**Consultancy Opportunity**

**Consultant – Sovereign & Private Sector Engagement, Resource Mobilisation, Private Sector Partnerships, and Innovative Finance (RMPSPIF)**

**(097-2023-GAVI-RFQ)**

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| **Opening Date:**  15 May 2023 | **Closing Date:**  31 May 2023 |
| All responses by email to: [procurement@gavi.org](file:///C:/Users/mwattinger/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/ILKZ9D01/procurement@gavi.org)  *(submissions are due before midnight Geneva Time on the Closing Date)* | |

1. **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. **Background of the team and purpose of the role**

The Resource Mobilisation, Private Sector Partnerships and Innovative Finance Department supports Gavi by ensuring sustainable donor financing and resource innovation. This includes (i) securing donor pledges and deepening relationships with existing donors while helping to elevate Gavi and immunisation on global agendas, (ii) diversifying Gavi’s financing base to include new and emerging donors and the private sector (iii) bringing to bear the innovation and resources of the private sector through new and expanded partnerships, innovative financing, and other initiatives; and (iv) leading key fundraising and reporting exercises.

Economic growth in many Gavi-supported countries coupled with increasing competition for limited donor budgets means that more resources from diverse, sustainable sources will be required, and that available financing must be leveraged strategically and efficiently to unlock the greatest level of impact possible. Gavi has adopted a comprehensive approach to attract, grow, and diversify financial and business resources as it seeks to ensure sustainability in immunisation. Private sector partnerships and innovation are central to this approach as Gavi reaches to further accelerate its impact while achieving greater efficiencies.

Gavi has a five-year replenishment cycle where donors pledge resources against a five-year investment plan. The last replenishment took place in 2020, hosted by the UK, and world leaders pledged US$ 8.8 billion for Gavi's 5.0, 2021-2025 strategy. 2023 is a mid-term review (MTR) year when we will look back at the achievements to-date and look ahead at the needs in the remainder of this strategic period and beyond towards the next replenishment.

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1. **Description of Services:**

The Consultant – Private Sector will support the SP team for several aspects of the work related with private sector, including prospecting, development, and management of partnerships.

**Main Duties & Responsibilities:**

Private sector prospection and partnerships:

* Work with the SP Head and relevant teams to analyse and set early priorities, identify potential new and existing private sector prospects in European and Canadian markets (including with key corporates, foundations and HNWIs)
* Project manage existing Gavi private sector partnerships, ensuring robust monitoring, reporting and progress against key milestones.
* Create linkages with and between RMPSPIF teams on existing private sector partnerships
* Help develop new private sector partnerships opportunities including:
* Identification of potential partners and review of their current status
* Internal processes and the coordination with colleagues from different teams
* Relationship with the prospect (business development activities, marketing pitches, other required documents, etc.)
* Help foster and scale up existing private sector projects
* Support on elaborating presentation documents
* Monitor and help coordinate the use of the UK and Dutch Matching Funds.

Cross-cutting support on private sector partnerships, including towards key events:

* Identify thematic, geographic and sectoral linkages between private sector partnerships to support the building of our comparative advantage and ensure a globally consistent strategy.
* Establish regular dialogue with donor managers in key markets to ensure alignment and coordination for private sector-related activities
* Participate in different private sector-related work streams as defined as part of the overall private sector strategy
* Write briefings, business cases and prepare PowerPoint presentations where required
* Support communications-related tasks, including briefings, press releases, videos, social media, etc.
* Other additional activities as required, including:
* Support activities for resource mobilisation and interactions with sovereign donors, including around private sector matching funds
* Participate in different work streams as defined for key events

Management of private sector partnerships and INFUSE pacesetters:

* In coordination with the partners and relevant colleagues, help define the overall strategy of the partnerships, as well as develop supporting documents
* Support the regular management of some private sector partnerships and INFUSE pacesetters
* Report internally on these projects, as required

Participate in and coordinate cross-cutting activities within the team, in contribution to the overall resource mobilisation and private sector partnerships strategy.

***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.***

1. **Location:** Gavi Alliance HQ, Geneva, Switzerland
2. **Qualifications and work experience required:**

Academic:

- Master’s degree or equivalent in Business Administration, Law, International Relations, International Development, Global Health or related discipline

Work experience:

- At least 5 years of work experience in an international, multicultural environment

- Experience in project management, business development, and developing briefings and communication materials

- The ideal candidate has experience with/exposure to both private and public sectors

Skills/competencies:

- Strong organizational and coordination skills

- Excellent analytical and synthesizing capabilities

- Mastery of Excel, PowerPoint, Word

- Excellent communication skills

- Outstanding command of written and spoken English

- Entrepreneur spirit, problem-solving skills and result-orientation is a must

- Ability to work independently, under pressure, demonstrating initiative and flexibility

- Capability and willingness to quickly acquire knowledge about Gavi

Languages:

* Fluency in written and spoken English is a must
* French and/or other languages is an asset

1. **Internal/External contacts**

Internal contacts:

* Gavi Secretariat

External contacts:

* Private Sector
* Sovereigns
* Foundations

1. **Duration of Assignment:** from 1 July 2023 to 30 June 2024
2. **Selection Process and expected timelines**

* Interested parties should respond by completing Annex One and returning their application before midnight on the Closing Date;
* Gavi will shortlist and invite for written tests and/or interviews (1-2 weeks)
* Contract negotiation and signature (1-2 weeks)

***We are committed to fostering a just, equitable and diverse culture free from racism and discrimination in which all staff, partners and stakeholders feel empowered, safe and heard.***

Please note that as a vaccine organisation and in order to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi is requiring all of them to confirm that they are fully vaccinated[[1]](#footnote-2) against Covid-19 as a condition for engagement with us.

If you wish to apply, please visit our Careers webpage and apply by sending your application to [procurement@gavi.org](mailto:procurement@gavi.org) with the title **097-2023-GAVI-RFQ** - " Consultant – Sovereign & Private Sector Engagement, Resource Mobilisation, Private Sector Partnerships and Innovative Finance (RMPSPIF) " before the closing date of **31 May 2023**.

**ANNEX ONE**

**SUBMISSION FORM**

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| **Consultancy Opportunity for the services of Consultant – Sovereign & Private Sector Engagement, Resource Mobilisation, Private Sector Partnerships and Innovative Finance (RMPSPIF) (Gavi reference 097-2023-GAVI-RFQ)**  **IF ANY OF THE INFORMATION PROVIDED BELOW IS CONFIDENTIAL, PLEASE STATE SO IN THE RESPONSE.** | |
| Applicant name: |  |
| Address of residence: |  |
| Business type: | ☐Non-profit ☐ For-profit  ☐Individual ☐Other: |
| Daily rate (currency & amount): |  |
| Resume (attach CV) or description of past services, similar to this position: | Attach |
| Short letter outlining motivation and relevance of experience to date: | Attach |
| Valid passport and work permit (\*) | ☐ Yes No |
| This information certified by: |  |
| Application Source | ☐ Gavi website Devex  ☐ Linkedin Other |
| Date: |  |
| Signature: |  |

\* Applicants must hold a valid working permit for the Country where they are based. Please note if applicant is selected, a copy of their passport, will be required. In the event that the work location is Switzerland, Gavi may at its discretion assist the Consultant in obtaining a Work Permit in Switzerland for the duration of the contract.

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature.

**ANNEX TWO**

## CONSULTANCY OPPORTUNITY RULES

Gavi invites you to submit a competitive bid by responding to this “Consultancy Opportunity ”, based on the below outlined rules:

1. This entire Consultancy Opportunity and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential.
2. The issuance of this Consultancy Opportunity in no way commits Gavi to make an award. Gavi is under no obligation to justify the reasons for its supplier(s) choices as a result of this Consultancy Opportunity . Gavi may choose not to justify its business rewarding decision to the participants to this tender.
3. Gavi reserves the right to:

* reject any proposal without obligation or liability to the potential bidder;
* withdraw this Consultancy Opportunity at any time before or after submission of bids, without prior notice, explanation or reason;
* accept other than the lowest price offer;
* award a contract on the basis of initial offers received, without discussions or requests for best and final offers;
* decide not to award any contract to any bidder responding to this Consultancy Opportunity ,

1. You agree that your bid is valid for no less than sixty (60) days from the quotation due date.
2. Faxed copies will not be accepted. Late quotations are subject to rejection.
3. Gavi reserves the right to request additional data, information, discussions or presentations to support part of, or your entire bid proposal. Bidders or their representatives must be available to discuss the details of their proposal during the evaluation process.
4. All responses should be submitted in electronic format.
5. The proposed timeline set out above indicates the process Gavi intends to follow. Gavi reserves the right to make changes to this timeline.
6. If the applicant is a US Citizen or resident (Green Card holder) or a non-US person living or working in the US, Applicants should be aware of OFAC regulations.
7. As a vaccine organisation and in order to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi requires all its Employees and Contractors to confirm their full vaccination status against Covid-19 as a condition for contracting, specifically fully vaccinated means one of the following:

* Confirmation of receipt of one dose of the Covid-19 vaccination listed in WHO’s Emergency Use Listing and being scheduled to receive a second dose in the near future or confirmation that one has previously had Covid-19 thereby being exempted from a second dose of the vaccine.
* Confirmation of receipt of two doses of a Covid-19 vaccine.
* Confirmation of receipt of received one dose of the J&J Covid-19 vaccine.

1. Fully vaccinated means one of the following categories:

   * You have received one dose of the Covid-19 vaccination listed in [WHO’s Emergency Use Listing](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fextranet.who.int%2Fpqweb%2Fvaccines%2Fcovid-19-vaccines&data=04%7C01%7Coelbakkali%40gavi.org%7C4f324df0b4d34d8a511d08d9b8d04e5e%7C1de6d9f30daf4df6b9d65959f16f6118%7C0%7C0%7C637744027078327646%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ORIr8XidKbIQaihJfsHQx3m5boj0FLsbS5010bRoawY%3D&reserved=0), and you are scheduled to receive a second dose in the near future or you have previously had Covid-19 thereby exempting you from a second dose.
   * You have received two doses of the Covid-19 vaccination.
   * You have received one dose of the J&J Covid-19 vaccine.

   [↑](#footnote-ref-2)