



REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/CONS/TA/AA/04/25/24

FOR CONSULTANCY: TECHNICAL ASSISTANCE (TA) TO DEVELOP A COMPREHENSIVE STRATEGY/BUSINESS PLAN FOR THE ASLM ACADEMY

CLOSING DATE: 03 May 2024

When replying to this 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

The African Society for Laboratory Medicine is seeking consultancy services to hire Technical Assistance (TA) to develop a comprehensive strategy/business plan for the ASLM Academy per the TOR below:

2.1 BACKGROUND

The ASLM Strategy (2023-2027) consists of four strategic priorities and the priority is to REFINE AND IMPROVE ASLM'S CORE TECHNICAL STRENGTHS namely:

1. Education, Training and Knowledge Sharing
2. Network and Laboratory Systems Strengthening
3. Standards and Regulations

The ASLM academy is the key vehicle for delivery of the Education, Training, and Knowledge sharing. The African Society for Laboratory Medicine (ASLM) is seeking proposals from qualified consultants to develop a comprehensive strategy/business plan for the ASLM Academy

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SCOPE OF WORK

The following are the tasks that need to be done in collaboration with the ASLM Academy:

- Conduct a thorough analysis of the current state of the ASLM Academy and its offerings.
- Develop a detailed business plan addressing the objectives mentioned above.
- Outline the Academy's organizational structure, roles, and responsibilities.
- Provide recommendations for marketing and promotional activities.
- Develop a funding strategy detailing potential revenue streams and stakeholder engagement.
- Define KPIs/success metrics and continuous quality assessment methodologies.

Facilitate a strategy validation and adoption workshop

DELIVERABLES

1. Inception report detailing An Approach and Analysis Framework based on these Terms of Reference
2. A summary assessment report (synthesizing outcomes of document review and interviews with key stakeholders)
3. A strategic plan workshop agenda and facilitation report
4. A strategic and Business plan document detailing the above elements under SOW.

3.0 PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The period of performance for this assignment is from **20 May to June 30th, 2024**. All work must be scheduled and completed within this timeframe.

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

4.0 MANDATORY REQUIREMENTS

- Company profile with Certificate of Incorporation, Tax Clearance, and all other applicable licenses, permits, 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

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applicable but should conform to in-country tax requirements.

5.0 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.

Evaluation Criteria	Submission Requirements	Weight
1. Qualifications, Experience, Competencies & language requirements	<p>Master's Degree or higher in Training, Project Management, Health Sciences, Social Sciences, Development, Policy and Strategy Development, or related field</p> <p>Minimum of eight (10) years of experience in developing and monitoring strategy documents especially in training and capacity building</p> <p>Demonstrated knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials</p> <p>Demonstrated experiences and skills in facilitating stakeholder/working group consultations and training</p> <p>Relevant regional and international experience will be an added advantage. · Excellent writing, editing, and oral communication skills in English</p>	50%
2. Technical Approach, Methodology and Timelines	A well-defined technical approach and methodology under each activity where the Consultant proposes how to deliver Tasks 1-4	30%
2. Price	Provide the consultancy fees for Tasks 1-4	20%
Total		100%

6.0 CONTRACT TYPE

For this procurement, ASLM will issue 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.

7.0 REPORTING AND PAYMENT REQUIREMENTS

1. 20% of the payment will be issued after the submission of the Inception report, detailing the approach and Analysis Framework based on the provided Terms of Reference.
2. Another 20% of the payment will be disbursed upon completion and submission of a summary assessment report. This report will synthesize the outcomes of document reviews and interviews with key stakeholders.
3. An additional 20% of the payment will be paid after the development of a strategic plan workshop agenda and facilitation report.
4. The remaining 40% of the payment will be released upon the submission of the finalized strategic and business plan document. This document should comprehensively detail all elements specified in the Scope of Work.

The contractor will be required to submit a report on the completion of each deliverable with an invoice for payment

ASLM will pay for the costs of the validation workshop

10.0 SUBMISSION REQUIREMENTS

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

10.0 PROPOSED TIMELINES

Date	Activity
25 April 2024	Release of RFP and publicly posted on the ASLM website:
30 April 2024	The deadline for submission of inquiries related to this RFP is to Email to: JShonhe@aslm.org , AMataka@aslm.org , SMate@aslm.org , and all questions must identified with the solicitation # Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.
01 May 2024	Response to all inquiries released and posted publicly on the ASLM website
03 May 2024	Deadline for Proposal submission.

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06 May 2024	The final decision is announced and Bidders receive feedback
010 May 2024	Contract confirmed & issued out.

While ASLM is desirous of maintaining the proposed timelines, delays are necessitated by unforeseen circumstances.

10.0 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:

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

10.2. 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.

10.3. 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 negotiations with any party, and/or award multiple contracts.

10.4. ASLM reserves the right (but is not under obligation to do so) to enter discussions with one or more respondents 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.

10.5. 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.

10.6. 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.

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

10.10. 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.

10.9 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.

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

10.11. 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.

10.12. 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.

10.13. 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.

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

10.15. 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 kickbacks 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/>