



RFP No. ASLM/03/17/23

RFP for Selection of Consultant to

Support African Society for Laboratory Medicine (ASLM) to develop a Membership Strategy

1 Acronyms

ASLM African Society for Laboratory Medicine

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3 Introduction

The African Society for Laboratory Medicine (ASLM) is an independent, international, not-for-profit organization that coordinates, galvanizes and mobilizes relevant stakeholders at the local, national, and international levels to improve local access to world-class diagnostic services and ensure healthy African communities now and for the long-term (www.aslm.org). 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 Core Technical Areas include (i) Strengthening Networks and Laboratory Systems (ii) contribute to the development and implementation of standards and regulations (iii) education, training and knowledge and (iv) Build and organize the laboratory professions. To advance the core area of building and organizing the laboratory profession, ASLM has, in its 5-year (2023-2025) strategy has prioritized the building and organizing of the laboratory profession so that it is recognized and meets the needs of the countries. ASLM envision this being effectively achieved through mobilization of membership at individual and associations' level as well as strengthening of regulatory councils at national level.

4 Objective of the Request for Proposal

ASLM is soliciting a vendor (consultant, subject matter expert) to support ASLM with the development of an ASLM Membership Strategy. The vendor is expected to be well versed with establishment and functioning of Medical Laboratory Associations, Medical Laboratory Regulatory Councils and experience is mobilizing membership to organizations or groups at both individual and institutional level. The 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 strategy that will be used to build ASLM's Membership to meet the organizations strategic priority of **“Building and organizing the laboratory profession so that it is recognized and meets the needs of the”**

The consultant is expected to:

- Develop an ASLM membership strategy that will:
 - Expand the reach and offering of ASLM membership. The strategy should address the following key areas:
 - Clearly defining and outlining the value or benefits of being an ASLM Member (individuals, Associations, donors, cooperate)
 - Recruitment and retention of membership
 - Membership fee structure

- Establishment of formal, informal structured communication and engagement platforms and opportunities between members and ASLM
- Define and describe how linkages should be established and organized to support laboratory professionals at national level, including:
 - Mapping existing Associations and Councils in the Africa Region
 - Defining how ASLM links with existing laboratory associations and councils.
 - How to strengthen professional councils and associations in order that they can function cost effectively and sustainably through developing strategic plans, effective licensing, CPD and registration systems of their Members at national level.
- Outline an advocacy and communication plan that seek to support organization of the Medical Laboratory Profession. This will include how to effectively:
 - Coordinate the collection, collation and dissemination of members' priorities and bring them to regional and global discussions for solution building.
 - Utilize existing platforms to advocate for the advancement of the Medical Laboratory Professions e.g., the ASLM Conference, Lab Directors Forum, Technical Working Groups, LabCorp, TWGs among others.

5.1 Deliverables

A report with the following

- An ASLM Membership Strategy outlining.
 - Membership and Benefits
 - Membership levels/tiers for individuals, associations, donors, and cooperate bodies among others.
 - Benefits for each level/tier
 - Available engagement platforms and opportunities available for members
 - Mapping of existing Medical Laboratory Associations and Medical Laboratory Councils. Report should include:
 - Their status, existing/not existing, existing but not functional/limited functions
 - Scope of work/functionalities
 - Key strengths that other associations and councils can benefit from
 - How ASLM can establish or strengthen Associations and Councils through:
 - Developing/revising their strategic plans
 - Expanding/strengthening their scope to include mobilizing membership at national, regulating the profession and practice of Medical Laboratory Medicine at national level, CPD system, licensing of individuals and practicing facilities among others.
 - An advocacy and communication plan for ASLM at regional level and Associations and Councils at national level;
 - Plan to utilize, among other strategies, existing platforms at ASLM, regional, global, and national level.

Period of performance: 1 May 2023 to 31 May 2023

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. Knowledge of the practice of medical laboratory medicine through either education, training and/or experience
2. Strong background and experience in developing regional strategies that can easily be translated to national level implementation
3. Proven track record of working with Medical Laboratory Associations, Medical Laboratory Councils with respect to their establishment and operationalization with key emphasis on how to develop and implement membership drives, strategic planning for their sustainable functionality and design of scope of services provided to membership.
4. Experience working within the health system in the Africa Region

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 scope of work
 - 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 detailed outline of the methodology, specific activities, and approach to address the scope of work.
- 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/countries that have used Respondent's services within the last 3 years.
- E. Send your completed application by email to; rfpsubmission@aslm.org, by 15th **April 2023 (11:59 pm East African Time)**.

Point of contact:

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

Talkmore Maruta
Acting Director of Programs
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. Is the Respondent's proposed methodology, approach, and activities 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?

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 31st January 2023. 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.

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