briefs, toolkits and publications.

3.3 Scope of work and responsibilities

A. Review and development of tools

- Review surveillance instruments, questionnaires and reporting forms.
- Ensure tools capture sex/gender, age, disability, socioeconomic status and geographic location.
- Recommend inclusive terminology and identify gaps in capturing vulnerability.

B. Indicators and reporting

- Review project indicators and frameworks.
- Recommend GESI-sensitive indicators and minimum disaggregation requirements.
- Advise on dashboards and reporting templates to highlight inequalities.

C. Data analysis and interpretation

- Provide guidance on applying a GESI lens to climate-health data.
- Identify disparities and patterns across population groups.
- Review analytical outputs and advise on presentation of GESI findings.

D. Capacity strengthening

- Deliver in short technical briefings or orientation sessions.
- Contribute to training materials and toolkit development.
- Provide on-demand technical advice to project staff.

E. Technical review and quality assurance

- Participate in technical meetings when required.
- Review project deliverables for GESI responsiveness.
- Provide written recommendations to strengthen outputs.

3.4 Key deliverables

The assignment is request driven. Specific tasks and outputs will be initiated through written requests that define the task, expected deliverable and estimated number of days. The expected deliverables may include:

- Reviewed and revised questionnaires, reporting templates, indicators and reports, with documented GESI-related recommendations.
- A GESI disaggregation framework or practical guidance setting out relevant variables and minimum disaggregation requirements.
- Technical inputs to monitoring, evaluation and reporting frameworks.
- Contributions to policy briefs, toolkit sections and peer-reviewed publications, as requested.

- Short technical briefings/orientation sessions and related training or toolkit inputs.
- Monthly or assignment-based reports summarising activities undertaken, outputs submitted, days worked and recommendations.

The precise deliverables and acceptance criteria for each task shall be agreed in a written task request or work order before the work begins. Deliverables shall be proportionate to the authorised days and the nature of the assignment.

3.5 Duration, level of effort and working arrangements

- The engagement should run for a period of up to six (6) months, subject to performance, project requirements and availability of funds.
- The estimated workload is approximately two (2) working days per month. Additional days may be requested only with prior written approval.
- The assignment shall be performed primarily remotely, with participation in virtual or in-person meetings as required.
- The consultant shall be available to provide urgent technical input when GESI review is required before finalisation of deliverables and shall respond within agreed timeframes.
- The consultant shall report to the Principal Investigator and collaborate with the Co-Principal Investigators, Researcher and data management staff. Participation in stakeholder consultations and regional meetings may be requested.

3.6 Required qualifications and experience

Education:

- Master's degree in Gender Studies, Public Health, Social Sciences, Development Studies or a related field.
- Bachelor's degree in relevant discipline.
- Additional training in climate change, health systems, monitoring and evaluation, or digital health platforms (e.g. DHIS2) is an advantage.

Professional experience:

- Minimum seven (7) years of experience in gender equality, social inclusion or related fields.
- Demonstrated experience integrating GESI into data collection, monitoring, evaluation or surveillance systems.
- Proven ability to design or review disaggregated indicators and reporting variables.
- Experience in multi-country or regional projects in Sub-Saharan Africa is preferred.
- Track record of translating GESI concepts into practical tools and programme approaches.
- Experience engaging with Ministries of Health, NGOs and community stakeholders.

3.7 Desirable competencies

- Strong understanding of gender equality, equity and social inclusion principles.
- Knowledge of climate-health linkages and social inequalities.
- Ability to identify biases and exclusion in surveillance systems.
- Strong analytical, communication and facilitation skills.
- Ability to work independently and respond to short-notice requests.

- Commitment to safeguarding, confidentiality and ethical standards.

3.8 Confidentiality, data protection and ownership

The consultant shall comply with ECSA-HC and applicable national requirements on confidentiality, research and programme ethics, data protection, information security and responsible use of programme and patient information. All project information and materials accessed or produced during the assignment shall be treated as confidential and used only for the purposes of the assignment. Ownership and permitted use of deliverables shall be set out in the contract.

3.9 Consultancy fees

The consultant shall be engaged on a daily-rate basis. Payment shall be based on actual days worked, authorised in advance, and approved deliverables, subject to the agreed consultancy rate, contract terms and availability of funds. The approved project budget for this engagement is USD 5,990 under the Amref-approved workplan, budget number B257H021. This amount is the available budget for the engagement and is not a guaranteed fee or minimum payment.

4.0 PROPOSAL CONTENT AND FORMAT

4.1 Technical Proposal

The Technical Proposal shall be submitted separately from the Financial Proposal and shall contain the following:

1. Letter of submission, signed by the consultant.
2. Understanding of the assignment, project context, objectives and expected results.
3. Proposed technical approach and methodology, including how GESI considerations will be integrated into climate-health surveillance tools, indicators, analysis, reporting and capacity strengthening.
4. Proposed approach to reviewing and revising tools, identifying disaggregation variables and ensuring inclusive and ethical data collection.
5. Indicative work plan and availability over the six-month period, including proposed response times for urgent requests.
6. Consultant's CV, clearly demonstrating education, professional experience and relevant assignments.
7. Evidence of at least three relevant previous assignments or examples of comparable work, including client, period, role and outputs. Copies or links may be provided where available and permissible.
8. At least two professional references, including name, organisation, position, email address and telephone number.
9. Declaration of availability, confidentiality, ethical compliance and conflict of interest.

The Technical Proposal should be concise and focused. Any financial information included in the Technical Proposal may result in the proposal being treated as non-responsive.

4.2 Financial Proposal

The Financial Proposal shall be submitted in a separate file and shall be expressed in United States Dollars (USD). It shall include:

- Proposed all-inclusive daily consultancy fee in USD.
- Estimated number of days and total professional fee for the anticipated level of effort (approximately 12 days over six months).
- A separate daily rate for any additional days, if different; additional days shall not be undertaken without prior written authorisation.
- Any reimbursable expenses, if applicable, itemised separately and clearly indicating the basis of calculation. No travel or other reimbursable expense shall be incurred without prior written approval.
- Confirmation that the quoted fees include all applicable taxes, duties, overheads and other costs, with taxes separately identified where legally required.

Financial Proposal Item	**Amount / Details (USD)**
Daily professional fee	
Estimated days (base level of effort)	12 days (indicative; actual authorised days may vary)
Total professional fee (daily fee × 12 days)	
Additional-day rate (if applicable)	
Reimbursable expenses (itemised, if any)	
Applicable taxes (state basis and amount)	
Grand total proposed	

5. EVALUATION AND SELECTION

5.1 Evaluation process

ECSA-HC shall evaluate proposals in the following stages:

10. Preliminary examination for timely receipt, completeness and compliance with the submission instructions.
11. Technical evaluation of responsive proposals against the criteria and scoring system in Section 5.2.
12. Only consultants scoring at least 80 points out of 100 in the technical evaluation shall qualify for financial evaluation.
13. Financial evaluation of the proposals of technically qualified consultants.
14. Calculation of combined technical and financial scores using the QCBS weights of 80% and 20%, respectively.
15. Recommendation of the highest-ranked consultant for contract negotiations and, subject to successful negotiations and approvals, award.

5.2 Technical evaluation criteria (100 points)

No.	Technical criterion	Assessment focus	Maximum points
1	Academic and professional qualifications	Master's degree in a relevant discipline (10); relevant bachelor's degree (5); additional relevant training in climate change, health systems, M&E or digital health (5).	20
2	Relevant professional experience	At least 7 years' relevant GESI experience (10); demonstrated GESI integration into data collection, M&E or surveillance systems (10); experience with disaggregated indicators/reporting variables and practical tools (5).	25
3	Relevant assignment track record	Quality and relevance of comparable assignments, particularly climate-health, public health surveillance, regional/multi-country programmes, and engagement with Ministries of Health, NGOs or communities. Evidence and clearly described personal role will be assessed.	20
4	Understanding, methodology and technical approach	Understanding of the assignment and context (5); sound approach to reviewing tools and indicators and setting disaggregation requirements (5); approach to GESI-informed analysis, interpretation and reporting (5); inclusive/ethical data collection, safeguarding and confidentiality (3); practical quality assurance and capacity strengthening approach (2).	20
5	Work plan, availability and responsiveness	Feasible six-month work plan aligned to approximately 2 days per month (5); availability and ability to respond to urgent/short-notice requests within agreed timeframes (3); clarity of deliverable review and reporting arrangements (2).	10
6	Professional references and communication	Two relevant professional references and demonstrated ability to communicate technical advice clearly to multidisciplinary stakeholders.	5
	TOTAL		100

Minimum technical qualifying score: 80/100. A score below 80 shall result in disqualification from the financial evaluation stage.

5.3 Financial evaluation

The Financial Proposal shall be evaluated only for consultants who achieve the minimum technical qualifying score of 80 points. The evaluated price shall be the total cost of the base level of effort, calculated using the proposed daily rate multiplied by the indicative 12 days, plus any applicable and properly itemised costs and taxes relevant to the assignment.

The lowest evaluated Financial Proposal shall receive a financial score of 100. The financial scores of other proposals should be calculated as follows:

Financial Score (Sf) = (Lowest Evaluated Financial Proposal / Consultant's Evaluated Financial Proposal) × 100

ECSA-HC may seek clarification of arithmetic errors or apparent inconsistencies in accordance with its procurement procedures. Any correction shall not permit a consultant to change the substance of its Financial Proposal.

5.4 Combined QCBS score

The combined score shall be calculated using the following formula:

Combined Score = (Technical Score × 0.80) + (Financial Score × 0.20)

The consultant with the highest combined score shall be ranked first and may be invited for negotiations. The maximum combined score is 100 points.

5.5 Clarifications and verification

ECSA-HC may seek written clarification or verify information supplied in a proposal, including qualifications, experience, references and previous assignments. Clarifications should not be used to permit material changes to the proposal or to improve a proposal after the submission deadline.

5.6 Negotiations and award

Negotiations may cover the final work plan, specific deliverables, estimated days, daily rate, payment schedule, reporting arrangements and contract conditions. The final scope and payment shall remain within the approved budget and be subject to funds availability. No work shall commence until a contract, or other written authorization, has been issued by ECSA-HC.

6.0 INDICATIVE DELIVERABLES AND PAYMENT SCHEDULE

The following schedule is proposed to link payment to verifiable outputs while retaining the Terms of Reference requirement that the consultant is paid on an approved daily-rate basis. It is indicative; task-specific deliverables, authorised days and acceptance criteria shall be agreed in writing before each assignment.

Milestone / Deliverable	Indicative timing	Evidence / acceptance basis	Suggested payment share
1. Inception and GESI technical work plan	Month 1	Approved inception note/work plan, availability plan and agreed approach to task requests; payment for authorised days actually worked.	10%

2. Review of surveillance tools and instruments	Months 1–2	Annotated review and revised questionnaires, reporting forms or instruments, with recommendations and tracked changes as applicable.	20%
3. GESI indicators and disaggregation framework	Months 2–3	GESI-sensitive indicator recommendations and practical disaggregation framework/guidance, including minimum variables and rationale.	20%
4. GESI inputs to analysis, reporting and M&E	Months 3–4	Written technical inputs to analytical outputs, reporting templates and monitoring/evaluation/reporting frameworks, as requested.	20%
5. Capacity strengthening and knowledge products	Months 4–5	Briefing/orientation delivered and/or contributions to training materials, toolkit sections, policy briefs or publications, as assigned.	15%
6. Final technical report and handover	Month 6	Consolidated report summarising assignments, outputs, days worked, key recommendations and outstanding actions; handover of editable final files.	15%
TOTAL			100%

Payment safeguards:

- Payments shall be made only for days authorised in advance, actually worked and certified by the designated ECSA-HC supervisor, and for deliverables accepted in writing.
- The percentage allocation above is a proposed distribution of the total contract ceiling, not an automatic entitlement or fixed lump-sum payment. Actual payment shall be calculated against the agreed daily rate and approved days, with the milestone allocation used to organise verification and invoicing.
- The consultant shall submit an invoice, brief activity/time record and the relevant deliverable(s) for each payment request. ECSA-HC may request reasonable revisions before acceptance.

- **Withholding Tax shall apply; for domestic consultant 5% and for non-domestic 15%.**

- Where a milestone is not required or is not undertaken, payment shall not be due for that unperformed work. Additional assignments or days require prior written approval and shall be paid at the agreed rate, subject to the contract ceiling and availability of funds.
- Payments shall be processed in accordance with ECSA-HC financial procedures and the contract. The applicable payment processing period shall be stated in the final contract.

7.0 CONTRACT MANAGEMENT AND REPORTING

- The consultant shall report to the Principal Investigator and coordinate with the Co-Principal Investigators, Researcher and data management staff.
- Each task shall be initiated through a written request specifying the task, expected output, deadline and estimated authorised days.
- The consultant shall provide progress updates and assignment-based or monthly reports as agreed.

- ECSA-HC shall review submitted outputs and communicate acceptance or required revisions within a reasonable period.
- The consultant shall maintain accurate records of days worked, and activities undertaken.
- The consultant shall participate in technical meetings, stakeholder consultations and regional meetings when requested and agreed in advance.

8.0 REQUIRED FORMS AND DECLARATIONS

Form T1: Proposal submission letter/Form

To: The Director General, ECSA-HC
Subject: RFP – Engagement of a GESI Consultant

I/We, the undersigned, submit this Technical Proposal and the separately sealed/submitted Financial Proposal for the above assignment. I/We confirm that the information provided is true and complete to the best of my/our knowledge; that this proposal shall remain valid for 60 calendar days from the submission deadline; and that I/we have read and understood the requirements of the RFP.

Name of Consultant: _____

Signature: _____ Date: _____

Email: _____ Telephone: _____

Form T2: Assignment experience

No.	Client / Organisation	Assignment and description of services	Period	Role and key outputs	Reference contact
1					
2					
3					

Form T3: Professional references

Reference	Name and title	Organisation	Email / telephone	Relationship / assignment
1				
2				

Form T4: Availability and conflict of interest declaration

I confirm that I am available to undertake the assignment for up to six months on an estimated basis of approximately two working days per month, subject to agreed task requests. I disclose below any actual, potential or perceived conflict of interest relevant to this assignment. I undertake to notify ECSA-HC promptly if any conflict arises during the engagement.

Availability / any restrictions: _____

Conflict of interest (state "None" if not applicable): _____

Confidentiality and ethical compliance: I agree to comply with ECSA-HC requirements and applicable national requirements relating to confidentiality, research and programme ethics, data protection, information security, safeguarding and responsible use of programme and patient information.

Name: _____ Signature: _____

Date: _____

Form F1: Financial proposal

I submit the following Financial Proposal in USD. I confirm that the rates and amounts stated are complete and that no additional fees or expenses shall be payable unless expressly approved in writing and included in the contract.

Cost item	**Unit**	**Quantity**	**Unit rate (USD)**	**Total (USD)**
Professional consultancy fee	Day	12		
Additional-day rate (if applicable)	Day	As authorised		
Travel / accommodation / other reimbursables (itemise)				
Applicable taxes (identify)				
GRAND TOTAL				

Name of Consultant: _____

Signature: _____ Date: _____