REQUEST FOR PROPOSAL FOR
THE DEVELOPMENT OF A POLICY FRAMEWORK FOR PATHOGEN
GENOMICS SURVEILLANCE IN AFRICA

Call for Proposal Reference: ASLM/ACDC/06/10/22

Deadline for submission of proposals: Wednesday 31st August 2022 (11:59 pm East African Time).

Africa PGI Contact:
Institute of Pathogen Genomics
Division of Laboratory Systems and Networks
Africa CDC, Addis Ababa, Ethiopia
Email: africapgi@africa-union.org with a copy to Eshumba@aslm.org and rlpsubmission@asl.org
Notice

This is a request for proposals (RFP), where a full proposal is submitted and evaluated at one stage. The total number of pages of the proposal should not be more than 10 pages of Arial 10 characters with 1” margins.
Table of Contents

NOTICE........................................................................................................................................... 2

1  PART 1: INSTRUCTIONS TO APPLICANTS AND PROPOSAL CONDITIONS...... 4

1.1  ASLM BACKGROUND .................................................................................................................. 4
1.2  AFRICA CDC BACKGROUND ...................................................................................................... 4
1.3  SUMMARY OF THE REQUIREMENT .............................................................................................. 5
1.4  THE PROCESS AND DUE DATES ................................................................................................. 5
1.5  ELIGIBILITY OF APPLICANTS ....................................................................................................... 5
1.6  SUBCONTRACTING ....................................................................................................................... 5
1.7  QUERIES AND QUESTIONS DURING THE RFP PERIOD ....................................................... 6
1.8  AMENDMENTS TO RFP DOCUMENTS ......................................................................................... 6
1.9  CONTRACT VALUE ....................................................................................................................... 6
1.10  DURATION OF THE ASSIGNMENT ............................................................................................ 6
1.11  PROPOSAL SUBMISSION ........................................................................................................... 6
1.12  LANGUAGE REQUIREMENT ....................................................................................................... 7

PROPOSALS MUST BE PREPARED IN ENGLISH. THE DATA MANAGEMENT AND EXCHANGE
PLATFORM MUST SUPPORT ALL AU WORKING LANGUAGES. .............................................. 7
1.13  LATE AND INCOMPLETE PROPOSALS....................................................................................... 7
1.14  WITHDRAWALS AND CHANGES TO THE PROPOSAL .......................................................... 7
1.15  VALIDITY OF PROPOSALS ....................................................................................................... 8
1.16  EVALUATION AND AWARD PROCESS .................................................................................... 8
1.17  CONTRACTUAL TERMS AND CONDITIONS .......................................................................... 8

2  PART 2: REQUIREMENTS FOR THE DATA MANAGEMENT AND EXCHANGE
PLATFORM .............................................................................................................................................. 9

2.1  SCOPE OF WORK .......................................................................................................................... 9

3  PART 3: EVALUATION AND SELECTION OF APPLICANTS ...................................................... 10

3.1  FULL PROPOSAL EVALUATION GRID ...................................................................................... 10
3.2  SUBMISSION OF SUPPORTING DOCUMENTS .......................................................................... 12
3.3  CONFLICT OF INTEREST ........................................................................................................... 13
3.4  CONFIDENTIALITY, INTELLECTUAL PROPERTY AND USE OF DOCUMENTS .................... 13
3.5  LIMITATION OF LIABILITY AND INDEMNITY ........................................................................ 14
3.6  CONSENT TO DUE DILIGENCE ................................................................................................. 14
1 PART 1: INSTRUCTIONS TO APPLICANTS AND PROPOSAL CONDITIONS

1.1 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 COVID-19, 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 the Africa Centres for Disease Control and Prevention (Africa CDC) to implement the key objectives of the Africa Pathogen Genomics Initiative (Africa PGI).

1.2 Africa CDC background

The 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 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.

1.3 Summary of the Requirement

The Africa PGI invites you to submit a Proposal to develop a policy framework for pathogen genomics in Africa to be used by African Union (AU) Member States to help them formulate strategies and policies that inform public health decision making. The detailed description of the Technical Requirement can be found in Part 2 of this RFP.

1.4 The process and due dates

The following key dates apply to this RFP:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issue Date</td>
<td>15 June 2022, 17:00 EAT</td>
</tr>
<tr>
<td>RFP Closing Date and Time</td>
<td>31 August 2022, 17:00 EAT</td>
</tr>
<tr>
<td>Estimated Contract Award Date</td>
<td>15 September 2022</td>
</tr>
</tbody>
</table>

1.5 Eligibility of applicants

Applicants may act individually or with partner organizations. Applicants must:

- be an entity with legal personality, and
- not be a Governmental Organization
- Indigenous African Organization will be prioritized
- be directly responsible for the preparation and management of the action with their Partners, not acting as an intermediary

1.6 Subcontracting
The Applicant may propose awarding subcontracts. However, subcontracts may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award subcontracts, it must specify in its application the total amount of funding which may be used for awarding subcontracts as well as the minimum and maximum amount per subcontract a list with the types of activity which may be eligible for subcontracts must be included in the application.

1.7 Queries and questions during the RFP period

Applicants are to direct any queries and questions regarding the RFP via email to africappgi@africa-union.org with a copy to Eshumba@aslm.org. Proposers may submit their queries no later than 21 June 2022, 17:00 EAT.

1.8 Amendments to RFP documents

Africa PGI may amend the RFP documents by issuing notices to that effect to all Applicants and may extend the RFP closing date and time if deemed appropriate.

1.9 Contract Value

The contract value for this RFP should not exceed USD 50,000.00 (Fifty thousand US dollars)

1.10 Duration of the assignment

The duration of the Contract will start upon signature of the contract and will end by 30 November 2022. The continental framework development will follow an iterative process with involvement of Africa PGI technical staff and the continental technical working group.

1.11 Proposal submission
Applicants must submit their Proposal to ASLM to: rfpsubmission@aslm.org, and copy EShumba@aslm.org no later than 30 June 2022 (11:59 pm East African Time). Electronic copies are to be submitted in PDF format. Applicants may submit multiple emails (suitably annotated – e.g., Email 1 of 3) if attached files are deemed too large to suit a single email transmission. Applicants may also submit the proposal by link to a web-based file storage system. The Applicant must send the link via email following the above format before the closing date of the RFP.

The Proposal shall comprise two parts, namely the Technical Proposal and the Financial Proposal. These two parts shall be submitted simultaneously in two separate PDF documents. One document shall contain only information relating to the Technical Proposal and the other, only information relating to the Financial Proposal.

IMPORTANT: Submitted documents should be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

1.12 Language requirement

Proposals must be prepared in English. The continental policy framework must support all AU working languages.

1.13 Late and Incomplete Proposals

Any Proposal received by ASLM later than the stipulated RFP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by ASLM for any delays in transmission of the Proposal from Applicant to ASLM.

1.14 Withdrawals and Changes to the Proposal
Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the Africa PGI contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.15 Validity of Proposals

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date. The evaluation of proposals shall be carried out exclusively regarding the evaluation criteria and their relative weights specified in part 3 of this RFP.

1.16 Evaluation and Award Process

The evaluation of Proposals shall be carried out exclusively regarding the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.17 Contractual Terms and Conditions

Responses must be in accordance with the guidelines as specified in this RFP. ASLM is not bound in any way to enter any contractual or other arrangement with any Applicant as a result of issuing this RFP. ASLM is not 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 is under no obligation to accept the lowest priced Proposal or any Proposal. ASLM reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, Proposers accept the conditions set out in this RFP. Proposers must sign the “Proposer’s Declaration Form” on annex 1 of this FRP and include it in their Proposal.

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.

2 PART 2: REQUIREMENTS FOR THE POLICY FRAMEWORK FOR PATHOGEN GENOMICS SURVEILLANCE IN AFRICA

2.1 Scope of Work

Africa CDC/PGI wishes to develop a continental policy framework on pathogen genomic surveillance. In this assignment, the consultant will be recruited to review the current status of AU Member States pathogen genomics policies if any, and provide policy options for guiding member states on sustainable pathogen genomics surveillance through a continental policy framework.

The consultant/contractor shall undertake the following tasks, and deliverables:

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Undertake a situational analysis of the current status of pathogen genomics policies in AU Member States and identify gaps if any.</td>
</tr>
<tr>
<td>2</td>
<td>Map and consult key stakeholders on how policies on sustainable pathogen genomics surveillance could be developed; Conduct further reviews including of best practice on pathogen genomics surveillance policies</td>
</tr>
<tr>
<td>3</td>
<td>Conduct an analysis including of policy options for AU member states on pathogen genomics surveillance policies; Draft a policy framework for</td>
</tr>
</tbody>
</table>
pathogen genomics surveillance in Africa

| 4 | Engage stakeholders and member states in validating the draft policy framework | A validated Policy Framework; A validation Report |

3 PART 3: EVALUATION AND SELECTION OF APPLICANTS

An evaluation of the quality of the applications, including the capacity of the applicant and its partners, previous experience in policy development, and the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and Applicants to be shortlisted to perform actions which maximize the overall effectiveness of the call for proposals.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 where: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

3.1 Full Proposal Evaluation Grid

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approach</td>
<td>10</td>
</tr>
<tr>
<td>● Clarity, innovation and feasibility of the approach</td>
<td>5</td>
</tr>
<tr>
<td>● Plans/strategies for the development of the policy and engagement with relevant stakeholders in the development process</td>
<td>5</td>
</tr>
<tr>
<td>Operational Capacity</td>
<td>10</td>
</tr>
<tr>
<td>Criteria</td>
<td>Scores</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>● Administration, financial, and management systems to support transparent accountabilities of the proposed activities</td>
<td>10</td>
</tr>
<tr>
<td><em>Technical Capacity</em></td>
<td>60</td>
</tr>
<tr>
<td>● Experience in pathogen genomics related policy development</td>
<td>25</td>
</tr>
<tr>
<td>● Alignment of the proposed approach with Africa CDC’s vision and existing implementation mechanisms including the RCCs, RISLNET, and NPHIs</td>
<td>10</td>
</tr>
<tr>
<td><em>Performance Monitoring</em></td>
<td>10</td>
</tr>
<tr>
<td>● Presentation of a performance monitoring plan that clearly and accurately tracks each activity, including monitoring, tracking, and reporting.</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>90</td>
</tr>
</tbody>
</table>

**Financial Proposal**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Realistic and Cost Effective</em></td>
<td>10</td>
</tr>
<tr>
<td>● Unit cost and quantities must be provided for all individual goods purchased</td>
<td>10</td>
</tr>
<tr>
<td>— Unit costs should be representative of the real estimated costs to be incurred (costs should not be unrealistic or ineligible)</td>
<td>10</td>
</tr>
<tr>
<td>— Quantity of units should reflect the scope of the Applicant’s proposed action</td>
<td>10</td>
</tr>
<tr>
<td>● Details of service costs to be provided should include amongst others but not limited to nature/type of service, period for which service will be provided, total real estimated costs, etc.</td>
<td>10</td>
</tr>
<tr>
<td>— Cost and length of service should be reasonable and complete</td>
<td>10</td>
</tr>
<tr>
<td>● The proposed Applicant’s budget should clearly detail the proposed action plan and be documented in the format provided in the RFP</td>
<td>10</td>
</tr>
</tbody>
</table>
Minimum score to be considered for award is 70%

3.2 Submission of Supporting Documents

The Applicant is required to submit the following additional documents.

1. The statutes or articles of association of the applicant organization and of each partner organization.

2. Documents supporting the legal entity of the applicant organization and the legal entity number must be provided.

3. A financial identification form must be submitted, certified by the bank to which the payments will be made. This bank must be in the country where the applicant is registered.

4. Tax registration and latest compliance certificate with applicable local authority

5. Proof of previous experience in similar or related undertakings in data science and data platform development must be submitted

6. Proof of the expertise of the applicant organization, partners, and team expertise (existing or to be recruited as part of this application) to support the data platform development must be submitted

The requested supporting documents must be scanned copies of originals, with original versions made available on request through registered mail.

Where such documents are not in one of the official languages of the African Union, a translation into English of the relevant parts of these documents, proving the applicant’s eligibility, must be attached and will prevail for the purpose of analysing the application.

If the above-mentioned supporting documents are not provided before the deadline indicated in the request, the application may be rejected.
3.3 Conflict of Interest

The Applicant must disclose in its application any circumstances, including personal, financial, and business, that will or might give rise to a real or perceived conflict of interest by taking part in this Request for proposals process. Where the Applicant identify potential conflicts, it shall state in the application how it will avoid such conflicts. Africa CDC and ASLM reserve the right to reject any Applicant which, in the sole opinion of Africa CDC or ASLM, gives rise or potentially gives rise to a conflict of interest.

3.4 Confidentiality, Intellectual Property and Use of Documents

The contents of this call for proposals and any supporting documents that may be made available by Africa CDC or ASLM from time to time throughout this call for proposals process are confidential and proprietary to Africa CDC and protected by intellectual property rights. This call for proposals and such other documents are being made available to the Applicant on the condition that the Applicant shall always keep the contents of this call for proposals and such other documents confidential and shall not reproduce, distribute or disclose the contents for any purpose, except: (i) to the Applicant’s own employees that have a need-to-know in order to facilitate the Applicant’s participation in this call for proposals process; and (ii) where required by applicable laws or regulations.

Nothing in these terms and conditions shall convey to the applicant any right, title, interest, or license in, or to, any trademark, trade name, or any other intellectual property rights of Africa CDC. The Applicant shall not issue any news release, public announcement, advertisement, or any other form of publicity, in any form or content, in connection with this call for proposals or referring to either or both of Africa CDC without first obtaining the written approval of Africa CDC.

If the Applicant has any doubts about the disclosure of confidential or proprietary information, Africa CDC recommend that it consult with its legal counsel and take steps necessary to protect its confidential information and intellectual property.
3.5 Limitation of Liability and Indemnity

While the information provided in this call for Proposals and in supporting documents that may be made available by Africa CDC or ASLM from time to time throughout this call for proposals process have been prepared in good faith, the information does not purport to be exact or comprehensive. Neither Africa CDC, ASLM nor their respective affiliates, officers, directors, employees or other representatives, make any representation or warranty as to the accuracy or completeness of the information, nor shall they be liable for any loss or damage arising from or in connection with any reliance on such information.

This call for proposals process is an opportunity only, and none of Africa CDC, ASLM or their respective affiliates, officers, directors, employees or other representatives, make any representation or warranty that participation in this call for proposals process in any form whatsoever will lead to any result or commit Africa CDC or the Contracting Authority to any course of action, nor shall they be liable for any loss or damage arising from or in connection with any participation in this call for proposals process in any form whatsoever.

By using the information contained in this call for proposals or any supporting documents relating to this call for proposals that may be made available by Africa CDC or the Contracting Authority from time to time, or by otherwise participating in this call for proposals process in any form whatsoever, the Applicant hereby agree to indemnify and hold harmless Africa CDC, the Contracting Authority and their respective affiliates, officers, directors, employees and other representatives, from and against any and all claims, liabilities, costs and expenses arising from or in connection with the Applicant’s: (i) breach of these terms and conditions; (ii) negligent act, omission or willful misconduct relating to this call for proposals process; or (iii) failure to comply with applicable laws and regulations relating to this call for proposals process.

3.6 Consent to Due Diligence

By applying in response to this call for proposals, an Applicant consents to the conduct by Africa CDC, ASLM, or their professional advisors or service providers, of due
diligence investigations with respect to the Applicant as Africa CDC or ASLM may in their sole discretion deem necessary.

Annex 1: Proposers declaration form

Date: (insert as day, month and year)

To: [insert: Name of ASLM focal point]
ASLM, Joseph Tito Street,
P.O. Box 5487, Kirkos Subcity,
Kebele 08,
Addis Ababa, Ethiopia

Dear Sir

We, the undersigned, hereby offer to provide professional services for RFP – # XXXX:

“THE DEVELOPMENT OF A POLICY FRAMEWORK FOR PATHOGEN GENOMICS SURVEILLANCE IN AFRICA” in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:
a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.

b) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and

c) We do not employ, nor anticipate employing, any person who is or was recently employed by ASLM.

d) We hereby certify that there is not any actual or potential conflict of interest or unfair advantage at this time, in us providing the Offer Submission or performing the Services required.

e) We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP.

f) We agree to abide by this Proposal, and we undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the RFP.

g) We fully understand and recognize that ASLM is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that ASLM will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of organization:
Contact Details:

NB: This Declaration must be signed and stamped as appropriate.