RESULTS FOR DEVELOPMENT

Terms Of Reference - FASTR Senegal Logistics Firm
Effective October 2026 through June 2027

1. Background

Results for Development (R4D) is a leading non-profit global development partner. We collaborate with change agents around the world — government officials, civil society leaders and social innovators — to create strong systems that support healthy, educated people. The Global Financing Facility for Women, Children and Adolescents (GFF) is a multi-stakeholder global partnership housed at the World Bank that is committed to ensuring all women, children and adolescents can survive and thrive. The GFF supports country-led efforts to improve the timely use of data for decision-making, ultimately leading to stronger primary healthcare (PHC) systems and better reproductive, maternal, newborn, child, and adolescent health and nutrition (RMNCAH-N) outcomes. This set of initiatives and technical support is referred to as Frequent Assessments and System Tools for Resilience (FASTR).

In Senegal, the survey will be led and implemented by the Research Division (Division de la Recherche) of the Ministry of Health and Public Hygiene (Ministère de la Santé et de l'Hygiène publique, MSHP). The Firm will support the MSHP with event financing, payments, and documentation.

2. Objective of the consultancy:

The Firm will work in collaboration with the MSHP, the Global Financing Facility (GFF), the World Bank Group (WB), R4D, and other relevant partners to finance, coordinate and document MSHP events under FASTR Cycle 3.

The Firm is responsible for the following activities in Senegal:

- Developing an inception package outlining the planned event schedule agreed with the MSHP, a cost tracker template, and of the firm plans to dispense the funds and document its receipts.
- Attending routine virtual meetings with R4D, GFF/WB teams and MSHP colleagues.
- Coordinating with the MSHP focal point on the date, venue, participant list and total cash needed for each event.
- Preparing an event budget for each event, consistent with the approved MSHP budget, and notifying R4D if any events are above the estimated total at least ten (10) working days before the event.
- Coordinating advance payments to venues, transport and other vendors against signed contracts, quotes or pro forma invoices.
- Maintaining a cost tracker that records planned and actual costs for each event and the running total against budget ceilings.
- Notifying Client in writing as soon as any event is expected to exceed its budget. No reallocation between budget lines may be made without Client's prior written approval.

The Firm is responsible for the following activities at each event:

- Procuring venues, catering, lodging in advance and paying all bills.
- Being present on site to distribute per diems, transport reimbursements, stipends and other authorized payments.
- Collecting a signed receipt or payment sheet for every payment, including the recipient's full name, position, national ID number, amount received and signature.
- Collecting daily attendance sheets, the event agenda, vendor invoices and photographs of the event.

- Compiling event costs into the cost tracker to ensure total spending aligns with budget ceilings.

3. Deliverables

The Firm will be expected to produce the following deliverables (in English):

Deliverable 1: Prior to the first event:

- An inception package, which includes at a minimum:
  - An event schedule agreed with the MSHP, listing the date, venue and budget ceiling for each event
  - A cost tracker template, in a format agreed with R4D

Deliverable 2: For each of the events supported:

- An event budget
- An event reconciliation package, submitted within 30 working days of the event, which includes:
  - The final cost tracker for the event, showing planned and actual costs against the approved budget
  - Daily attendance sheets and the event agenda

Timing of Deliverables

The timing of each event will be established during the inception phase, in consultation with the MSHP, the GFF team and R4D. MSHP activities are not expected to begin before mid-November 2026, approximately one month later than the MSHP's original Cycle 3 plan. All events will take place within the timeline of November 2026 to June 2027.

Timely completion of project activities is dependent upon the availability of required inputs, reviews, approvals, and participation from the MSHP and other designated stakeholders. The Firm will not be responsible for scheduled delays resulting from delays in receiving approvals, decisions, or participation from these parties. Changes to event dates within the project period may be agreed in writing (including by email) among R4D, the MSHP and the Firm. Any extension beyond the period of performance requires mutual written agreement.

4. Qualifications

The Firm must be legally registered and operating in Senegal, with a valid commercial registration (RCCM), a tax identification number (NINEA) and a Senegalese bank account.

5. Payment and Invoicing

The period of performance for this contract is November 10, 2026 and June 18, 2027. The Firm will be paid on a deliverable basis as follows:

Deliverables	Payment (USD)
Deliverable 1 (upon signature and inception package)	XXX
Deliverable 2 – Event E1	XXX
Deliverable 2 – Event E2	XXX
Deliverable 2 – Event E3	XXX
Deliverable 3	XXX

Costs that are not supported by documentation, or that exceed approved ceilings without Client's prior written approval, will not be reimbursed.