



REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/LAB/LED/11/07/25

FOR THE DEVELOPMENT OF LABORATORY LEADERSHIP AND MANAGEMENT CURRICULUM AND TRAINING MATERIALS

CLOSING DATE: 30 NOVEMBER 2025

Include the RFP number in the subject line when submitting your proposal

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

2.1. Background:

Laboratory systems are central to disease detection, surveillance, and response. However, the leadership capacities within these systems remain underdeveloped and under-supported. A survey by the ASLM found four major gaps in the diagnostic leadership across Africa, namely:

1. **Governance:** Weak policy influencing skills; Limited advocacy for laboratory integration into health systems.
2. **Leadership:** Weak strategic vision and succession planning; limited ability to champion laboratory agenda
3. **Management:** Weak HR and performance management; limited accountability systems, weak Laboratory and Resource management
4. **Administration:** Poor coordination of laboratory networks; weak M&E systems

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The Leadership Excellence for African Diagnostics (LEAD) initiative seeks to address these gaps by cultivating a generation of empowered, technically skilled, and visionary lab leaders who can drive systemic improvements in public health.

LEAD is a multi-year program that will bring together various partners and stakeholders to build and sustain leadership excellence in diagnostics. The initiative will begin with a thorough baseline assessment to identify key gaps in leadership skills ranging from technical expertise to strategic influence. These insights inform a tailored training curriculum and mentorship framework, co-developed with lab leaders and academic partners to ensure credibility and contextual relevance.

LEAD also aims to elevate the visibility of emerging leaders by supporting their participation in global conferences, professional events, and advocacy forums. These platforms not only recognize their contributions but also position them as key voices in shaping the future of laboratory medicine in Africa. The goal is to enhance lab leadership capabilities, foster regional collaboration, and improve health outcomes, ensuring long-term sustainability and visible impact in strengthening healthcare systems across Africa

Objective:

The objective is to develop a comprehensive leadership and management training curriculum that equips laboratory leaders and managers with the knowledge, skills, and competencies necessary to influence policy, advocate, lead and manage effectively.

The specific objectives are to:

1. Assess the training needs of the target audience.
2. Develop a competency-based curriculum that addresses identified needs.
3. Prepare detailed training materials, facilitator guides, and participant manuals.
4. Propose delivery methods and assessment strategies.
5. Pilot and refine the curriculum based on feedback.

Scope of Work:

1. Consolidate and compile a needs assessment report based on available reports and information from desk reviews: Identify the leadership and management development needs based on ASLM survey report; consult stakeholders
2. Develop curriculum framework: Define the learning objectives and expected outcomes for the training program.
3. Design the curriculum: Develop a detailed curriculum outline, including modules on leadership, management, and relevant topics.
4. Develop training materials: Trainer's guide, participant handbook, PowerPoint slides, case studies and exercises.

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5. Design Assessment and Evaluation Tools: pre- and post-training assessments; quizzes and feedback forms.
6. Training Delivery: Implement training workshops, mentorship, practical skills application, and peer learning via South-South Exchanges and a Trainer of Trainers program.

Deliverables:

1. Inception Report: Including methodology, work plan, and outline.
2. Training Needs Assessment Report | Summary of findings and recommendations.
3. Draft Curriculum | Framework and sample materials for review.
4. Validation Workshop | Presentation and stakeholder feedback session.
5. Final Curriculum Package | All finalized materials (Trainer's Guide, Participant Manual).
6. Pilot test report: A report on the pilot test, including feedback and recommendations for improvement.
7. Training delivery: Structured delivery of the training as developed to equip lab leaders.

Timelines:

The curriculum is expected to be completed within a period of 3 months, with the following milestones:

1. Needs assessment
2. Curriculum design
3. Training material development
4. Stakeholders meeting to review curriculum and training materials

Institution Requirements:

1. Expertise in leadership and management academic training programs development: Proven experience in developing leadership and management training programs for senior executives.
2. Knowledge of adult learning principles: Understanding adult learning principles and best practices in training development.
3. Familiarity with the subject matter area and ASLM: Familiarity with the ASLM'S's culture, values, and goals.

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The initial term (or period of performance) of the contract shall be from 5 December 2025 to 5 March 2026.

ASLM may exercise its right to extend the contract/scope subject to the performance of the

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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.

Evaluation Criteria	Submission Requirements	Weight
1. Past Experience and Qualifications	○ Samples of previous similar work. ○ At least 2 contactable references where similar consultancy work was conducted. ○ CV (s) of key consultants to be assigned to this work	40%
2. Technical Approach & Methodology & Timelines	○ Provide a technical approach and methodology on how the curriculum and training materials will be developed, including clear, realistic timelines.	25%
3. Price	Provide detailed cost breakdown consultancy fees for the work	35%
Total		100%

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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 consultant'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**.

7.0 PROPOSED TIMELINES

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Date	Activity
7 November 2025	Release of RFP and publicly posted on ASLM website:
17 November 2025	Deadline for submission of inquiries related to this RFP directed to Email to: JShonhe@aslm.org , SMate@aslm.org ; VHarawa@aslm.org and all questions must clearly identified with the solicitation #
	Indicate the RFP number indicated at the top of this RFP (i.e. RFQ #) in your proposals.
19 November 2025	Response to all inquiries released and posted publicly on ASLM website
30 November 2025	Deadline for Proposal submission.
5 December 2025	Final decision announced and Bidders receive feedback
5 December 2025	Contract confirmed & issued out.

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

8.0 ASLM TERMS AND CONDITIONS

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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 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 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/proposals **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.

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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.

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 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/>.

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