**CQS - TERMS OF REFERENCE For Evaluation and assessment of the Strategic Training Executive Program (STEP 2.0 and vSTEP 2.0)**

**103-2025-GAVI-CQS**

**Please submit all answers to:** [**procurement@gavi.org**](mailto:procurement@gavi.org)

**Background and Introduction**

Gavi Alliance’s (“**Gavi**”) mission is to save children’s lives and protect people’s health by increasing access to immunisation in poor countries.

Gavi is a unique organisation that aligns public and private resources in a global effort to create greater access to the benefits of immunisation. It does this with precision and in creative, innovative ways to ensure that donor contributions efficiently save lives and help build self-sufficiency in the world’s poorest communities and regions.

For more information, please visit the Gavi website: <http://www.gavi.org/about/mission>

1. **CQS Timelines:**

|  |  |  |
| --- | --- | --- |
| Procurement Activity | Responsible Party | Due Date (Estimated) |
| CQS Issue Date | Gavi | 05/ 09 / 2025 |
| Final date for submitting additional Questions | Bidder | 09/ 09 / 2025 |
| Gavi Response to Questions | Gavi | 12 / 09 / 2025 |
| Quotes submission deadline (CET) | Bidder | 22 / 09 / 2025 |
| Estimated Contract Start Date | Gavi | 01 / 10 / 2025 |

**Background and Purpose of the Competitive Quote Simplified (CQS)**

Gavi seeks a qualified individual or organisation to assess a multi-donor supported leadership development and change management program known as STEP 2.0

STEP 2.0 is a 5–6 month change management and leadership development program that leverages the best practices from private sector health supply chain professionals who are partnered with public health supply chain professionals.

See: <https://peoplethatdeliver.org/whats-step-20>

The program was first developed in 2015 as a partnership between Gavi and UPS. It was piloted in 2016.

After a mid-term assessment in 2019, STEP 2.0 was developed and has been implemented 22 times, with over 500 public health officials from 18 countries participating, with support from over 150 private sector skills-based volunteer “coaches”.

**Scope of work:**

1. **Specific duties and responsibilities of the Firm/Consultant** **include:**

*Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.*

The purpose of this **103-2025-GAVI-CQS** is to assess the Strategic Training Executive Program (STEP 2.0) for the years 2021 to present.

**Objectives:**

1. The selected provider will perform a desk review of existing program results for STEP 2.0
2. NOTE: All assessment materials will be provided through existing reports and measurement/evaluation framework results for each program (see “Available documentation and data” below), the provider is NOT required to research additional data. The selected provider will determine the program’s value for money (calculate the program’s return on donor investments).
3. The selected provider will summarise key findings and recommendations **for future programs** (documenting areas of the program’s strengths and opportunities for improvement).

### Deliverables

* Deliverable 1: Draft reports detailing
  + Workplan
  + Methodology for determining the program’s value for money
  + Methodology for summarizing the program’s key findings and recommendations for future programs
* Deliverable 2: Draft report detailing
  + Analysis of the program’s value for money
  + Summarization of the program’s key findings and recommendations for future programs
* Deliverable 3: Final report and dissemination materials detailing
  + Executive summary
  + Results of the program’s value for money analysis
  + Recommendations for future programs
  + Appendix
    - Methodology and analysis for the program’s value for money (from Deliverable 2)
    - Methodology and key findings for recommendations for future programs (from Deliverable 2)

### Background: The following populations from STEP 2.0 are included in the available information and data to be used in the assessment

* STEP 2.0 Donor Collaboration Group members (n=5)
  + Gavi
  + The Global Fund
  + UNICEF
  + International Federation of Pharmaceutical Wholesalers (IFPW)
  + USAID
* STEP 2.0 Implementing Partners (n=10)
  + A list and contacts will be provided upon award
  + A statistically significant number should be assessed
* STEP 2.0 Participants (n=~500)
  + A list and contacts will be provided upon award
  + A statistically significant number should be assessed
* STEP 2.0 Private Sector Coaches (n=~150)
  + A list and contacts will be provided upon award
  + A statistically significant number should be assessed
  + **Important note:** The People that Deliver Coalition will provide a report that contains historical details for each program and interviews with alumni – the provider **will not** need to consider gathering this information in their proposal.

**Available documentation and data to be assessed:**

* 2019 STEP Mid-term review report (~100 pages)
* STEP 2.0 Measurement and Evaluation Framework results for ~22 programs (~ 10 MB)
* STEP 2.0 Implementing Partner Final Reports for ~19 programs (~250 pages)
  + Program overview
  + Program results
  + Feedback and recommendations
* STEP 2.0 Annual Impact Reports (~ 75 pages)
  + 2022
  + 2023
  + 2024
* Additionally, the provider will be granted access to all program materials for reference – no research is required of these materials
  + STEP 2.0 curriculum and program materials (~200 MB)

1. **Location:** Remote as no travel is required, this is a desk review and population survey project
2. **Qualifications and work experience required / Team Structure:**

* Previous experience in determining the value for money (return on investment) for training and development programs
* Can be an individual or team
* Familiarity with STEP not required

1. **Duration of assignment:**

* 30 Daysspread over the period 01/10/2025 to 10/12/2025

1. **CQS Documents and Statements checklist**

| Document Checklist | | | |
| --- | --- | --- | --- |
|  | Cover Letter which includes:   * Name and address of the Service Provider * Name, title, telephone number, and e-mail address of the person authorized to commit the Service Provider to a contract * Name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above * A signature of this letter done by a duly authorized representative of your company | | |
|  | Technical Proposal as per Gavi template  (3000 words maximum)    Include CVs of assessment team members as attachments  All files are of the accepted type (PDF or MS Office applications). |  | Financial Proposal using the template below |

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| **Please tick the box if any potential conflict of interest exists** |  |