



Clinton Health Access Initiative, Inc. *Independent Contractor Solicitation*

Funded by: Gates Foundation & ELMA Foundation

Date Issued: April 30, 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 business with integrity and objectively selecting independent contractors. CHAI maintains a zero-tolerance policy for acts including but not limited to collusion among individuals, submitting falsified bids, bribery, and/or other forms of fraud. Offerors 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.

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 individuals to apply for two consultancy roles supporting the development of a comprehensive final report on CHAI's *Scaling Up Access to Medical Oxygen Initiative (MOXI)*. The report will document the initiative's key activities, results, and lessons learned across nine countries from project inception through project close. CHAI is seeking a graphic design consultant and a report writer; applicants may apply to one or both roles. The two consultants will work in close collaboration throughout the engagement. Individuals are invited to submit applications in response to this INDEPENDENT CONTRACTOR SOLICITATION in accordance with Section D, Instructions for Preparation of Application and Submission to CHAI.

This INDEPENDENT CONTRACTOR SOLICITATION does not obligate CHAI to make an award or fund an applicant, nor does it commit CHAI to reimburse for the costs incurred for application preparation. All costs related to application preparation must be borne by the applicant. 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 INDEPENDENT CONTRACTOR SOLICITATION.

B. Application Dates and Requirements

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

Milestone	Date and Time
INDEPENDENT CONTRACTOR SOLICITATION Released	April 30, 2026
Applications due	May 29, 2026
Estimated award of Agreement	Week of June 15, 2026

1. Application Submission and Validity

All responses to this INDEPENDENT CONTRACTOR SOLICITATION must be submitted by the date and time above and must comply with the instructions below in Section D. Instructions and Preparation of Application and Submission to CHAI. Offers must be submitted electronically only to gempurchase@clintonhealthaccess.org. CHAI reserves the right to evaluate late offers at its discretion. By submitting this application, the applicant confirms that the application 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 INDEPENDENT CONTRACTOR SOLICITATION, and are in general order. CHAI anticipates making one award to one individual; but reserves the right to make no award, or to make multiple awards.

C. Eligibility Requirements

Applicants are required to be eligible to work in remotely, with reliable internet access required. The applicant is expected to be available, as necessary, for meetings 8am-5pm ET Monday-Friday. CHAI does not sponsor work authorization for Independent Contractors. Applicants may submit applications either as individuals or under an LLC or similar designation. These businesses must be legally registered to conduct business in the location in which the contractor would perform the services. 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 cognizant officers of the organization.

D. Instructions for Preparation of Application

Applicants are required to use the form in Annex A, below, to reply to this INDEPENDENT CONTRACTOR SOLICITATION. Failure to provide all the information required by the INDEPENDENT CONTRACTOR SOLICITATION or submitting an offer that does not respond to the INDEPENDENT CONTRACTOR SOLICITATION 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 Application

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

a. Relevant Experience: Briefly describe your experience with work similar to this scope – including any experience with global health reporting, technical documentation, or materials produced for diverse external audiences such as donors, implementing organizations, government counterparts, or policy makers. If applying for both the writer and graphic designer components, address each separately.

b. Writing Approach: Describe how you would approach writing and/or editing a complex technical report intended for a diverse audience – including implementing organizations, donors, country governments, and policy makers. What is your process for making technical content accessible across audiences with different levels of familiarity with the subject matter, while maintaining rigor and credibility?

c. Design Approach: Describe your experience designing reports or documents for external audiences. What tools do you use? How do you approach visual presentation to support – rather than overshadow – technical content?

d. Writing Sample: *(Required)* Submit at least one writing sample comparable to this scope – ideally a report, brief, or similar document produced for an external audience. If the sample was produced collaboratively, please note your specific contribution.

e. Design Portfolio: *(Required)* Submit at least two examples of design work, preferably reports or documents intended for external audiences. Links to an online portfolio are acceptable.

2. References

Applicants must complete the table in Annex A with references.

3. Rate

The resultant agreement will be an independent contractor agreement that is deliverables based with a fixed cost for each deliverable. We ask for rate quotations to be reflected as an hourly rate with the

estimated number of hours required to complete each deliverable. Once the agreement is signed, no additional fees, taxes, or costs may be added post award. All rates must be made in USD.

4. Curriculum Vitae (CV)

Applicants must submit a complete CV as an attachment to the application.

E. Terms and Conditions of Independent Contractor 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 applicant 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 applicant anticipate submitting confidential or proprietary information to CHAI, please contact the POC for this solicitations to request a copy of CHAI's standard NDA.

II. 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 IC solicitations 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. Applicants 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. 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]).

F. Scope of Work and Deliverables

1. Scope of Work

Graphic Designer

Purpose: CHAI is seeking to hire a consultant or vendor to support graphic design for a comprehensive report on CHAI's *Scaling Up Access to Medical Oxygen Initiative (MOXI)* project. The report will document the project's key activities, results, and lessons learned across nine countries from project inception through project close.

CHAI is seeking to fill two consultant roles in support of the MOXI final report (graphic designer and writer). Applicants may apply to one or both lots. The two consultants will work in close collaboration throughout the engagement.

MOXI Project Description: Strengthening systems needed to sustain oxygen access and delivery in 9 countries through (1) strategic planning, policy, and capacity building; (2) coordinated supply partnerships to improve oxygen availability, affordability, and reliability; (3) sustainable financing; and (4) stronger data systems and management.

Objective: The consultant or vendor will lead the graphic design of the MOXI report, including template design, data visualizations, content layout, and social media graphics. It is anticipated

that the report will be developed in both PDF (print) and digital formats. The consultant or vendor will work under the guidance of the Global Essential Medicines (GEMs) team, and in close partnership with the assigned report writer. As necessary, the consultant or vendor may acquire meaningful inputs from members of the GEMs report task team.

Target audience: The primary audience includes implementing organizations, donors, country governments, and policy makers.

Scope and Key Considerations

- Offer guidance on potential formats for digital and PDF content for the report.
- Coordinate with task team and assigned report writer on template design for the report.
- Align creative direction with existing CHAI branding.
- Design new graphics, including figures and data visualizations supporting infographics, and other creative ways to display content in a visually compelling way.
- Lay out report content and graphics into template, coordinating with assigned report writer and task team focal point, as necessary.
- Incorporate feedback and deliver final files.
- Develop supportive social media graphics and GIFs for LinkedIn and X.
- Final outputs may be provided as Adobe Acrobat PDF files, image assets, Adobe InDesign files, or any combination.

Qualifications

- Demonstrated experience in graphic design, visual communication, or a related field.
- Proficiency in Adobe's Photoshop, InDesign, and Illustrator software.
- Understanding of HTML and other web design applications.
- Previous experience in the design of a high-quality progress report, ideally in the field of public health or international development.
- Previous experience working with clients engaged in the fields of medical oxygen and respiratory care.
- Strong creative and technical skills, attention to detail, effective communication skills, and the ability to work independently or as part of a team.
- Fluency in English is required.

Writer

Purpose: CHAI is seeking to hire a consultant to support the writing of a comprehensive report on CHAI's *Scaling Up Access to Medical Oxygen Initiative (MOXI)* project. The report will document the project's key activities, results, and lessons learned across nine countries from project inception through project close.

CHAI is seeking to fill two consultant roles in support of the MOXI final report (graphic designer and writer). Applicants may apply to one or both lots. The two consultants will work in close collaboration throughout the engagement.

MOXI Project Description: Strengthening systems needed to sustain oxygen access and delivery in 9 countries through (1) strategic planning, policy, and capacity building; (2) coordinated supply partnerships to improve oxygen availability, affordability, and reliability; (3) sustainable financing; and (4) stronger data systems and management.

Objective: The consultant will lead the overall development of the MOXI report including compiling, synthesizing, and drafting content from existing materials, team inputs, and iterative review feedback into a single, cohesive report. They will also collaborate closely with the graphic designer on the report layout and all relevant visual components. The consultant will work under the guidance of the Global

Essential Medicines (GEMs) team, and in close partnership with the graphic design vendor. As necessary, the consultant may acquire meaningful input from the GEMs report task team.

Target audience: The primary audience includes implementing organizations, donors, country governments, and policy makers.

Scope and Key Considerations

- Attend scheduled meetings with the report task team to discuss report outline, content and timelines and coordinate inputs from team members.
- Provide input on the overall report development timeline.
- Provide input and direction on the report template and overall look; serve as the main point of contact for the report graphic design team and collaborate/advise on all visual components.
- Develop initial drafts of all report sections and components; where required, collect and coordinate content inputs from different team members and stakeholders.
- Review and edit all content to ensure a cohesive and consistent report voice.
- Support draft report reviews and feedback loops with the task team. This will require a report outline based on initial document reviews and discussions with team members, followed by a first draft, second draft, and a final draft.
- Provide input on content for social media graphics.
- Deliver final draft of the report to graphic design team.

Qualifications

- University degree in public health, international development, business or public administration, data sciences or social sciences from an accredited/recognized institute.
- Significant (at least 7 years) of experience in technical report writing and copy editing, ideally in the field of global public health or international development.
- Experience developing high-quality progress reports and other communications products, ideally in the field of respiratory care and medical oxygen, preferred.
- Excellent written and verbal communication skills and fluency in English.
- Strong interpersonal, representational and organizational skills, with proven ability to facilitate and strengthen the involvement and collaboration of a broad range of internal and external partners.
- Strong planning, organizational, and project/program management skills.
- Demonstrated ability to work as part of a team to deliver high-impact results.
- Demonstrated analytical skills, with the ability to analyze complex problems.

2. Deliverables and Deliverables Schedule for Both Roles

1. Weekly (subject to change) calls with report task team to discuss updates on report progress.
2. All drafts of all report sections and components.
3. Final draft of full report content.
4. **Format:** 20-25 page (subject to change based on input and discussion between writer, designer, and task team) written document including graphics, anecdotes, and references.

3. Period of Performance

Timeline: Starting in June for 3-6 months, though open to recommendations on a timeline for deliverables based on understanding of the project brief and similar work in the past.

Annex A: Independent Contractor Application Form

To: gempurchase@clintonhealthaccess.org
 Reference: MOXI-IC-2026-001 (if applying for both roles)
 MOXI-IC-GD-2026-001 (Graphic Designer only)
 MOXI-IC-WR-2026-001 (Writer only)
 Your Name: [Insert your name and LLC name if applicable]

General

I, the undersigned, hereby provide this offer to perform the work described in the referenced INDEPENDENT CONTRACTOR SOLICITATION. I acknowledge and agree to all terms and conditions. I certify that I/my business entity is eligible to participate in this solicitation and that I am not debarred, nor on any watchlist or sanctions list. I further certify that, to the best of my knowledge, I have no close, familial, or financial relationships with CHAI staff or individuals representing CHAI; and that I have no close, familial, or financial relationships with any other individuals replying to this INDEPENDENT CONTRACTOR SOLICITATION. If I become aware of a potential conflict I will immediately notify ethics@clintonhealthaccess.org.

My application remains valid for 60 days from the date of submission.

General Information	
Name	
Address	
Phone Number	

Past Performance

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

Past Performance	
Reference 1	
<ul style="list-style-type: none"> Company, Entity, or Individual Name Contact Information Brief description of work 	
Reference 2	
<ul style="list-style-type: none"> Company, Entity, or Individual Name Contact Information Brief description of work 	
Reference 3	
<ul style="list-style-type: none"> Company, Entity, or Individual Name Contact Information Brief description of work 	

Technical Application

a. Relevant Experience: Briefly describe your experience with work similar to this scope – including any experience with global health reporting, technical documentation, or materials produced for diverse external audiences such as donors, implementing organizations, government counterparts, or policy makers. If applying for both the writer and graphic designer components, address each separately.

b. Writing Approach: Describe how you would approach writing and/or editing a complex technical report intended for a diverse audience – including implementing organizations, donors, country governments, and policy makers. What is your process for making technical content accessible across audiences with different levels of familiarity with the subject matter, while maintaining rigor and credibility?

c. Design Approach: Describe your experience designing reports or documents for external audiences. What tools do you use? How do you approach visual presentation to support – rather than overshadow – technical content?

d. Writing Sample: (*Required*) Submit at least one writing sample comparable to this scope – ideally a report, brief, or similar document produced for an external audience. If the sample was produced collaboratively, please note your specific contribution.

e. Design Portfolio: (*Required*) Submit at least two examples of design work, preferably reports or documents intended for external audiences. Links to an online portfolio are acceptable.

Rate

Please reflect the estimated costs associated with each deliverable as an hourly rate with the estimated number of hours required for completion along with any ancillary costs such as materials or subscriptions.

Signature

Name (Printed):

Title

Signature

Date

Attachment: CV