



REQUEST FOR PROPOSAL

RFP NO. ASLM/CONS/DEV/05/14/26

RFP FOR CONSULTANCY FOR DEVELOPMENT AND PACKAGING OF TRAINING MATERIALS FOR USE IN THE ELECTRONIC EVENT-BASED SURVEILLANCE PLATFORM

CLOSING DATE: 29 MAY 2026

When responding to this RFP, include the RFP number along with your company or personal name 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>.

The Africa Centres for Disease Control and Prevention (Africa CDC) is the autonomous Health Agency of the African Union (AU) that supports Member States in their efforts to strengthen their health systems. Africa CDC was officially launched in Addis Ababa, Ethiopia, on January 31, 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated, and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. For more information, please visit: <https://africacdc.org/>

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

2.1. Background:

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Africa Centres for Disease Control and Prevention (Africa CDC) supports Member States in strengthening epidemic intelligence systems to improve early detection, verification, and response to public health threats. Event-Based Surveillance (EBS) is a core component of epidemic intelligence and contributes significantly to early warning systems across the continent.

Africa CDC has developed EBS training materials aimed at strengthening workforce capacity in Member States. To enhance accessibility, scalability, and sustainability of training, these materials are being transformed into digital e-learning resources. The digitalization process requires instructional design, content refinement, and development of engaging, interactive, and accessible self-paced eLearning modules using appropriate media and learning strategies.

ASLM and Africa CDC therefore seeks to engage a qualified consultancy team to finalize and package the EBS e-learning resources for deployment through designated e-learning platforms.

Objective:

To finalize the digitalization and production of standardized, high-quality EBS e-learning modules that are technically accurate, user-friendly, and aligned with Africa CDC epidemic intelligence capacity-building priorities.

The courses shall be designed using structured instructional design principles to ensure alignment between learning objectives, content, and assessments. Each module shall include measurable learning outcomes, interactive learning elements, and formative assessments to support learner engagement and knowledge retention.

Specific tasks for the consultancy

1. Review existing training materials for technical accuracy and completeness.
2. Develop an instructional design approach, including refinement of learning objectives, course structure, and assessment strategy.
3. Develop an Instructional Design Document (IDD) outlining course flow, instructional strategies, and learner engagement approach.
4. Develop detailed **storyboards** mapping content, interactions, multimedia elements, and assessments.
5. Design and develop interactive, self-paced eLearning modules incorporating appropriate learning strategies (e.g., scenario-based learning, knowledge checks, case studies).

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6. Ensure courses are SCORM/xAPI compliant and compatible with Africa CDC LMS platforms.
7. Conduct iterative quality assurance, including pedagogical review, SME validation, and functionality testing.
8. Incorporate feedback and finalize courses for deployment.
9. Translate course content into French, Arabic and Portuguese AU languages as required

Each module must include interactive learning elements aligned with learning objectives, such as:

- Knowledge checks with feedback
- Scenario-based exercises
- Case-based learning
- Practical application activities

Team composition

- Subject Matter Expert : EBS Technical Expert
- Lead Instructional Designer
- eLearning Developer/ Multimedia Specialist
- Audio/Media Specialist
- Translators

Deliverables

- Inception report (methodology, workplan, and timeline).
- Instructional Design Document / Course Concept/ Course Blueprint
- Detailed storyboards (including interactions and assessments)
- Draft eLearning modules (interactive WBT and LMS level structure)
- Quality assurance and validation report.
- Final project Report
- Submission of all source files and editable materials.

Technical Requirements

- SCORM 2004 (preferred) or xAPI compatibility

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- Mobile-responsive design (desktop, tablet, smartphone)
- Optimized for low-bandwidth environments
- Compatible with Africa CDC LMS (Moodle-based)
- Delivery of fully editable source files

Required Experience

- Proven experience and track record in developing self-paced eLearning training
- Previous experience working with international organizations on the African continent.
- Designing instructional materials for online learning.
- Developing curricula and offering both short-term and long-term courses in public health.
- Proven experience and track record in developing self-paced eLearning training.
- Previous experience working with international organizations on the African continent, such as the African Union Commission.
- Designing instructional materials for online learning
- Developing curricula and offering both short-term and long-term courses in public health
- Managing learning and development at national and international levels.

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The initial term (or period of performance) of the consultancy shall be from the 5th **June 2026 to 30 August 2026.**

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.

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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
Past Performance & Qualifications	<ul style="list-style-type: none">Advanced degree in Public Health, Epidemiology, or related field.Demonstrated experience in training development or capacity building, digital learning development and instructional design, eLearning development, and development of interactive digital learning solutions. Provide at least 2 contactable references where similar work was performed, further explaining the nature of the work conducted.	45%
2. Technical Approach & Methodology & Timelines	<ul style="list-style-type: none">Provide technical approach and methodology on how this consultancy will be performed including clear, realistic timelines.	25%
3. Price	Provide the consultancy fees for the work. A clear cost breakdown will be necessary.	30%
Total		100%

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.

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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

Date	Activity
15 May 2026	Release of RFP and publicly posted on ASLM website:
21 May 2026	Deadline for submission of inquiries related to this RFP directed to Email to: JShonhe@aslm.org , SMate@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.
22 May 2026	Response to all inquiries released and posted publicly on ASLM website
29 May 2026	Deadline for Proposal submission.
5 June 2026	Final decision announced and Bidders receive feedback
5 June 2026	Contract confirmed & issued out.

While ASLM is desirous of maintaining the proposed timelines, delays may occur 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

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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.

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
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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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