



REQUEST FOR PROPOSAL

Khalifa Bin Zayed Al Nahyan Foundation

Special Needs Rehabilitation Center

*Khalifa Bin Zayed Al Nahayan
Foundation*



مؤسسة
خليفة بن زايد آل نهيان
الخيرية

1. BACKGROUND

Khalifa Bin Zayed Al Nahayan Foundation (KBZF)

The Khalifa Bin Zayed Al Nahayan Foundation was established in July 2007 by government decree. The Foundation is an independent entity reporting to a Board of Trustees with the objective to work for the provision of health, education and community development services for vulnerable populations inside and outside the UAE. Its mission is to serve all humanity through effective assistance programs that address the needs of the most underprivileged, regardless of nationality, race, language or religion. Through its activities, the Foundation seeks to support a spirit of tolerance and foster a culture of volunteerism within the United Arab Emirates community. Globally, it is committed to establishing its presence among and to work in collaboration with leading foundations in innovative philanthropic work.

2. PURPOSE AND SCOPE OF WORK

In line with the Khalifa Foundation's mission to support the most vulnerable segments of society, the Foundation is embarking on this project to provide supports and services to people with special needs with the objective of facilitating their inclusion into society and empowering them to participate and contribute in different activities in their communities. Due to identified gaps in existing service provision, the Foundation envisions the creation of a comprehensive rehabilitation and support center, which will provide appropriate interventions, therapies and other supports to people with special needs from birth through adulthood. Additionally, given the scarcity of data, the Foundation reinforces the need for all developments to be evidence-based.

With the aim to support the establishment of a rehabilitation center and support programs for children and youth with special needs, the Khalifa Foundation will appoint an appropriate professional organization to develop, implement and manage the same, based on local values and priorities.



The Khalifa Foundation invites your organization to submit a proposal to support the below stated goals leading to the establishment of a rehabilitation center with service provision for people with special needs in the Eastern Region of the United Arab Emirates:

- To conduct a thorough situational analysis with regards to:
 - population requiring special needs services;
 - availability of service provision;
 - service needs of existing population;
 - Policies for the support of people with special needs (education, employment, accessibility, etc.);
 - programs and systems in place for the support of people with special needs;
 - accessibility to public spaces;
 - provision of modes of public transport;
 - Availability of leisure and recreation places in the eastern region.
 - Needs and requirements of leisure and recreation places in the eastern region.
 - and all other areas pertinent to the establishment of a system of supports for people with special needs

- To establish and manage for a minimum period of two years, a rehabilitation center with service provision in the following areas:
 - Early intervention: services for young children identified with, or at risk for special needs and disabilities, in line with best international practices, including the set up of newborn screening and referral pathways with the health and education sectors, and family and parental training and support services
 - Inclusive education: support to enable and facilitate inclusion of children with special needs into mainstream education as per best international practices, including direct service provision for individual students (speech therapy, occupational therapy, etc.) within their natural environments, delivery of professional development to staff at mainstream schools for inclusion, and support for the development of school policies and systems to support inclusion



- Transition to employment: development of a system and program for the evaluation, placement and support of youth with special needs into mainstream employment settings, in line with best international practices, including job preparedness training, sensitivity training for employers and colleagues, adaptations within the workplace, and on-the-job support
- Recruitment and training of professionals and staff for the rehabilitation center and associated service provision
- Development of budgetary requirements for the set up and ongoing operations of the rehabilitation center
- Selection and procurement of equipment and furniture for the center
- Daily management of the center for a minimum period of 2 years, with mentorship provided for capacity building purposes
- Ongoing program improvement via regular data collection and analysis, demonstrating strengths and weaknesses of the program

The organization will be accountable on operational issues to the assigned project manager at the Khalifa Foundation, and will meet regularly with the management team to ensure achievement of project objectives, continuous improvement of quality, alignment with Khalifa Foundation mission, and compliance with project parameters.

3. PROJECT REQUIREMENTS

3.1 Basic Requirements

The organization should present evidence of meeting the following basic criteria to qualify for bidding to the Khalifa Foundation:

- Reputable international brand
- GCC/Middle East experience (UAE preferable) in the required field
- Demonstrated ability to provide services in Arabic to an Arabic speaking target audience and in English to non Arabic speakers.
- Sustainability of approach and timeline for achievements
- Experience and awareness of best international practices in the disability field
- Bilingual (Arabic and English) fluency within the proposed project team



3.2 Time Frame

RfP release date	June 22 nd , 2009
Deadline for submission of hard copy of proposal	July 16 th , 2009 by 3pm (UAE local time)
Selection of supplier and any feedback provided	August 6 th , 2009
Signing of agreement/contract	August 27 th , 2009

Note: Whilst every effort is made to present an accurate, achievable timetable and subsequently follow it, events may cause deviation from it. Bidders must be aware the above timetable is not binding and may be changed if circumstances so dictate. Bidders will be notified as soon as practicable of any changes.

3.3 Project Commencement and Duration

The successful bidder will be expected to commence required activities starting no later than September 6th, 2009, as per the approved project plan. The project duration will be as proposed by the bidder and agreed upon by both parties.

4. EVALUATION CRITERIA

4.1 Mandatory Criteria

- The proposal must be submitted in Arabic and English.
- The proposal must be received at the specified location by the specified closing date and time in a sealed envelope.
- The proposal must not be sent by facsimile. A compulsory paper copy can be supplemented by an electronic copy on a CD.
- The proposal must be signed by a person authorized to sign on behalf of the bidder.
- A week-by-week project plan, team members' qualifications, and responsibility matrix must be included with the proposal.



4.2 Technical Criteria

Proposals meeting the mandatory criteria will be further assessed against the following criteria:

- Organization's methodologies and skills
 - Proven methodologies based on prevalent best practices, generation of alternative options, and implementation evaluation
- Personnel proposed as team members by the organization
 - General qualifications and years of experience in the given field
 - Mix of skill covering the key areas of the project
 - Project management
 - Readiness and proven capability to invest in training client's personnel in relevant development and implementation skills so that the client can continue achieving the stated objectives on its own, following the completion of the project
 - Data collection capability and research interpretation/analysis in the situation when data is incomplete
 - Ability to identify and attract expertise as necessitated by the project
 - Flexibility: Ability to quickly dedicate extra team members meeting the above criteria or to extend the duration of services beyond the initially proposed timeline if necessary
 - Speed of response to client requests and suggestions
- Efficient resource use
 - Cost effectiveness and efficiency
 - Efficiency of use of human resources proposed and deployed
- History of success
 - Previous successful experiences in similar projects in the country or region



4.3 Budget and Proposal Pricing

Bidders are to submit a budget for the project, outlining detailed costs for each activity. Proposal pricing must include all factors that will affect the cost of the proposal, including (but not limited to) estimates of service delivery, associated travel, administrative and research support.

5.0 RfP PROCESS AND EVALUATION PROCEDURES

5.1 Evaluation

The RfP evaluation and bidder selection process will consist of an initial evaluation of submitted bids, related documentation, and paper. The bidders may be invited to present their methodology and approach to the core project team. Any costs incurred by the bidder in order to attend this presentation shall be borne by the bidder.

The successful bidder will be chosen by the Khalifa Foundation through a final evaluation process and reference checks. Final evaluation will be enabled by accounting for the following factors, each with its own weighting:

- Basic requirements (3.1 above) *evaluation is conditional upon meeting these requirements*
- Technical criteria (4.2 above)
 - The organization's methodologies and skills – 40%
 - Personnel proposed as team members – 30%
- Budget and proposal pricing – 30%

5.2 Proposal Format

The following format and sequence should be used in the bidder response to ensure all proposals receive full consideration:

- Summary of key points of the proposal
- Method of delivery
- Work schedule and proposed project duration
- Team structure and qualifications
- Financial terms
- Demonstration of meeting the specified criteria, such as references of related work
- Any additional information, at the discretion of the bidder

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5.3 Proposal Submission and Enquiries

The proposal must be delivered to the following address by the deadline stipulated above:

Mr. Mohamed Haji Al Khoori
Executive Director
Khalifa Bin Zayed Al Nahayan Foundation
P.O. Box 28
Abu Dhabi, UAE

For any enquires or questions related to this document, please contact:

Amira Al Mutawa aalmutawa@khalifafoundation.ae

5.4 Late Submissions

The Khalifa Foundation reserves the right not to accept late proposals and return those to the bidder, unopened.