

REQUEST FOR PROPOSAL (RFP)
CONSULTANT CO-PAYMENT MODEL HPV - VIETNAM

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1. BACKGROUND INFORMATION

FIND is a global non-profit organization that drives innovation in the development and delivery of diagnostics to combat major diseases affecting the world's poorest populations. Diagnosis is the first step on the path to health, yet almost half the world's population do not have access to accurate, reliable diagnosis. FIND's vision is to ensure that everyone has access to high-quality, affordable, and reliable diagnostics when and where they need them ([#DiagnosisForAll](#)).

For more information, please visit www.finddx.org.

Cervical cancer (CxCa) is the fourth most common cancer in women, with an estimated 660,000 new cases and 350,000 deaths in 2022 worldwide. Approximately 94% of these deaths occur in low- and middle-income countries. The highest incidence and mortality rates are in sub-Saharan Africa, Central America, and Southeast Asia¹. In Viet Nam, CxCa is the fifth most common cancers in women. It is estimated that more than 3,000 women die from CxCa annually in Vietnam. In 2021, CxCa accounted for 4369 deaths, with age standardized incidence, prevalence, and mortality per 100,000 was 17, 88, and 8 cases, respectively².

During 2023 - 2024, FIND Viet Nam successfully implemented the introduction of a primary health care (PHC)-based HPV DNA testing model for cervical cancer (CxCa) screening to facilitate the expanded access to testing in Hai Phong province, Viet Nam. In the model, decentralized sample collection with self-sampling option was conducted at Commune Health Stations (CHSs) and centralized testing was performed at the provincial Centre for Disease Control (CDC) laboratory.

The activities were supported with the deployment of an efficient sample transportation system that directed the flow of samples through District Health Centers (DHCs) which played the role of intermediate transportation hubs, and the application of a dedicated software system, which streamlined operations at every stage from sample collection to result dissemination. This enabled CHSs, with lack of sufficient human capacity, infrastructures and resources, to deliver services previously unavailable at this grassroots level.

The project provided strong data evidence indicating that the HPV testing model was highly efficient, operationally feasible and well-received at multiple levels of the health system. However, the scale up would face many challenges, including the lack of budget allocation, policy framework, and a formal payment mechanism.

Results of a supplementary study of FIND, suggested a substantial demand and financial readiness among the target population to support such a service through co-payment. However, the supply-side remains constrained by the lack of procurement, payment mechanism, and policy framework at PHC level.

In response to the country's need, FIND aims to support the Hai Phong Department of Health to develop a proposal for payment to amplify the CxCa screening activities. The payment model will be based on co-funding mechanism, exploring funding opportunities from the local government (Hai Phong People Committee), service recipients' out-of-pocket-money, and donors such as enterprises (to pay for their female workers), etc... This proposal will form the basis for fund mobilization in Hai Phong province for the province-wide screening of CxCa. This initiative has been recognized as a potential scalable model for countrywide replication.

¹ Cervical cancer. WHO key facts <https://www.who.int/news-room/fact-sheets/detail/cervical-cancer#:~:text=Cervical%20cancer%20is%20the%20fourth,%2D%20and%20middle%2Dincome%20countries>.

² Burden and risk factors of cervical cancer in Vietnam from 1990 to 2021 and forecasting to 2050—a systematic analysis from global burden disease. 2025. <https://doi.org/10.1016/j.xagr.2025.100526>.

2. STATEMENT OF PURPOSE

The successful applicant shall support Hai Phong province to develop and advocate a co-payment model(s) for CxCa screening using decentralized PHC-based HPV DNA testing model in Hai Phong, Viet Nam.

3. SCOPE OF WORK

Bidders shall provide a comprehensive scope definition detailing all areas and elements of the work together with the proposed deliverables that are included in their tender price. Bidders shall also provide a high-level project plan indicating the time scales relating to their proposed work. It is expected that at least the followings should be covered in the scope:

3.1. Project management to be undertaken by the bidder with the support of FIND Viet Nam office and Hai Phong Department of Health.

3.2. Proposals on the landscape review of the current funding mechanism for PHC services, focusing on testing, that includes:

- Service operations and charges
- Procurement mechanism and supply chain
- Funding sources, funding flow, financial regulatory and mechanism
- Current policies relating to Social Health Insurance at PHC facilities

Potential donors that can be explored and approached for co-payment.

3.3. Development of a set of key indicators for site data collection and technical requirements (technical standards), to create site database, stratified by commune, focusing on the following aspects:

- Population, demography, economic status, education levels and jobs, etc.
- Health care facilities and personnel, service demands, etc.
- Health system organogram, management and operation mechanism, etc.

3.4. Proposals on the creation of a database and methodologies for data collection.

3.5. Proposals on the development of an HPV testing co-payment model at CHSs for CxCa screening, based on the findings of the landscape review and site data analysis.

3.6. Proposals on the organization of expert and authority consultations on the co-payment model(s).

4. DELIVERABLES

- A landscape review of the current funding mechanism for PHC services
- A site database, stratified by commune
- A report of site data analysis
- A HPV testing co-payment model(s) at CHSs for CxCa screening
- A policy brief(s) and implementation guideline on the co-payment model(s)

5. TASK DIRECTIVES

The successful bidder must schedule, undertake and complete the following tasks within the required timeframe.

- Conduct a landscape review of the current funding mechanism for PHC services.
- Conduct intervention site data collection.
- Develop an HPV testing co-payment model at CHSs for CxCa screening
- Conduct Expert and authority consultations of the co-payment models
- Develop a policy brief(s) and implementation guideline on the co-payment models
- Present the project outcomes to stakeholders

This project will require significant interacting with FIND and the Hai Phong Provincial Department of Health in order to formulate the co-payment model at CHSs for CxCa screening using decentralized PHC-based HPV DNA testing that allow women aged between 30-65 of the entire provinces to be tested within 5 years. The model will allow the local government and health authority to foresee the budget planning for the activity of a 5-year circle. The Model proposal will be sent to experts on health policy and planning, health economy, health insurance, potential donors, related stakeholders, etc., for review, and based on that, it will be revised and finalized.

6. BIDDERS CRITERIA

The following criteria, among others, will demonstrate the bidder's ability to satisfy the requirements:

6.1. Expertise and Experience

Bidders shall indicate previous involvement in projects of a similar nature and complexity and highlight the outcomes thereof.

6.2. Ability to expedite Assignment:

Bidders shall indicate their ability to expedite an assignment of this nature.

6.3. Quality of Proposal:

The bidder's proposal shall demonstrate their complete understanding of the assignment. In the proposal the bidder shall demonstrate efficiency, effectiveness and economy of their approach.

6.4. Cost Structure

The tender price shall be based on the actual cost of time spent and expenses incurred, limited to a ceiling price to be indicated by FIND herein.

6.5. Track Record

The bidder shall provide a list of at least three entities in the last 5 years for whom similar services were provided. The list shall include, for every project undertaken: entity name, contact name and telephone number, date when services were rendered, description of service, duration of project, and contract price.

7. SPECIAL REQUIREMENTS

- Bidders will bear all the costs associated with their responses and no costs or expenses incurred by or ascribed to the bidder response to this tender will be borne by FIND.
- Bidders shall provide the *curriculum vitae* of all key personnel whom they propose for execution of the tasks, with clearly defined field of expertise, functions and responsibilities.
- FIND reserves the right to withdraw, amend or cancel this tender, reject any or all proposals, obtain any information from any lawful source regarding past business history and practices of the bidder, and to take such information into consideration in the evaluation process.

8. BUDGET

A maximum of USD 60,000 including professional expenses and traveling may be provided for a proposal responding to the full RFP.

9. DURATION AND TIMELINES

The implementation period will be from 01 October 2025 – 31 March 2026.

As soon as being selected, the successful bidder(s) will work with FIND and Hai Phong Department of Health for the refining of the proposal and activity planning before the start.

	Activity	Expected date
1	Publication of RFP	21 st July 2025
2	Closing for submission of proposals	1 st August 2025, 23:59 CEST
3	Evaluation of the proposals	4 th August – 15 th August 2025
4	Communication on Award/s of Contract	18 th August 2025
5	Contract/s signed with selected Bidder	18 th August – 30 th September
6	Communication to unsuccessful applicants	30 th September 2025
7	Start date	1 st October 2025

10. APPLICATION GUIDELINES

Candidates interested in responding to this RFP should submit a proposal, in Microsoft PDF or PowerPoint format, including the following information:

- **Cover Letter**
A brief statement of interest and suitability for the role
- **Technical Proposal**
Details on the approach and methodology to be used in executing the scope of work
- **Experience and References**
Summary of relevant experience and qualifications, including CVs of key personnel.
- **Financial Proposal**
A detailed cost breakdown, including consultancy fees and any other relevant expenses.
Proposals should be submitted with proposed service charges for all service areas outlined.

Please direct your submissions and any questions to the following email: procurement@finddx.org.
The deadline for proposal submission is 1 August 2025 at 23:59 CEST.

11. EVALUATION AND AWARD PROCESS

In evaluating applications, FIND will consider all relevant factors including the following matters dealt with under Section 2, which are listed below in no particular order of importance:

Criteria	Weighting
Expertise and experience	Weighting to be determined by FIND
Ability to expedite assignments	
Quality of proposal	
Cost structure	
Track record	

FIND reserves the right to request further information throughout the RFP process.

Applicants may choose to partially apply to the RFP, i.e. applying to one or several Task directives (Section 5) and corresponding Deliverables (Section 4) of the RFP.

12. AWARD CONDITIONS

Applicants/Bidders that are selected for final award are required to:

- Provide a proof of legal registration as a consultancy or an individual contractor.
- Sign a declaration confirming no [Conflict of Interest](#).
- Be legally permitted to perform work in the country where the contract will be performed.
- Commit to and sign the [FIND Code of Conduct and Ethics](#).
- Sign the [Due Diligence Self declaration form](#).

13. CONTRACTUAL TERMS AND CONDITIONS

- The contract will be awarded to the successful bidder following the completion of the evaluation and selection process.
- The agreement shall become legally binding only upon both parties signing the contract.
- The consultancy must execute the services in accordance with the scope of work outlined in this RFP.
- The consultancy is responsible for ensuring high-quality performance, timely deliverables, and compliance with agreed methodologies.
- Payments will be linked to deliverables and will be made upon approval of completed milestones.
- FIND reserves the right to withhold payment if the consultancy fails to meet agreed-upon performance standards.
- All information received, created, or shared during the consultancy will remain confidential and must not be disclosed to third parties without FIND's prior written consent.
- The consultancy must comply with applicable data protection laws and ensure the security of sensitive information.
- Any documents, reports, frameworks, tools, or methodologies developed as part of this contract will become the property of FIND.
- The consultancy grants FIND unrestricted usage rights to all deliverables under this contract.

14. TERM OF CONTRACT

- The contract will become effective upon signature by both parties and the issuance of a formal contract agreement by FIND. The consultancy is expected to begin work on the project immediately upon contract execution.
- In the event that additional time is required to complete the agreed scope due to justifiable reasons, the consultancy may request an extension. Any extension must be formally approved by FIND in writing.
- FIND reserves the right to renew or extend the contract for additional phases of work if further engagement is necessary. Renewals will be based on the consultancy's performance, availability of funding, and evolving organisational needs.

15. CONFIDENTIALITY

FIND considers any proposal received under the RFP as confidential. If required, FIND can sign a Confidentiality Disclosure Agreement (CDA) with interested Applicants/Bidders prior to proposal submission. FIND will not disclose the proposal to third parties without the prior written agreement of the proposal submitter. Review of proposals will be carried out by an internal FIND team as well as a team of external experts (which may or may not include members of FIND's independent Scientific Advisory Committee), all of whom are under confidentiality and are recused if found to have a potential conflict of interest (which they are obliged to disclose). Any specific questions concerning confidentiality should be addressed to the FIND team.

16. HOW TO APPLY

Please email the proposals in English, in pdf format to: procurement@finddx.org

It is recommended that the entire Proposal be consolidated into as few attachments as possible.

All files must be free of viruses and not corrupted.

The proposer should receive an email acknowledging receipt of the proposal.

Applications will be accepted and responded to expediently until August 1st, 2025.

In case you have any questions, kindly contact procurement@finddx.org.