

Request for Proposals (RFP) to provide workshop logistics, knowledge translation, and facilitation support for a Multi-Country Frequent Assessments and System Tools for Resilience (FASTR) Workshop in Dakar, Senegal.

Effective January 15, 2026, through June 30, 2026

I. Project Background

The Global Financing Facility (GFF), in partnership with Results for Development (R4D), is implementing [the Frequent Assessment & Systems Tools for Resilience](#) (FASTR) initiative to support countries in generating and using routine data to monitor disruptions in health service delivery, particularly in reproductive, maternal, newborn, child, and adolescent health and nutrition (RMNCAH-N).

As part of this initiative, R4D will conduct three regional multi-country workshops, one of which will take place in Dakar, Senegal. The Senegalese Ministry of Health will be the host-country institution. The workshop will bring together government and technical teams from approximately five countries (most likely Senegal, Mali, Democratic Republic of Congo (DRC), Central African Republic (CAR), and Madagascar). Additional countries may be included depending on government demand. Dates for the Dakar-based workshop are yet to be finalized but will likely be between April and May 2026 for three days.

To deliver the Dakar workshop successfully, R4D seeks the support of a Senegal-based partner to provide:

- Overall logistics support/management of the workshop;
- Provide a ‘master’ facilitator for the three-day workshop to work alongside Senegal MoH and the R4D team on the overall delivery of the workshop.
- Provide technical expertise in knowledge translation, data use, and evidence uptake to facilitate the workshop’s sessions on these topics, and help to ensure that analytic outputs are actionable.

II. Objectives

The objective of this consultancy is to support the successful design and delivery of the Dakar-based workshop by:

1. Managing logistics and operations for hosting approximately 30 participants in Dakar from the following places of origin:
 - a. Central African Republic, Democratic Republic of Congo, Guinea, Madagascar, Mali, and Senegal. Additional additional country participation is to be confirmed.
2. Facilitating a knowledge translation and data use session(s) that will enable country teams to turn analytic briefs into actionable data use and policy plans.
3. Serve as an overall facilitator for the workshop and ensure it runs smoothly.

III. Scope of Work

Under the supervision of R4D and in close collaboration with the GFF Secretariat, the firm will undertake the following tasks:

1. Workshop Preparation and Planning
 - Co-develop a detailed workplan for the Dakar workshop, aligned with the overall FASTR workshop plan.

- Identify and contract an appropriate venue in Dakar, including catering, IT/AV needs, and breakout rooms for all participants. The firm will be responsible for the central workshop/catering costs for all workshop participants, including R4D, GFF and partners.
 - Arrange and pay for travel, lodging, meals and other incidentals (MEI), and transport for participants, including financial and operational responsibility for travel expenses for Senegal government participants.
 - i. GFF, R4D, and its partners will finance and book their flights, procure their visas, and finance their own per diems/MEI;
 - Organize translation/interpretation services (French/English). The firm will translate all workshop materials, provided in English, ahead of the workshop. The firm should also provide simultaneous translation during the event.
2. Knowledge Translation and Facilitation: THE FIRM will draw on their regional experience in evidence-informed policy and data use processes to strengthen the workshop's impact.
 - Facilitate at least two technical sessions focused on:
 - Developing country-specific data use and action plans.
 - Embedding outputs into policy dialogue and decision-making fora.
 - Provide input into the workshop agenda and training materials, ensuring contextual relevance for francophone West Africa.
 3. Workshop Delivery
 - Provide on-the-ground management of logistics during the 3-day workshop.
 - Provide an overall facilitator with experience in data use to be the overall 'master' facilitator for the event
 - Facilitate the assigned knowledge translation sessions.
 4. Post-Workshop Follow-Up
 - Synthesis, and translate into English, key take aways immediately following the workshop
 - Contribute to the final workshop report, documenting lessons learned and recommendations on knowledge translation and data use.

IV. Deliverables

1. Detailed workplan and logistics plan for the Dakar workshop.
2. Delivery of all logistical arrangements (venue, travel, MEI, interpretation, translation of workshop materials).
3. Facilitation of knowledge translation sessions.
4. Synthesis of key takeaways and written inputs for the final workshop report, highlighting policy uptake strategies.

V. Duration

The consultancy will run from January 2026 to June 2026, including preparation, workshop delivery, and post-event reporting.

VI. Division of Roles and Responsibilities

THE FIRM will:

- Carry out the tasks listed under III. Scope of Work.
- Coordinate closely with R4D and the GFF Secretariat on logistics and agenda design.
- Ensure timely submission of deliverables.

R4D/GFF will:

- Provide technical content for core FASTR analytic sessions.
- Share past workshop materials and agendas as references.
- Review and approve deliverables.
- Cover agreed-upon costs and fees.

VII. Application Criteria

All applicants must submit their proposal by **19th January 2026**, 6 pm UTC. The proposal should be written in English and include the following:

- Proposed budget and narrative in USD to organize a 3-day residential workshop in Dakar, Senegal, for 30-35 participants, facilitate technical sessions and provide document translations and simultaneous French and English interpretation.
- Technical proposal that demonstrates:
 - Established presence and operational capacity in Senegal.
 - Recognized expertise in policy dialogue, knowledge translation, and stakeholder convening.
 - Strong track record in organizing multi-stakeholder workshops in West Africa
 - Ability to work in French and English.
 - Strong organizational and financial management systems.
 - Previous partnership with GFF and/or R4D is a plus.
- A 1-page cover letter that summarizes the budget and technical proposal and contains the name and contact details of the applicant(s)