Request For Proposal (RFP) For Consultancy for the Development of a Continental Blueprint (Strategy) for Collection of Data for AMR, AMU and AMC Surveillance Across 14 African Countries

RFP No. ASLM/ACDC/ESCS/WAHO/02/20/24

CLOSING DATE: 4 MARCH 2024

When replying to the RFP, please mention the RFP No in the subject line

1.0 INTRODUCTION

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. For more information, please visit our website at https://aslm.org.

2.0 OBJECTIVE OF THE ASSIGNMENT | SCOPE OF WORK | EXPECTED DELIVERABLES

Africa is rapidly growing but faces major health challenges including epidemics of HIV, Tuberculosis, Malaria, and new priorities such as Antimicrobial Resistance (AMR), Ebola and other global health security threats. ASLM coordinates, galvanizes, and mobilizes relevant stakeholders at local, national, and international levels to enhance local access to world-class diagnostic services. Our mission is to ensure healthy African communities now and for the long term. ASLM addresses these challenges by working collaboratively with governments, local and international organizations, implementing partners, and the private sector. In collaboration with Africa CDC, ESCA and WAHO, ASLM intends to strengthen AMR surveillance in Africa through improved quality and volume of data for policy and planning.

Purpose of Consultancy

The consultant will develop a continental blueprint (strategy) for AMR, AMC and AMU surveillance data collection, analysis and reporting. This includes the customization of a standardized assessment SOP /tools for selection of laboratory and pharmacy data collection sites which was used in MAAP phase 1 data collection. The strategy will give guidance on continuous quality improvement mechanisms supporting collecting and monitoring quality of AMR, AMC and AMU surveillance data.

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The consultant will adopt a consultative, holistic approach to develop the strategy that can be used in selected (14) participating countries in Africa.

The consultant shall:

- Draft a continental strategy for collection of data for AMR, AMC and AMU surveillance based on the tools used in the MAAP phase 1.
- Customise and review assessment tool/SOP for guiding the selection of laboratories and pharmacies to be enrolled as surveillance sites for collection of data.
- Support the validation of new or existing assessment /improvement tools supporting the designation programme.
- Facilitate a validation process at the continental or regional level for the drafted strategy and associated tools. This process aims to ensure the appropriateness, relevance, and effectiveness of the strategy and tools in the diverse contexts of different regions.

Optional Work: Subject to availability of funding and performance of the Consultant, ASLM may require Consultant to:

- Provide technical assistance in smooth harmonization or adoption in the implementation of the strategy in the participating countries. Recommend the appropriate steps for harmonization of the strategy into country plans and strategies.
- Provide training to Country experts on the implementation of the strategy and how countries can harmonize the strategy into country workplans and policies.

Required Qualification & Experience:

- Master’s degree in Public Health, epidemiology, health sciences or other related science-based discipline from an accredited academic institution with at least 10 years of relevant professional work experience of which 7 years at managerial level. Doctoral degree is an added advantage.
- University degree in Microbiology, Medicine, Pharmacy, public health, health sciences or other related science-based discipline from an accredited academic institution with at least 15 years of relevant professional work experience of which 5 years at managerial level
- Experience in the development, management, implementation and evaluation of public health programs with special emphasis on the development and implementation of Antimicrobial Resistance programs, emerging infectious diseases and approaches to inform public health policy and decision making.
- Experience in developing and reviewing operational guidelines/frameworks, strategic plans and technical proposals for advancing public health programs and initiatives.
- Experience working in large-scale, multi-country, interdisciplinary programs.
- Ability to communicate clearly, logically and persuasively on complex topics in public health and AMR
- A good understanding of public health systems in Africa

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Language requirement:

- Successful Consultant 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 highly desirable.

Deliverables:

- Deliverable 1: Continental Data Collection Strategy for AMR, AMC, and AMU Surveillance.
- Deliverable 2: Validation of Standards and Assessment Tool/SOP for Surveillance Site Selection and data collection tools.
- Deliverable 4: Support Training of Country experts on implementation and harmonization of the strategy
- Deliverable 5: Consultancy report

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The initial term (or period of performance) of the service shall be from the 8th April 2024 to 31st June 2024.

ASLM may exercise its right to extend the contract subject to the performance of the consultant and availability of funding.

3.0 MANDATORY REQUIREMENTS

- Company profile with Certificate of Incorporation, Tax Clearance and all other applicable licenses, permit, authorizations, affiliations and certifications required per applicable laws and regulations. The company profile should provide additional information such as Registration name and trading name if applicable, physical address, telephone, contact person, period in business, key personnel/management and line of business.
- Individual consultants can also participate, and the above requirements may not be applicable but should conform to in-country tax requirements.
4.0 EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS

ASLM will accept proposals from bidders that provide Best Value and satisfy the requirements stipulated in the solicitation. All submissions/proposals will be evaluated against the set Evaluation Criteria provided below. Each proposal should contain the items listed in the Submission Requirements column in the following table.

<table>
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<tr>
<th>Evaluation Criteria</th>
<th>Submission Requirements</th>
<th>Weight</th>
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</table>
| 1. Qualifications, Experience, Competencies & language requirements                  | • Master’s degree in Public Health, epidemiology, health sciences or other related science-based discipline from an accredited academic institution with at least 10 years of relevant professional work experience of which 7 years at managerial level. Doctoral degree is an added advantage.  
  • University degree in Microbiology, Medicine, Pharmacy, public health, health sciences or other related science-based discipline from an accredited academic institution with at least 15 years of relevant professional work experience of which 5 years at managerial level  
  • Experience in the development, management, implementation and evaluation of public health programs with special emphasis on the development and implementation of Antimicrobial Resistance programs, emerging infectious diseases and approaches to inform public health policy and decision making.  
  • Experience in developing and reviewing operational guidelines/frameworks, strategic plans and technical proposals for advancing public health programs and initiatives.  
  • Experience working in large-scale, multi-country, interdisciplinary programs.  
  • Ability to communicate clearly, logically and persuasively on complex topics in public health and AMR  
  • A good understanding of public health systems in Africa                                                                                           | 50%    |
Language requirement:

- Successful Consultant 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 highly desirable.

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<td><strong>2. Technical Approach, Methodology and Timelines</strong></td>
<td>A maximum 5-page written proposal explaining the technical approach, steps, processes and timelines. Note: 5-page limit is just for the technical approach, methodology and timelines</td>
<td>30%</td>
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<td><strong>2. Price</strong></td>
<td>Provide the consultancy fees</td>
<td>20%</td>
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<td><strong>Total</strong></td>
<td></td>
<td>100%</td>
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**5.0 CONTRACT TYPE**

For this procurement, ASLM will issue out a Firm Fixed Price Contract on its terms and conditions indicating the service provider’s quoted firm fixed price, scope of work, deliverables, timelines duration of contract and other instructions.

**6.0 SUBMISSION REQUIREMENTS**

Completed proposals must be addressed to the Procurement Committee and send electronically on or before the closing date and time to rfpsubmission@aslm.org ONLY.

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7.0 PROPOSED TIMELINES

<table>
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<th>Date</th>
<th>Activity</th>
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<tr>
<td>20 February 2024</td>
<td>Release of RFP and publicly posted on ASLM website:</td>
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<tr>
<td>28 February 2024</td>
<td>Deadline for submission of inquiries related to this RFP directed to Email to: <a href="mailto:JShonhe@aslm.org">JShonhe@aslm.org</a>; <a href="mailto:WKasambara@aslm.org">WKasambara@aslm.org</a>; <a href="mailto:AMataka@aslm.org">AMataka@aslm.org</a> and all questions must clearly identified with the solicitation #</td>
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<td>Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.</td>
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<tr>
<td>4 March 2024</td>
<td>Response to all inquiries released and posted publicly on ASLM website</td>
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<tr>
<td>7 April 2024</td>
<td>Deadline for Proposal submission.</td>
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<tr>
<td>7 April 2024</td>
<td>Final decision announced and Bidders receive feedback</td>
</tr>
<tr>
<td>7 April 2024</td>
<td>Contract confirmed &amp; issued out.</td>
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While ASLM is desirous of maintaining the proposed timelines, delays necessitated by unforeseen circumstances.
8.0 ASLM TERMS AND CONDITIONS

The following are the terms and conditions of ASLM and any exceptions to these should be noted in writing at submission:

8.1. This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from companies interested in providing the goods or services outlined in this RFP.

8.2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements and thus, participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country(ies) where services will be rendered. The necessary legal, commercial, technical and financial requirements should be satisfied.

8.3. ASLM does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

8.4. ASLM reserves the right (but is not under obligation to do so) 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 quotation.

8.5. All quotations MUST be typed, on company official letterhead with full contact details including physical address, contact phone, email. Submissions MUST be received on or before the closing date and time and all bids received after the closing date and time may not be considered.

8.6. ASLM shall NOT be responsible for any costs involved in the preparation and submission of bids or proposals. All costs to be borne by the bidder and this is irrespective of the outcome.

8.7. Bid validity of quotation/proposals shall be 90 days.

8.8. Unless otherwise specified in the final contract, full payment will be made by ASLM to the Vendor within 30 days of receipt of invoice from the Vendor and either delivery of goods or completion of required deliverable.

8.9. ASLM provides an equal opportunity for any vendor/supplier to participate irrespective of race, colour, religion, sex, or national origin and will receive equal treatment.

8.10. By participating, preparation and submitting this quotation or proposal, you represent that none from your organization has any conflict of interests.

8.11. To the maximum extent practical and possible, ASLM will strive to ensure that the finances provided in this procurement do not support organisations, companies and individuals associated with acts of terrorism, prostitution and drug trafficking.

8.12. ASLM reserves the right to delay, amend, reissue, or cancel all or part of this RFP at any time but feedback will be provided to the vendors who participated. Additionally, ASLM will be under no obligation to reveal, or discuss with any bidder how a quotation/proposal was assessed, or to provide any other information relative to the selection process. Respondents whose quotations are not selected will be notified in writing and shall have no claim whatsoever for any kind of compensation.

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8.13. ASLM reserves the right to waive or permit cure of non-material variances in the bid proposal if, in the judgment of ASLM, it is in ASLM’s best interest to do so. Non-material variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event ASLM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of ASLM.

8.14. Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the bidder from final selection.

8.15. As part of its commitment to engrain a culture of honesty and integrity in all its business processes, unethical conduct such as undisclosed conflict of interests, bribes and kick-backs and other corrupt activities are strictly prohibited and denounced. No employees at ASLM are allowed to use their position to pursue personal and unethical gain. In the same vein, bidders or potential suppliers and contractors are proscribed from offering bribes aimed at influencing the process and the outcome(s). ASLM implore vendors to embrace this culture in their interactions with us. Violation of this ethical principle and requirement will result in the supplier or service provider disqualified and ASLM will not solicit or accept bids in the future from the same. Should you experience or suspect unethical behaviour by an ASLM employee, please reach out to via email: ASLM@tips-offs.com or through the website: http://www.tip-offs.com/