RFP for Selection of Consultant

Support LabCoP project to develop a leadership training and mentorship curriculum
# Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ASLM</td>
<td>African Society for Laboratory Medicine</td>
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<tr>
<td>COVID-19</td>
<td>Coronavirus disease 2019</td>
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<td>GLLP</td>
<td>Global Laboratory Leadership Programme</td>
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<td>LabCoP</td>
<td>Laboratory systems strengthening community of practice</td>
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<td>MoH</td>
<td>Ministry of Health</td>
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<td>PCR</td>
<td>Polymerase chain reaction</td>
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<tr>
<td>RFP</td>
<td>Request for Proposals</td>
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<td>SSA</td>
<td>sub-Saharan Africa</td>
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<td>US</td>
<td>United States</td>
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<td>VL</td>
<td>viral load</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 over-treatment of disease, which presents significant economic and public health challenges. The Laboratory Systems Strengthening Community of Practice (LabCoP) project is a learning network, designed to link multidisciplinary teams (Laboratorians, clinicians, policy-makers, patients and communities) from 11 member countries to exchange knowledge experiences and best practices in order to strengthen laboratory systems, scale up viral load (VL) testing and promote the utilization of test results.

One of the key barriers to achieving a functional laboratory system is the lack of a comprehensive overview and management skills among laboratory stakeholders to coordinate the national tiered laboratory networks. Often, laboratory stakeholders at central level lack the knowledge in identifying resources and capacities across the network, and how they can be leveraged to strengthen the various functions of the laboratory system and at laboratory level, managers and directors lack the skills to organize and implement comprehensive laboratory management systems. For example, the recent COVID-19 crisis has highlighted that few countries have an accurate understanding of how polymerase chain reaction (PCR) instruments and skilled human resources for molecular testing are distributed, and how testing needs can be estimated based on the population coverage in a particular region. This knowledge gap constitute a barrier to optimal testing service delivery in both routine and emergency situations.

To address gaps in the VL testing cascade, LabCoP and partners aim to build capacity in leadership & management through provision of training tailored towards optimizing laboratory networks, enabling trainees to drive the development of national policies and plans, program design and implementation at the national level as well as showing a downstream relationship on how this translates to the laboratories and facilities. Training on concepts of the laboratory program design and implementation at national levels, including laboratory network design and/or optimization and testing integration will enable leaders to design relevant, fundable system strengthening interventions to accelerate the scale-up of viral load.

4 Objective of the Request for Proposal

ASLM is soliciting a vendor (consultant, subject matter expert) to support LabCoP develop a management and leadership training and mentorship curriculum and a program plan to be administered by ASLM and partners to country team members involved in management of laboratory networks. The vendor is expected to adopt as much as possible what is already existing e.g. the WHO Global laboratory leadership program.
(https://apps.who.int/iris/bitstream/handle/10665/311445/9789241515108-eng.pdf?ua=1) to develop an interactive leadership and mentorship training curriculum. The vendor is expected to be well versed with Laboratory Networks and have a strong curriculum development background. Successful bidders will sign an agreement with ASLM to complete the work within 3-4 months.

5 Scope of Work

The aim of this consultancy is to develop a training and mentorship curriculum to lead and manage national tiered laboratory networks. This initiative aims at complementing the GLLP currently developed by WHO(https://apps.who.int/iris/bitstream/handle/10665/311445/9789241515108-eng.pdf?ua=1). While the core competencies of the GLLP target laboratory managers mostly at facility level, the core competencies of the proposed laboratory network leadership and management programme will target network leaders at national level. The topics that are foreseen to be further developed align with the requirements of the laboratory network as described in the Maputo and the Freetown declarations, including but not limited to:

- structure, governance of a national tiered network
- Essential functions of the tiered network: patient care, public health and global health
- applying laboratory systems requirement from the network to the facility: the example of quality management
- knowing your network: tools to map and optimize the network capacity, functions and services
- leadership strategy to manage network change

The laboratory network leadership and management programme is intended to cover a period of not more than 2 years. Many training packages supporting the development of leadership skills are available but not adapted to the management of a network. It is expected that effort will be geared to adapting existing training material to the current intention of use. Although the training will be applicable across diseases, the case studies will as much as possible relate to HIV testing services (in line with the focus of the LabCoP) and the response to COVID-19.

This includes

1. Coordinating partners engaged by ASLM to contribute in the development of the curriculum including APHL, FIND, US CDC, Africa CDC, WHO and Fondation Merieux, to refine the scope of the training, the core competencies and to share existing relevant training resources.
2. Develop a 5-day curriculum manual of the course on laboratory networks using a variety of adult learning techniques and case studies
3. Develop a strategy for implementation that determines and designs the level of support (mentorship) needed by trainees to be successful with the program.
4. Collate and adapt training materials (if available) relevant to the target course key competencies
5. Engage other relevant partners in the development of the curriculum including APHL, FIND, US CDC, Africa CDC, WHO and Fondation Merieux.
6. Contribute to the delivery of the curriculum (on a separate budget)

Deliverables

- A fully developed curriculum on laboratory network leadership and management.
- A mentorship package to support the curriculum.
- A package of training and mentoring materials relevant to the course
- Assist in identifying relevant faculty to deliver the training
- Case studies to support delivery of the curriculum
- A workplan for implementation of the training with key milestones

**Period of performance:** 1 September 2020 to 30 December 2020

**Approximate total budget:** TBD

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.

6 Qualifications for the position

1. Strong track record in developing creative, interdisciplinary and interactive curriculum
2. Experience in supporting laboratory networks
3. Excellent proficiency in the English language
4. Resume that documents work in SSA countries

The review shall include checking deliverables in relation to the scope of work and feedback from the Project team.

7 Instructions for submitting proposals

A. The format of the submission, in response to this RFP, must include, but is not limited, to the following:

1. Background on the Respondent and qualification and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for.
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 under each objective.

B. Completed proposals shall consist of typewritten pages utilizing a minimum 12-point font. A maximum of 10 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: rfpsubmission@aslm.org, and copy cotieno@aslm.org by 15th August 2020 (11:59 pm East African Time).

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

Collins Otieno
LabCoP Project Lead
Email: cotieno@aslm.org
Phone Number: +254722935156

8 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 skillset 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 the Fleming Fund.

Each Respondent submitting a proposal will be notified in writing or via e-mail of ASLM’s decision concerning their proposal. Should you be recommended for acceptance, the contract shall be effective on the contract execution date and shall run until 30 November 2020. 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.

9 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.