RFP No. ASLM/ACDC/12/09/2020

RFP for Selection of Consultant to

Support African Society for Laboratory Medicine (ASLM) - Africa Centres for Disease Control Biosafety and Biosecurity Capacity Building Project to develop a

Regional Training and Certification Program for Biosafety and Biosecurity Experts
## 1 Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa CDC</td>
<td>African Centres for Disease Control and Prevention</td>
</tr>
<tr>
<td>ASLM</td>
<td>African Society for Laboratory Medicine</td>
</tr>
<tr>
<td>BSC</td>
<td>Biological Safety Cabinet</td>
</tr>
<tr>
<td>BSCCP</td>
<td>Biological Safety Cabinets Certification Program</td>
</tr>
<tr>
<td>CoE</td>
<td>Centre of Excellence</td>
</tr>
<tr>
<td>COVID-19</td>
<td>Coronavirus disease 2019</td>
</tr>
<tr>
<td>HEPA</td>
<td>High-efficiency particulate air</td>
</tr>
<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>NSF</td>
<td>National Sanitation Foundation Standards</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposals</td>
</tr>
</tbody>
</table>
# Table of Contents

1. Acronyms ........................................................................................................................................... 1
2. Table of Contents ................................................................................................................................. 2
3. Introduction ........................................................................................................................................... 3
4. Objective of the Request for Proposal ............................................................................................... 3
5. Scope of Work ..................................................................................................................................... 4
5.1 Deliverables ....................................................................................................................................... 6
6. Qualifications for the position ............................................................................................................ 6
7. Instructions for submitting proposals ................................................................................................ 6
8. Evaluation and Award Process .......................................................................................................... 7
9. Contractual Terms and Conditions ..................................................................................................... 8
3 Introduction

The Africa Centers for Disease Control (Africa CDC) launched the Biosafety and Security Initiative in April 2019 to strengthen the biosecurity and biosafety systems of African Union Member States and enable them to comply with international standards for safety. Recent events of public health concern emergency of infectious diseases including the Ebola outbreaks in West Africa, the SARS-CoV-2 pandemic and increased use of biocontainment laboratories, have heightened the need for building local capacity in Biosafety and Biosecurity. Current capacity in biosafety and biosecurity is very low as shown by the World Health Organization (WHO) Joint External Evaluation (JEE) and the Global Health Security Index (GHS Index).

Biosafety aims to prevent the unintentional or accidental release of pathogens and toxins to personnel handling the pathogens, the general population, and the environment, while biosecurity aims to prevent the deliberate theft or diversion of high-risk biological agents or toxins for use for harmful purposes including bioterrorism or biological weapons proliferation. To secure the agents of toxins, there is need for not only appropriate physical security measures and technologies, but also trained personnel.

In the various consultations by Africa CDC in the region, some of the challenges identified included lack of or limited formal training programmes on laboratory biosafety and biosecurity that are regionally and internationally recognized and low level of awareness about laboratory biosafety and biosecurity among the laboratory personnel. Among the recommendations was to develop a sustained local and regional capacity for training recognized and endorsed by African Union Member States. It is proposed that the training program be in the three broad categories of (i) Biorisk Management (ii) Certification of Institutions handling High Risk Pathogens (Biocontainment) and (iii) Biological Waste Management

Graduates of the training program will receive certification endorsed and accepted by the African Union Member States and will be maintained on an Africa Union Register of Biosafety and Biosecurity Experts.

The proposed Regional Training and Certification Program for Biosafety and Biosecurity Experts seek to expand the capacity of formerly trained Biosafety and Biosecurity Experts using a regionally recognized training and certification program and elevate Biosafety and Biosecurity as a recognized profession

4 Objective of the Request for Proposal

ASLM is soliciting a vendor (consultant, subject matter expert) to support ASLM-Africa CDC Biosafety and Biosecurity Project develop a “Regional Training and Certification Program for Biosafety and
Biosecurity Experts” that is inline with other regional and international training and certification standards. The vendor is expected to be well versed with requirements for Biosafety and Biosecurity in the areas of biorisk management, design and maintenance of high containment facilities and biological waste management and have a strong competency based curriculum development background. Successful bidder will sign an agreement with ASLM to complete the work within 2 months.

5 Scope of Work

The aim of this consultancy is to develop a “Regional Training and Certification Program for Biosafety and Biosecurity Experts” that will be presented to and adopted by African Union Member States for implementation across the Africa Region. The training program to be designed must be consistent with other training programs offered internationally.

The proposed Regional Training and Certification Program for Biosafety and Biosecurity Experts is to cover three broad areas of:

5.1 Biorisk Management: To address principles and practices of how to work safely and securely with biological agents and toxins that are of high consequence if released intentionally or unintentionally. The Biorisk Management component is proposed to be a 5-day course and covers at minimum, the following areas:

Part 1: 5-Day Didactic

- Biorisk Management
- Biorisk Assessment and risk mitigation
- International regulations and laws that pertain to Biorisk Management
- Bioethics
- Understanding of the European Community for Standardization (CEN) Workshop Agreement (CWA) 15793 standard

Part 2: Practical

- Completion of an “Improvement Project” in own country

Target Group

The Biorisk Management course will target personnel handling biological materials, biosafety officers, laboratory personnel and policy makers.

5.2 Design and Maintenance of Institutions Handling High Risk Pathogens (Biocontainment)

Biocontainment includes the measures (facilities, equipment, and apparatus) within which work on these organisms can be carried out safely without danger of release into the environment. The Design
and Maintenance of Institutions Handling High Risk Pathogens is proposed to be a 5-day course covering, at minimum, the following areas:

Part 1: 5-Day Didactic

- Biocontainment facility design and Construction
- Biocontainment facility validation and certification
- Biocontainment ongoing maintenance.

Part 2: Practical

- Completion of an “Inspection Report” for one High Containment facility in own country

Target Group

The Design and Maintenance of Institutions Handling High Risk Pathogens (Biocontainment) training program will target biomedical engineers, civil engineers, laboratory personnel, and policy makers

5.3 Biological Waste Management

Biological waste includes general, infectious, hazardous and radioactive waste generated by healthcare facilities as well as other institutions handling hazardous or infectious agents and toxins.

The Biological Waste Management Training is proposed to be a 5-day course covering, at minimum in the following areas:

Part 1: 5-Day Didactic

- Managing Biological Waste
  - Segregation methods
  - Transportation requirements
  - Storage requirements
  - Treatment technologies
  - Disposal methods
- Developing and Implementing a Waste Managing Program
  - Legislative and policies for Waste Management
  - National and Facility Waste Management programs
  - Monitoring a Waste Management Program
  - Emergency Response Plan for Waste Management

Part 2: Practical

- Completion of an “Improvement Project” in own country
ASLM may, at its discretion, organize visits to existing Centres of Excellence for benchmarking during the course of development of the curriculum. Where this is indicated by ASLM, it shall be communicated to and jointly organized with the consultant.

5.1 Deliverables

- **Stage 1 - Training Curriculum Content for**
  - Biorisk Management
  - Certification of Institutions handling High Risk Pathogens (Biocontainment)
  - Biological Waste Management

- **Stage 2: Competency evaluation process/procedure including**
  - High Containment Facility Assessment Form
  - Improvement Project Implementation Guide

- **Continued Professional Development (CPD)**
  - Process for continued professional development and requirements for continued certification and maintenance on the roster for Biosafety and Biosecurity Experts held by Africa CDC and the Examination and Certification Committee (ECC).

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

**Period of performance:** 1 February 2021 to 31st March 2021

**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 deliverables are undertaken.

6 Qualifications for the position

1. Strong Biosafety and Biosecurity background
2. Training and Experience on the 3 areas of expertise requested for curriculum development
3. Proven track record of supporting Laboratory Networks in areas of Biosafety and Biosecurity in the Africa Region
4. Experience in developing creative, interdisciplinary and interactive curriculum
5. Excellent proficiency in the English language

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:
I. 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 area of delivery.

B. Completed proposals shall consist of typewritten pages utilizing a minimum 12-point font. A maximum of 15 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 3 years.

E. Send your completed application by email to: rfpsubmission@aslm.org, and copy tmaruta@aslm.org by 31st December 2020 (11:59 pm East African Time).

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

Talkmore Maruta
Senior Biosafety and Biosecurity Officer
Email: tmaruta@aslm.org
Phone Number: +260 960 982 127

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 31\textsuperscript{st} March 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.

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.