



Clinton Health Access Initiative, Inc.

Request for Proposals

Request for Proposals (RFP) for the provision of reproductive health commodities and supplies monitoring by civil society organizations.

Funded by: UNFPA

Date Issued: April 28, 2026

Ethical Conduct and Conflicts of Interest

In accordance with CHAI's [Global Code of Conduct](#) and [Conflict of Interest policy](#), CHAI is committed to conducting procurements with integrity and objectively selecting suppliers and vendors. CHAI maintains a zero-tolerance policy for acts including but not limited to collusion among vendors, submitting falsified bids, bribery, and/or other forms of fraud. Vendors engaging in such conduct will be disqualified from current and future opportunities. CHAI employees and others acting on CHAI's behalf are prohibited from accepting or asking for bribes, gifts, fees, or any other object of value or compensation related to doing business. Please contact ethics@clintonhealthaccess.org with any questions or concerns or to report any violations, or the CHAI Whistleblower Hotline at chai@integritycounts.ca (+1 866-921-6714 [Toll-Free U.S.] or +1 604-922-5953 [International]).

Summary of terms

A. Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and improving health outcomes in low- and middle-income countries by enabling the government and private sector to strengthen and sustain quality health systems. For more information, please visit www.clintonhealthaccess.org

The Clinton Health Access Initiative, Inc. (CHAI) invites interested and capable civil society organizations to submit proposals for monitoring and assessing the availability, distribution, and management of reproductive health (RH) commodities and supplies in Montserrado county, including undertaking of a client survey, as part of the UNFPA Nurture, Empower, Protect (NEP) project, intended to improve transparency and accountability related to donated health commodities. Offerors are invited to submit proposals in response to this RFP in accordance with Section D, Instructions for Preparation of Proposal and Submission to CHAI.

This RFP does not obligate CHAI to make an award or fund an applicant, nor does it commit CHAI to reimburse for the costs incurred for proposal preparation. All costs related to proposal preparation must be borne by the offeror. CHAI will accept no fee for the submission of these applications. CHAI makes no representations or warranties and will not incur any liability under any law as to the accuracy, reliability, or completeness of the information contained in the RFP.

B. Proposal Dates and Requirements

The below table summarizes key dates in the RFP process. Offerors are expected to comply with these dates and deadlines. CHAI reserves the right to modify the dates at its discretion.

Milestone	Date and Time
RFP Released	April 28, 2026
Proposals due	11:59PM GMT, May 8, 2026.
Estimated award	May 15, 2026

1. Proposal Submission and Validity

All responses to this RFP must be submitted by the date and time above and must comply with the instructions below in Section D. Instructions and Preparation of Proposal and Submission to CHAI. Offers must be submitted electronically only to liberiaprourement@clintonhealthaccess.org. Submissions will be reviewed on a rolling basis. Offers received after the deadline are invalid. By submitting this proposal, the offeror confirms that the proposal is valid for a period of 60 days.

2. Award

CHAI will examine the offers to determine if they are complete, comply with all the conditions of the RFP, and have been duly signed and are in general order. CHAI will select the offer that represents the best overall value. CHAI anticipates making one award to one entity; but reserves the right to make no award, or to make multiple awards.

C. Eligibility Requirements

Offerors, regardless of entity status (for profit, not-for-profit, etc) must be legally registered to conduct business in Liberia. A valid copy of a business license and/or registration must be provided in the offer

submission. All offers must be submitted using Annex A below and must be signed by the officer in charge of the organization.

CHAI is seeking proposals from registered local civil society organizations (CSOs) who can demonstrate:

- Experience working within Liberia’s health sector, with strong preference for organizations who have been specifically involved in public health sector supply chain, monitoring & evaluation, and with knowledge of the routine Ministry of Health logistics management information system (LMIS).
- Past engagements with subnational (county, district), facility and community-level stakeholders in health.
- Project experience with large bilateral or multilateral entities.
- Meaningful youth participation in organization leadership, and organization mission focused on youth empowerment and wellbeing.

D. Instructions for Preparation of Proposal

Offerors are required to use the form in Annex A, below, to reply to this RFP. Failure to provide all the information required by the RFP or submitting an offer that does not respond to the RFP in all respects may result in the rejection or disqualification of the offer. The information that the respondent considers proprietary must be clearly marked as such. All such information will be treated confidentially and used by CHAI for evaluation purposes only.

1. Technical Proposal

Offerors are required to write a technical response to the scope of work in Section G, Scope of Work and Deliverables.

- a) Narrative on technical approach and methodology (1 page), including samples of proposed data collection or monitoring tools.
- b) Excel-based draft workplan and timeline of activities.
- c) Description of team position, including 3 key staff roles & responsibilities (0.5 page) accompanied by CVs
- d) Organization strategy document.
- e) Capabilities statement (2 pages) outlining relevant past experience in the health sector and/or specifically in public health supply chain, including details on projects completed (objective, timeline, deliverables or achievements) and funders.

2. References

Offerors must complete the table in Annex A with past performance references.

3. Budget

The resultant award will involve deliverable-based disbursements of funding. Offerors must provide a budget that shows activity-level costing with detailed cost drivers.

Once the award is signed, no additional fees, taxes, or costs maybe added post award. All budgets must be made in United States Dollars. Budgets must be accompanied by a brief cost narrative that describes each line item and the assumptions made in the total cost.

E. Evaluation Criteria and Negotiation

CHAI will make an award based on which proposal represents best value to CHAI. CHAI may award to a higher priced offeror if a higher technical evaluation justifies the additional cost. CHAI will use the following criteria to evaluate proposals:

Category	Criteria	Points
Technical approach and methodology including samples of proposed data collection or monitoring tools.	<ul style="list-style-type: none"> Clarity and structure of the proposed monitoring approach (central, county, facility; cross-checking with HMIS service data) for RH commodities Appropriateness of methodology for the Montserrado county context Quality and relevance of sample data collection tool Plan for dissemination of assessment results through routine platforms Feasibility and contextualized approach for client surveys 	30
Workplan and timeline	<ul style="list-style-type: none"> Realistic and feasible relative to scope of work Clear milestones and deliverables 	10
Team composition and staff CVs	<ul style="list-style-type: none"> Qualifications and relevant experience of the project lead and staff on civil society involvement in the health sector Adequate staffing for the proposed scope and timeline Clear roles and responsibilities for each team member 	5
Organization strategy	<ul style="list-style-type: none"> Evidence of organization commitment and vision for improving adolescent SRHR access in Liberia Strategic direction on youth empowerment, youth responsibility, and youth-led advocacy and action 	5
Relevant past experience in Liberia's health sector and/or specifically in public health supply chain	<ul style="list-style-type: none"> Demonstrated prior experience conducting supply chain assessments and commodity monitoring Demonstrated knowledge of Liberia's routine data systems such as LMIS Prior work with county health teams or public health facilities Evidence of bilateral or multilateral agencies as past clients or collaborators 	30
Budget	<ul style="list-style-type: none"> Clearly defined cost drivers Budget feasible and realistic for scope of work 	20

Offerors are expected to submit their best offer. CHAI reserves the right to hold further discussions, conduct negotiations, ask for additional information, or request clarifications before making an award. CHAI reserves the right to hold a best and final offer or competitive range stage prior to award. CHAI may, at its sole discretion, ask for offerors to conduct oral presentations.

F. Terms and Conditions of Resultant Agreement

Any agreement that results from this solicitation will be subject to CHAI's standard agreement terms and conditions. A copy is available upon request. For the purpose of this solicitation, please note that the following terms apply:

I. Confidentiality: Information which the offeror considers to be confidential or proprietary must be clearly marked as such. All such information is treated as confidential by CHAI for assessment purposes only. Should the offeror anticipate submitting confidential or propriety information to CHAI, please contact the POC for this procurement to request a copy of CHAI's standard NDA.

G. Scope of Work and Deliverables

1. Scope of Work

The selected organization is expected to undertake the monitoring of reproductive health (RH) commodities in 37 health facilities supported under the UNFPA NEP project in Montserrado county. The monitoring exercises are intended to assess the availability, distribution, and management of essential RH commodities and supplies, via physical verification, review of LMIS tools and other documentation, review of HMIS tools as appropriate, and discussions with health facility providers. The exercise should also be accompanied by a one-time client survey in select facilities to gather client perspectives on access to adolescent-friendly RH services in health facilities. The organization is also expected to disseminate assessment findings through routine governance forums at the central MOH level and at the county health team level, including identifying issues for escalated discussions and recommendations for action.

2. Deliverables and Deliverables Schedule

<i>SN</i>	<i>Deliverable</i>	<i>Timeline</i>
1	Attendance at orientation and co-design workshop on RH commodities landscape in Liberia	Within 1 week of contract signing
2	Final data & monitoring tools and SOP	By end of May 2026
3	At least 40% of monitoring visit to 37 NEP project facilities in Montserrado county	By end of June 2026
4	Final monitoring visits to 37 NEP project facilities completed	By end of July 2026
5	Presentation of monitoring findings & recommendations	By end of July 2026
6	Completed and analyzed client surveys (sample size will be co-determined with selected organization)	By end of August 2026

3. Period of Performance

The activities are expected to be completed between May and August 2026.

Annex A: Proposal Application Form

[Instructions: All offerors submitting a bid in response to this RFP must fill out and complete this template letter. The letter must be signed by an authorized representative of your organization and must be dated appropriately. This letter must be submitted with a copy of your business license and any other documents as requested in the solicitation]

To:	
Reference:	
Organization Name:	

General

We, the undersigned, hereby provide this offer to perform the work described in the referenced RFP. We acknowledge and agree to all terms and conditions. We certify that our organization, as well as our principal officers and key individuals, are eligible to participate in this procurement and are not debarred, nor on any watchlist or sanctions list. We further certify that, to the best of our knowledge, we have no close, familial, or financial relationships with CHAI staff or individuals representing CHAI; and that we have no close, familial, or financial relationships with any other bidders on this RFP. If we become aware of a potential conflict we will immediately notify ethics@clintonhealthaccess.org. We also certify that our business license, attached, is accurate and up to date with the relevant authorities.

Our offer remains valid for 60 days from the date of submission.

General Information	
Company Address	
Company Telephone	
Company Website (if applicable)	
Company Registration or Tax ID	
Does the company have a bank account?	
Name of Bank, if applicable	
Brief company description	

Past Performance

We hereby provide three references for similar work that we acknowledge may be contacted at any time by CHAI.

Past Performance	
<i>Reference 1</i> <ul style="list-style-type: none"> • Company, Entity, or Individual Name • Contact Information • Brief description of work 	
<i>Reference 2</i>	

Past Performance	
<ul style="list-style-type: none"> • Company, Entity, or Individual Name • Contact Information • Brief description of work 	
<i>Reference 3</i> <ul style="list-style-type: none"> • Company, Entity, or Individual Name • Contact Information • Brief description of work 	

Technical Proposal

Please follow instructions in Section D1 above, including page limits, to prepare and attach your technical proposal (including Excel-based workplan and timeline, and sample data monitoring tools).

Budget

Determine and attach an activity-based budget in Excel format to outline labour costs, non-labour costs, materials, travel, other direct costs, and indirect costs; account for 10% tax withholding per guidelines of the Liberia Revenue Authority (LRA). Provide a brief description beside each budget item to clarify any underlying assumptions.

Key officer signatures:

Name (Printed): _____

Title: _____

Signature: _____

Date: _____