RFP No. ASLM/LabCoP/202026/05

RFP for Selection of Contractor

ASLM Organisational Capacity Assessment and Development
# Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>ASLM</td>
<td>African Society for Laboratory Medicine</td>
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<tr>
<td>BMGF</td>
<td>Bill &amp; Merinda Gates Foundation</td>
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<tr>
<td>Labcop</td>
<td>Laboratory Community of Practice project</td>
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<td>RFP</td>
<td>Request for Proposals</td>
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<td>SME</td>
<td>Subject Matter Expert</td>
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3 Introduction

The African Society for Laboratory Medicine (ASLM) is a Pan-African professional body, working to advocate for the critical role and needs of laboratory medicine and networks throughout Africa. Medical laboratories play a pivotal role in global disease diagnosis, surveillance, outbreak investigation, initiation and monitoring of therapy, as well as research and development. Unfortunately, medical laboratories in Africa are underdeveloped and cannot meet the testing demands of rapidly growing health delivery services in the 21st century. Inadequate resources and diagnostic services compromise the quality of patient care due to misdiagnosis and consequently under or overtreatment of disease, which presents significant economic and public health challenges.

With a growing diversity of programs and projects funded through ASLM to support the continent, it has become necessary to review the capacities within ASLM and ensure that the organization also grows as funding and programs increase.

4 Objective of the Request for Proposal

ASLM is soliciting contractors, with subject matter expertise to carry out an organizational capacity assessment which will identify existing gaps that are crucial to the overall implementation of the programs at ASLM. After the assessment the organization is required to help with mentoring organizational staff to address the gaps identified. The main focus of the assessment is the Finance and administration, Grants management and project monitoring and evaluation roles in the organization to support program implementation.

5 Scope of Work

The consulting firm will carry out an assessment of the organizations capacity by end of June 2020 and the assessment will focus on the following:

- Governance and legal structure
- Financial management and internal control systems
- Administration and procurement systems
- Grant Management system
- Human resources systems
- Program management
- Project performance management
- Organizational management and sustainability

After the assessment is completed, the consulting firm will be engaged to provide onsite mentorship to ASLM team to address the gaps identified over a period of one year and the support is expected to be heavy in the first few months and is intended to be phased out upon reaching agreed upon milestones in skills transfer to the ASLM team. Thereafter, periodic offsite mentorship will continue at a reduced scale until the desired capacity is achieved.

6 Deliverables

6.1 Full organization capacity Assessment conducted and results shared with management

- The Assessment will highlight all the gaps identified and will rank them in terms of importance and targeted time period to be addressed
• The assessment will also specify the skills needed in order to enable the organization make staffing decisions e.g. training needs or recruitment
• The assessment will also come up with a clear action plan that can easily be followed and implemented with clear milestones.

6.2 Mentorship Work plan
• The consultant shall come up with a clear work plan in addressing the gaps identified. They will use the subject matters expects to mentor ASLM team in order to address the gaps identified
• The mentorship shall involve both onsite and remote assistance at the availability and preference of ASLM
• Monthly activity reports and tracking of the progress made in achieving the specific skill set
• The plan shall also involve a recommendation of the best ERP system that would help in addressing any gaps identified
• Trainings conducted and skills transferred to ASLM staff such that they can ably execute the tasks required by the project.

6.3 Final Report
• Detailed Report on Results of each organizations including:
  1. Results of assessment including the interview and one Module of the Assessment Tool.
  2. Results of the implementation.
  3. Results of the Pre/Post Tests.

Period of performance: 9th June 2020 – 31st December 2021

7 Qualifications
1. Strong track record of working on BMGF and USG funded projects
2. Proven past experience in conducting organizational capacity assessment and mentorship assignments with similar organizations.
3. Strong subject matter experts with experience in project management, Financial management and project monitoring & evaluation.
4. Expertise in other technical areas (besides the ones listed above) will be favorably valued, as to demonstrate a comprehensive understanding of overall processes and needs of ASLM.

8 Instructions for submitting proposals
A. The format of the submission, in response to this RFP, must include, but is not limited, to the following:
   I. Background on the Respondent and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Where the organization is affiliated/has partnerships with other institutions, a description of how this will result in effective implementation of the proposed areas of work should be included.
   II. Capability Statement. The Capability Statement is a description of the Respondent’s work history and/or experience with similar projects in the past five (5) years. This should include, but is not limited
to, a narrative description of the principal results achieved, how they were achieved and how those results related to the problem statement being addressed.

III. How the Respondent proposes to achieve the deliverables. Include specific activities and strategic approach that will be conducted.

B. Completed proposals shall consist of typewritten pages utilizing a minimum 12-point font. A maximum of 20 pages for the proposal is allowed.

C. An authorized individual representing the Respondent will sign and date the proposal cover sheet. The signatory agent’s printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be cause for the proposal not to be considered.

I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization’s contract being terminated.

D. Include at least two (2) current references and their contact information from organizations that have used Respondent’s services within the last twelve (12) months.

E. Send your completed application by email to the point of contact indicated below as early as 26th May 2020 and no later than 5th June 2020 (11:59 pm East African Time).

Point of contact:
Direct any written questions or request for information about this RFP to:
   Fumbani Brown Chiumia
   Senior Finance Manager
   Email: fbrown@aslm.org please CC rfpsubmission@aslm.org
   Phone Number: +265 994962010

9 Evaluation and Award Process
A team of ASLM staff and outside experts will evaluate the applications based on preset standards relevant to the specific project and its correlation with the RFP objectives. An evaluation matrix with assigned weighted numerical values will be used to rate each applicant. The following represents some, although not all, of the criteria that will be used to the assessed feasibility of each Respondent.

1. Does the organization / individual have the right skill set and expertise to accomplish the required assignments?
2. Does the organization / individual demonstrate adequate and verifiable past experience in similar projects?
3. Are the Respondent’s proposed activities (strategy of implementation) current, feasible and cost effective?
4. Are the proposed outcomes measurable and feasible?
5. Did the application include references that attest to the Respondents personal and professional integrity and competency?
6. Did the Respondent demonstrate knowledge of ASLM’s project needs and objectives?
ASLM reserves the right, but is under no obligation, to enter into discussions with one or more Respondents in order to obtain clarifications or additional details, to suggest service delivery refinements in the proposal or other aspects of the proposal, or to negotiate the cost of the proposal. Formal notification to award the contract and the actual execution of the contract are subject to receipt of funds from Bill & Merinda Gates Foundation.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM’s decision concerning their proposal. Should your organization be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until 31st December 2021. All work must be scheduled and completed within the contract period timeframe. Any modifications or extensions must be negotiated in advance and submitted to ASLM for review and approval. The selected Respondent's proposal, and any subsequent material submitted in response to requests for additional information, will become the basis of contractual agreements with said Respondent.

10 Contractual Terms and Conditions

Responses must be in accordance with the guidelines as specified in this RFP. This RFP does not commit ASLM to accept any proposals submitted, nor is ASLM responsible for any costs incurred in the preparation of responses to this RFP. All materials submitted in response to this RFP or developed during the life of the contract will become the property ASLM. The detailed itemized budget must be submitted in US dollars and will be evaluated in terms of best value to ASLM.

ASLM reserves the right to delay, amend, reissue or cancel all or part of this RFP at any time without prior notice. ASLM discourages ex parte communication with any Board member, the public and/or staff member after the deadline for the receipt of proposals. ASLM will be under no obligation to reveal or discuss with any Respondent on how a proposal was assessed, or to provide any other information relative to the selection process. Respondents whose proposals are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.