



## **Request for Information (RFI)**

RFI Number: **PSM-ComparativeStudy-RFI-2022**

Issued By: **Chemonics International Inc. ([www.chemonics.com](http://www.chemonics.com))**

Deadline for Registration: **5:00 PM US Eastern Standard Time, May 13, 2022 to  
HSS\_WorkforceDev\_HQ@ghsc-psm.org**

Deadline for Responses: **5:00 PM US Eastern Standard Time, May 20, 2022 to  
HSS\_WorkforceDev\_HQ@ghsc-psm.org**

### **SECTION I: INTRODUCTION**

Under funding from GAVI, the Strategic Training Executive Program (STEP) was initially developed to improve the leadership and management skills of supply chain workers in vaccine programs. In the last few years, the STEP program evolved to include leaders in supply chain in the health field. The program consists of an in-person course for a cohort of managers for a single entity or program (e.g., malaria program managers, HIV/AIDS program managers) who select one or more specific management issues they want to address. A coach with private sector supply chain experience (e.g., UPS) is assigned to the work with the cohort, who participate in a series of meetings and work with the coach over the following few months to address their chosen issue. The program concludes with the completion of the intervention chosen.

Village Reach conducted an in-person version of the STEP 2.0 program in the Democratic Republic of Congo (DRC). With the onset of COVID, the need for a virtual program led to a new version, entitled v-STEP. Yale University created the v-STEP course and implemented it in Zambia as a completely virtual program with virtual coaching. As COVID travel restrictions have eased somewhat, Yale University is implementing the v-STEP as a hybrid of in-person and virtual coaching in Cote d'Ivoire.

The purpose of this RFI (Request for Information) is to gather market intelligence regarding the capabilities of interested training evaluation service providers. Interested organizations are invited to submit information in response to this RFI. GHSC-PSM will be seeking a provider to undertake training evaluations of STEP 2.0 in the Democratic Republic of Congo (DRC), v-STEP in Zambia, and v-STEP in Cote d'Ivoire. Using the Kirkpatrick or similar model for training evaluation, the objective of the proposed scope of work is to comparatively evaluate and measure how the course affects the individual participants and its impact on the supply chain. Chemonics plans that Phase One will be completed for three countries by October 1, 2022. GHSC-PSM will provide input to the development of the impact indicators. Chemonics plans that Phase Two will be completed for three countries by December 31, 2022.

The purpose of the activity will be to conduct a comparative analysis of leadership training on the supply chain using the three STEP experiences to identify impacts on participants and supply chain systems.

Key Activity List for Proposed Work	
1.	Obtain from GAVI, People that Deliver (PtD) and GHSC-PSM access to program participants, program content, technical reports, list of names and other available resources to develop a study question, using the Kirkpatrick model or another similar model that studies results for the individual and the organization.
2.	Phase 1 is the development of a measuring tool for tracking individual and supply chain impacts as a result of participating in the STEP program. In this regard, all possible research questions that seek answers may be considered, recognizing that the STEP courses will have already been completed.
3.	Phase 2 is deployment of a tool to conduct a comparative study of the three implementation models of the program. The deployment will largely depend on the methodology developed in phase 1. It may involve key informant interviews and/or focus group discussions with all or selected participants across Democratic Republic of Congo (DRC), Zambia, and Cote d'Ivoire. The comparative research will analyze the differences and/or similarities between the program models with a view to generating information that will enhance the program offering for impact.

Issuance of this request does not in any way obligate Chemonics or USAID to award a contract, nor does it commit Chemonics or USAID to pay for costs incurred in the preparation and submission of any response. By issuing this RFI, Chemonics does not express an intent, commitment, or promise to purchase any supplies or services. Responses to this RFI will not be considered by Chemonics as offers to enter into a contract; this RFI is for information collection purposes only.

**SECTION 2: INSTRUCTIONS TO INTERESTED PARTIES**

- Response submission: All responses must be received via email to HSS\_WorkforceDev\_HQ@ghsc-psm.org no later than **5:00 PM US Eastern Standard Time, May 20, 2022.**
- Required information: Section 3 below provides details on the information to be included in any response. Please note that organizations are not required to submit responses to all questions, however interested parties are encouraged to submit as much information as possible. Information and all correspondence and documents relating to the offer shall be in English.

**SECTION 3: INFORMATION REQUESTED**

The RFI response should consist of a concept note, not to exceed five pages in length, detailing prior experience in training evaluation and a proposed approach to evaluating these three course offerings. Further details regarding the requested information are included below.

The following information should be included in any RFI response:

- I. Organization/Point of Contact (POC) details:
  - Organization Name
  - Organization Address
  - Organization Website
  - Organization UEI Number
  - POC
  - POC Title
  - POC Email Address
  - POC Phone Number

2. List and description of relevant prior clients/projects, including experience in:
  - Developing and implementing training evaluations (e.g., focus group discussion, key informant interviews)
  - Providing qualitative and quantitative analyses and presentations (e.g., impact indicators)
  - Working with donor agencies (e.g., USAID, CDC)
  - Working with lower- and middle-income countries
3. Detailed overview of any relevant methodology that your organization has developed and would use for a similar scope of work. Please include:
  - Timeline and phases for the activity
  - If travel would be involved and an explanation of the reasoning
  - Any risks with in-country and virtual limitations
  - Proposal for how the training evaluation methodology developed for this assessment might be applied to evaluate future STEP trainings
4. Any other information related to the size, experience, and geographic reach of your organization that is not captured above. How long have you been working on training evaluations?
5. A description on 2-3 individuals in your organization who would be relevant to this project, including their education and relevant qualifications.
6. Any cost and pricing information that is currently available.

#### **SECTION 4: CONFIDENTIALITY**

Information provided through the RFI will be shared with all stakeholders of the USAID GHSC-PSM project, including but not limited to USAID.