RFP No. ASLM/QWArS/202006/02

QWArS

RFP for Selection of Consultant

Qualifying Workforce for AMR Surveillance in Africa & Asia

June 1, 2020
1 Acronyms

ASLM  African Society for Laboratory Medicine
RFP   Request for Proposals
SME   Subject Matter Expert
NAP   National Action Plan
AMR   Antimicrobial Resistance
QWArS Qualifying Workforce for AMR Surveillance in Africa & Asia
## Table of Contents

1. Acronyms .................................................................................................................................................. 1
2. Table of Contents ...................................................................................................................................... 2
3. Introduction: ............................................................................................................................................ 3
4. RFP Objective: ....................................................................................................................................... 3
5. Instructions for submitting proposals ........................................................................................................ 4
6. Evaluation and Award Process ................................................................................................................ 5
7. Contractual Terms and Conditions .......................................................................................................... 6
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. Africa is rapidly growing but faces major health challenges including epidemics of HIV, tuberculosis, and malaria, and new priorities such as Ebola and other global health security threats. Strengthened laboratory capacity and surveillance in Africa are critical to overcoming the burden of disease and ensuring a healthy future for the continent. ASLM addresses these challenges by working collaboratively with governments, local and international organizations, implementing partners, and the private sector.

4 RFP Objective:

ASLM is soliciting vendors (contractors, consultants, SMEs) to support the ASLM team and consortium partners in developing and delivering training/mentorship to epidemiologists, addressing AMR surveillance in Human and animal health.

Scope of Work:

This Fleming Fund project will focus on building systems that streamline existing training opportunities into a fit-for-purpose, self-sustainable regional training programme that can create impact on the implementation of NAPs, with a spill over to non-Fleming Fund countries. The project is articulated around a qualification framework that is anticipated to create value for the workforce system, while increasing the visibility of AMR surveillance career.

The project will ensure a robust country engagement, towards stakeholders involved in AMR surveillance and in Workforce development, in support of the development of enabling policies and plans. At the end of the funding period, it is expected that 14 targeted African countries and 3 Asian countries, will have acquired pools of skilled staff capable of delivering key functions of national AMR surveillance under the One Health approach and of rolling out standardized training across national AMR networks. The workplan for full policy engagement and training curriculum development will be developed for Africa. Subsequently, the training curricula will be applied to the three Asian countries.
Deliverables:

- Select the objectives and content of the training track based on a critical analysis of existing training contents
- Develop standardized training modules and materials on epidemiology and Surveillance
- Design training schedules
- Deliver training track through e-learning and face-to-face courses

Period of performance: 22 June 2020 to 17 July 2020

Approximate total budget: $20,000.00

N.B. This consultancy shall be paid on a task basis and is NOT a monthly consultancy; as such it shall be paid as and when the assigned tasks are undertaken.

Qualifications for position:

1. Epidemiology expert
2. Experience in Antimicrobial Resistance Surveillance
3. Experience in developing and delivering e-learning and in-person courses
4. Experience working in different cultures and developing countries
5. Has a resume that documents international working experience and achievements accomplished specifically in designing training track
6. Individual should not be a novice and should be able to start immediately

The review shall include checking deliverables in relation to the scope of work and performance of contractor. Where contractor fails to meet annual renewal criteria, ASLM shall communicate formally of its decision.

5 Instructions for submitting proposals

A. The format of the submission, in response to this RFP, must include, but not limited to, the following:
   i. Background on the organization/individual 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. A description of the Respondent’s work history (experience) with similar projects in the past five (5) years (Capability Statement). This should include, but 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 accomplish the functional area (s). Include specific objectives and activities that will be done under each objective
   iv. Expected outcomes and impact

B. Completed proposals shall consist of typewritten pages utilizing 12” font typing. A maximum of 10 pages for the proposal is allowed

C. The 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 between 01-22 June 2020 (11:59 pm East African Time).

Point of contact
Direct any written questions or request for information about this RFP to:

Ms. Koudedia Konate
GHSA Program Coordinator, ASLM
Email: kkonate@aslm.org Please CC rfpsubmission@aslm.org

6 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, 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. Is 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 not under obligation to do so) 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 proposal. Formal notification to award the contract and the actual execution of the contract are subject to receipt of funds from the US Centers for Disease Control and Prevention.

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 July 03, 2020 with a possible extension following a review of the performance of the contractor by ASLM and based on availability of funding for the work. 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.
7 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.