



RFP No. ASLM/LabCoP/ 11/30/22

RFP for Selection of Consultant

Technical content writer to support development of high-quality communication products for dissemination

1 Acronyms

ASLM	African Society for Laboratory Medicine
AMR	Antimicrobial resistance
AU	African Union
LabCoP	Laboratory systems strengthening community of practice
PEPFAR	President Emergency Plan for AIDS Relief
RFP	Request for Proposals
SSA	sub-Saharan Africa

2 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	3
6	Deliverables	4
7	Qualifications for the position	4
8	Instructions for submitting proposals	4
9	Evaluation and Award Process	5
10	Contractual Terms and Conditions	6

3 Introduction

Medical laboratories play a pivotal role in global disease diagnosis, surveillance, outbreak investigation, initiation and monitoring of therapy, as well as research and development. 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. Unfortunately, most medical laboratories in Africa are underdeveloped and cannot meet the testing demands of rapidly growing health delivery services in the 21st century. The African Society for Laboratory Medicine (ASLM), a Pan-African professional body, is working to advocate for the critical role and needs of laboratory medicine and networks throughout Africa.

4 Objective of the Request for Proposal

ASLM is soliciting a technical writer to support high quality content writing for a variety of ASLM's initiatives in the field of laboratory network and system strengthening, laboratory workforce development and policies regarding diagnostics. The vendor (Freelance individual consultant or consultant organization) is expected to be well versed with laboratory programmes and have a strong publishing background. The bidder may also be required to support other ASLM work on systems strengthening including AMR surveillance. Successful bidders will sign an agreement with ASLM to complete the work within 3 months.

About ASLM

Formed in 2011, ASLM is the first pan-African society for laboratory professionals, endorsed by the African Union (AU) and supported by multiple African Ministers of Health through its Ministerial Call for Action. ASLM envisions a healthier Africa through access to quality laboratory services for all achieved through improvement of clinical and public health outcomes by enhancing professional laboratory practice, science and networks. To realise its vision and mission, ASLM has been working collaboratively with government, local and international organisations, implementing partners, and the private sector to advance medical laboratory capacity, in alignment with the priorities of WHO-AFRO, UNAIDS, the Global Fund to Fight AIDS, Tuberculosis and Malaria, and large global health programs such as President Emergency Plan for AIDS Relief (PEPFAR).

In much of this work ASLM brings together programs, expertise, institutions and laboratory professionals to catalyse new cost-effective interventions for laboratory strengthening and processes toward improved laboratory capacity on the continent. ASLM produces white papers, peer reviewed articles and technical guidances as a means to promote the laboratory profession and contribute to evidence-based laboratory medicine in Africa.

5 Scope of Work

The aim of this consultancy is to write up the output of various ASLM's projects and programmes into

- White papers
- Technical guidance
- Peer review articles

The consultant will be expected to synthesize the existing output into coherent document and compelling stories

6 Deliverables

- 3000-5000 words for a white paper
- 4000-6000 words for a technical guide
- 2500-3500 words for peer reviewed articles excluding references

Period of performance: 6 months

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.

7 Qualifications for the position

1. 1-3 years of experience in a clinical content writing role in the diagnostic or life science industry
2. Strong track record of publishing scientific material as well as communication pieces such as policy briefs, white paper, etc
3. Knowledge in laboratory diagnostics, laboratory systems or public health
4. Excellent proficiency in the English language.
5. Resume that documents work in low to middle income countries
6. The individual should be able to start immediately
7. Proven excellence in his/her area of interest (e.g. publication).
8. Ability to speak and write Portuguese is an added advantage

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

8 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 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.
- DI. Send your completed application by email to: rfpsubmission@aslm.org, and copy cotieno@aslm.org by 16 Dec 2022 (11:59 East African Time)

Point of contact:

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

9 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.

10 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.

----END ----