

REQUEST FOR INFORMATION (RFI)

Request for Information for the provision of a Senior Project Manager (Consultant) to the Gavi Replenishment project, and actively contribute to Replenishment content development.

RFI Opening Date: 26 March 2019

RFI Closing Date: 28 April 2019 midnight
CET (Geneva Time)

Address responses to the attention of Juliette Marechal via email to jmarechal@gavi.org and Romain Nicolas at rnicolas@gavi.org

Background and Introduction:

Gavi, the Vaccine Alliance is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. Gavi brings together developing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. Gavi uses innovative finance mechanisms, including co-financing by recipient countries, to secure sustainable funding and adequate supply of quality vaccines. Since 2000, Gavi has contributed to the immunisation of 700 million children and the prevention of more than 10 million future deaths.

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

Resource Mobilisation, Private Sector Partnerships and Innovative Finance at Gavi

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.

At the 2015 Gavi Pledging Conference in Berlin, 31 public and private donors committed an additional US\$ 7.5 billion in support to Gavi for 2016-2020, bringing the total support for the period to over US\$ 9.5 billion. Gavi's 2016-2020 strategy was ambitious, building upon country progress to ensure every child, everywhere has access to life-saving vaccines. The 2021-2025 will similarly strive for large scale impact.

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.

Held in the middle of 2020, the next Gavi Replenishment will gather partner government leaders and C-suite executives for a pledging conference to fund Gavi's vision for the 2021-2025 period.

RFI Purpose

Gavi seeks a Senior Project Manager (consultant position) to manage the Gavi Replenishment project.

Estimated Project Timeline

Project start: 01/05/2019

Project end: 30/10/2020

KEY FUNCTIONS AND DELIVERABLES

The Senior Project Manager (consultant position) will manage the Gavi Replenishment project, and actively contribute to Replenishment content development. S/he will also help draft key reports and design and implement flagship resource mobilization events.

MAIN DUTIES AND RESPONSIBILITIES

Project Management

- Manage the Replenishment process. Develop a comprehensive workplan across Gavi teams; propose, oversee and follow up on, internal Replenishment work streams; ensure adequate consultation at all levels; monitor and report back on progress and make sure milestones are reached and deliverables produced within the agreed timeframe.
- Anticipate and proactively address any issue and risk, articulate sound options and recommendations to Gavi's Leadership in order to move project forward. Ensure quality control of all work streams.
- Support communications with the donor Host Government for the Replenishment. Respond rapidly to requests for information and other documentation coming from the Host.

Content development

- Prepare key presentations, briefs to management and other internal and external documents as may be needed in relation to the Replenishment process.
- Develop and monitor a comprehensive narrative, provide substantive content on the Replenishment story development and positioning of Gavi.
- Contribute to shape the narrative for, and ensure successful execution of, global roadshows and country presentations in advance of the Replenishment event.

External stake-holders management and coordination

- Help choose and manage Replenishment influencers and champions.
- Coordinate communications with all Replenishment speakers and develop speaking points.

Replenishment Conference and other key events: framing, preparation and execution

- Replenishment Conference: lead on Replenishment event programme development, coordinate event organization with Host country, actively manage participants' invitations, work with Events Company to deliver successful event.
- Other events: contribute to the content and organization of select key global, regional and national events on the way to the Replenishment Conference, including with the World Economic Forum.

Documentation and Post-mortem

- Document progress throughout the project. Create KPIs in order to evaluate the process and outcome for the post-mortem. Lead on the Replenishment *post-mortem*, evaluating the outcomes of the Replenishment.

Other duties as assigned.

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

Qualifications:

Academic:

- Master's degree or equivalent in Business Administration, Law, International Relations or related discipline
- Formal training, certifications, or qualifications in project management

Work experience:

- At least 8 years of work experience in an international, multicultural environment
- At least 6 years of experience driving fast-moving, complex, multi-stakeholder projects
- Solid experience in management, developing briefings and document production in support of fixed term projects
- Experience identifying and articulating issues, trade-offs and priorities to provide sound recommendations
- Good understanding of key transformations impacting today's business, industry and political environment; as well as good overview of development aid work
- 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, electronic document management systems, records management
- Excellent communication skills
- Outstanding command of written and spoken English
- Superb writing skills
- Entrepreneur spirit, problem-solving skills and result-orientation is a must
- Ability to work independently, under pressure, demonstrating initiative and flexibility
- Leadership and negotiation skills – managing upwards and downwards effectively in matrix structure
- Ability to work in political environments
- Internal and external relationship management skills
- Tact, discretion and high level of diplomacy
- Ability to work in a multicultural environment and establish working relationships with multiple teams
- Capability and willingness to quickly acquire knowledge about Gavi and its business model

Languages:

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

Internal contacts:

- Gavi Secretariat.

External contacts:

- External Service Providers.
- Donor governments and agencies.
- UN agencies and World Bank.
- Civil Society Organizations.
- Private Sector.

Gavi is committed to diversity within its workforce and encourages applications from all qualified candidates.

Timelines:

Interested parties should **respond** by completing the information in the table below by **28 April 2019 (CET)**.

IF ANY OF THE INFORMATION PROVIDED BELOW IS CONFIDENTIAL, PLEASE STATE SO IN THE RESPONSE.	
Applicant name:	
Address of residence:	
Business type:	<input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Individual <input type="checkbox"/> Other:
Daily rate (currency & amount):	
Resume (attach CV): Description of past services, similar to this position:	
Short letter outlining motivation and relevance of experience to date:	Attach copy
Passport/work permit copy:	Attach copy
This information certified by:	
Date:	
Signature:	

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

NB: Any Bidder may request further clarification on matters pertaining to this RFI by submitting its question(s) in writing to nicolas@gavi.org. Due date for Q&A submission is **8 April 2019**. In order to keep the RFI competition fair, questions on the substance of the RFI will only be answered in a public document released on **15 April 2019**.

To address your questions, please use the form attached as Annex.

Annex Q&A document



QA RFI Templ.docx