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RIGHT Foundation
RFP Instructions for Product Development Award

RF-PDA-2022-002_Instructions

General Conditions

Language

All correspondence and documents relating to this RFP shall be written **in English.**

Submission cost

The applicant shall bear all costs associated with the preparation and submission of the proposal, including costs associated with proposal development, presentation, and contract and agreement negotiation (unless otherwise noted by the RIGHT Foundation).

Award Administration Conditions

- Submission of your proposal to and review by the RIGHT Foundation does not guarantee funding for your proposed project.
- Following RIGHT Foundation Board approval, the RIGHT Foundation will notify applicants of the award decision. Please note that RIGHT Foundation is not able to provide formal feedback to applicants receiving a non-award decision.
- **The RIGHT Foundation management team does not have influence, authority, or decision power** on the review and evaluation, funding recommendations, or the final funding decision of the submitted proposals.

Application Process

Step 1 - Intent to Apply (ITA)

- **Deadline**: **10:00AM KST on January 25th, 2023**

- **Where to submit**: Interested applicants must visit the RIGHT Foundation's website. You will be asked to register and create an account in our grant management system when you follow the link on the website. _Please submit only the ITA using the template provided._

- **Notes**
  - Any application submitted in non-designated or arbitrarily modified templates will not be accepted. You are allowed to modify the document only in the sections where noted within the specified word limit.

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- Please do not submit any additional documents other than those requested.
- Please list all partners participating in the project in your Intent to Apply; the name and contact details of at least one representative from each partner organization must be indicated.
- Proposal documents must be agreed by all your listed partners prior to submission.
- Applicants who successfully submit the Intent to Apply document shall receive a system generated confirmation email.
- The RIGHT Foundation may, at its own discretion, extend the closing date by notifying applicants. Proposals received after the closing date for submission without prior agreement will not be considered.

Step 2 – Full Proposal

- **Deadline:** Successful applicants will be invited to submit a full proposal application based on the evaluation of the ITA, and will be notified of the closing date and evaluation schedule. You will not be able to modify your proposal after submission on the grant management system.

- **Where to submit:** Invited applicants will gain access to a full proposal tab on the RIGHT Foundation's grant management system. *Please submit all and only the documents requested and only use the full proposal template provided.*

- **Notes:**
  - Please do not make any arbitrary adjustments to the template. You are allowed to modify the document only in the sections where noted within the specified word limit.
  - Upload all requested files to the grant management system.
  - You must provide preliminary data to support your proposed project where applicable.
  - The project budget should be justified by activities and reasonable details.
  - Proposal documents must be agreed by all your listed partners prior to submission.
  - The RIGHT Foundation may, at its own discretion, extend the closing date by notifying the applicants. Proposals received after the closing date for submission without prior agreement will not be considered.

Evaluation Process

Step 1 - Eligibility Assessment (ITA)

- **Criteria**: ITAs will initially be assessed to determine whether the:
  - Partnership meets RIGHT Foundation eligibility criteria
  - Project objectives are aligned with the RFP-specified scope
  - Proposal is complete and addresses all required content

- **Note**: RIGHT Foundation staff may ask clarifying questions or request additional information, as needed, to qualify proposals for evaluation.

Step 2 - Technical Evaluation

- **Criteria:** Proposals will be reviewed by at least three RIGHT Foundation' panel of external reviewers and assessed according to:
  - Scientific and technical merit (e.g., approach and methodology, overall quality, and comprehensiveness)
  - Rationale or how the approach differs from what is currently available or in development? (i.e., added value of the work)
  - Feasibility of achieving the proposed scope of research within the budget and the timeline.
  - Potential impact (e.g., how will the work address the global health priority and unmet health needs in low- and middle-income countries)
  - Partnership and project management (e.g., collaboration capabilities and expertise, proven track record to support the proposed work, capability to manage the budget and provide regular reports as requested)

- **Note:** Please provide supporting information and outcome if your proposal has been previously reviewed by an independent scientific or technical advisory committee.

Step 3 – Evaluation by the Selection Committee

- **Criteria**
  - Selection Committee will mainly assess the alignment of the proposals with the RIGHT Foundation investment strategy.
  - The aggregated External Reviewer results and the proposals will be shared with the RIGHT Foundation Selection Committee (SC) for evaluation

- **Note:** After the evaluation process and if requested by the SC, the RIGHT Foundation may invite selected applicants for an interactive interview with the SC.

Step 4 – Funding Approval

- **Investment Decision**
  - Once all information has been considered, the SC will make funding recommendations to the RIGHT Foundation Board of Directors (BoD). The RIGHT Foundation BoD will consider the SC recommendations and will make the final approval for investments.

Questions regarding your application

Prospective applicants may submit RFP related questions to the RIGHT Foundation.

- **Where to**: Send questions to RFP@rightfoundation.kr (subject header "RFP-PDA-2022-2 Questions") or send a message through the grant management system with the same subject header.

- **Notes**
  - Please note that it may take time for the RIGHT Foundation to respond to your inquiries, so make sure to address your questions well in advance of the submission deadlines.
  - A Frequently Asked Questions (FAQ) page is available on the RIGHT Foundation website.

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