RFP No. ASLM/ACDC/09/13/21-02

RFP for Selection of Consultant/ Contractor

Development of the Africa CDC Institute of Pathogen Genomics Website
Contents
1. ASLM background .................................................................................................................. 3
2. Africa CDC background ...................................................................................................... 3
3. Purpose of the role .............................................................................................................. 3
4. Major Duties and Responsibilities ...................................................................................... 3
5. Required professional work experience: ............................................................................. 4
6. Language requirement ....................................................................................................... 4
7. Remuneration ..................................................................................................................... 4
8. Duration of the Contract: ................................................................................................... 5
9. Instructions for submitting proposals .................................................................................. 5
10. Evaluation and Award Process ........................................................................................... 5
11. Contractual Terms and Conditions .................................................................................... 6
12. Deliverables ....................................................................................................................... 6
1. **ASLM background**

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. ASLM collaborates with Africa CDC to implement the establishment of the Pathogen Genomic Institute.

2. **Africa CDC background**

The Africa Centres for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa’s first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to infectious disease outbreaks and other public health threats. The agency's mission is to strengthen Africa’s public health institutions’ capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes. Strengthening laboratory network systems and integrated disease surveillance are the core mandates of the Africa Centres for Disease Control and Prevention (Africa CDC). As part of these mandates and owing to the benefits of genomic-based surveillance, Africa CDC launched the Institute of Pathogen Genomics (IPG) in November 2019. IPG was launched with a vision to integrate of pathogen genomics and bioinformatics into public health surveillance, outbreak investigations, and improved disease control and prevention in Africa. In seeking to achieve this vision, the IPG is intending to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise.

3. **Purpose of the role**

Africa CDC IPG requires the services of a competent consultant/contractor to develop a new trendy and user-friendly website with a strong visual appeal. The website needs to embody the institute’s strategic priorities, initiatives and products as well as have a robust content management system (CMS) for effective management of large amounts of data and various file types including embedded video, audio, photo formats, and documents. Africa CDC Institute of Pathogen Genomics (IPG) will provide hosting and setup environment for the website.

4. **Major Duties and Responsibilities**

The consultant/contractor shall:
• Design wireframes, layout and structure for the dynamic website prior to development
• Propose the preferred web development platforms/technologies and the required hosting environment prior to the website and CMS development
• Develop website and CMS functionality including but not limited to backend development, initial content upload and styling of pages, integration with data sources, data reporting functionality, and all agreed functional and non-functional requirements of the website/web portal
• Test and review website and CMS functionality together with the Africa CDC Institute of Pathogen Genomics (IPG) assigned team
• Develop a user-guide for the website and the CMS, complete with the most common troubleshooting guidelines
• Train the IPG assigned team on how to manage and update content on the website including other maintenance and troubleshooting procedures
• Handover of the full source code of the website and the content management system
• Write and submit approved activity report after completion of the assignment
• Providing support and maintenance in terms of administrative, technical, and quality control support for a period of 6 months

5. Required professional work experience:

• Vast experience in the development and management of websites and content management systems
• Experience in developing user guides and training staff on content management systems
• Experience working in large-scale, multi-country, interdisciplinary programs
• Ability to communicate clearly, logically and persuasively on complex topics in public health pathogen genomics
• A good understanding of public health systems in Africa

6. Language requirement

• Successful candidate should have excellent oral and written communication skills in English, along with ample experience with scientific writing. Knowledge of other AU working languages would be an added advantage.

7. Contract Value

• A maximum value of USD 20,000.00
8. **Duration of the Contract:**
   - For 6 Months

9. **Instructions for submitting proposals**
   - Send your completed application by email to: rfpsubmission@aslm.org, and copy EShumba@aslm.org by 20th September 2021 (11:59 pm East African Time).

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

Edwin Shumba | ASLM
Africa PGI Project Manager
Email: EShumba@aslm.org
Phone Number: +263773052246

10. **Evaluation and Award Process**
A team of ASLM staff and outside experts will evaluate the applications based on pre-set 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 as presented in the table below. The following represents some, although not all, of the criteria that will be used to assess the feasibility of each Respondent.

<table>
<thead>
<tr>
<th>Item</th>
<th>Evaluation criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Does the organization/individual have the right skillset and expertise to accomplish the required assignments</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Does the organization/individual demonstrate adequate and verifiable past experience in similar projects?</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td>Are the Respondent’s proposed activities (strategy of implementation) current, feasible and cost-effective?</td>
<td>10%</td>
</tr>
<tr>
<td>4.</td>
<td>Are the proposed outcomes measurable and feasible?</td>
<td>20%</td>
</tr>
<tr>
<td>5.</td>
<td>Did the application include references that attest to the Respondents’ personal and professional integrity and competency?</td>
<td>20%</td>
</tr>
<tr>
<td>6.</td>
<td>Did the Respondent demonstrate knowledge of ASLM’s project needs and objectives?</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Total assigned weight</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 June 2022. 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.

11. 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.

12. Deliverables

<table>
<thead>
<tr>
<th>Description of deliverable</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception report including website wireframes, layout, structure and the required hosting environment</td>
<td>1st week</td>
</tr>
<tr>
<td>2. Fully functional website developed and hosted with all functional and non-functional requirements implemented</td>
<td>4th week</td>
</tr>
<tr>
<td>3. Website administration user guide developed and IPG team trained on website management, updating, and troubleshooting procedures</td>
<td>5th week</td>
</tr>
<tr>
<td>4. Support and maintenance in terms of administrative, technical, and quality control support provided for a period of 6 months</td>
<td>6th week - 6th month</td>
</tr>
<tr>
<td>5. Activity report after completion of the assignment</td>
<td>6th month</td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>