REQUEST FOR PROPOSAL (RFP)

RFP No. ASLM/ACDC/CONS/TRA/LEAD/FELL/11/06/26

FOR CONSULTANCY TO SUPPORT THE FORMATTING AND PACKAGING OF THE TRAINING MATERIAL AND RELATED FACILITATOR AND PARTICIPANT RESOURCES FOR THE AFRICA CDC LAB LEADERSHIP FELLOWSHIP AND TRAINING

CLOSING DATE: 20 NOVEMBER 2026

When responding Include the RFP number and your company name in the email 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's laboratory systems are central to patient care, disease surveillance, antimicrobial resistance monitoring, research and emergency response. However, COVID-19 exposed persistent weaknesses in referral networks, supply chains, infrastructure, local manufacturing and the availability of skilled professionals. Recognizing that addressing these gaps requires strong, context-specific leadership, the Africa Centres for Disease Control and Prevention (Africa CDC) developed the Laboratory Leadership Fellowship Programme (LLF) to build a sustainable cadre of leaders capable of strengthening laboratory systems through a One Health approach. The programme equips participants with the leadership, management, technical and collaborative skills needed to deliver quality, safe, affordable and sustainable laboratory services; harness innovation and technology to advance universal health coverage and health security; strengthen the role of laboratories in routine diagnostics, surveillance,

research and emergency response; and promote coordinated action across human, animal and environmental health sectors.

Partnering and on behalf of the Africa CDC, the Leadership Excellence to Advance Diagnostics, the LEAD Consortium (founded by ASLM and Roche), intends to procure consultancy services for to refine the instructional presentation and delivery packaging, establish an approved curriculum design system, create reusable templates, and apply that system to all existing LLF materials included in the procurement inventory.

Purpose of the Assignment

Engage an individual consultant or firm to refine the instructional presentation and delivery packaging, establish an approved curriculum/material design system, create reusable templates, and apply that system to all existing LLF materials included in this procurement inventory using agreed ACDC templates, tools and standards.

Objective of the Assignment

Specifically, the assignment shall:

- Confirm curriculum branding against authoritative Africa CDC and applicable African Union standards, including approved partner acknowledgement rules.
- Standardize presentation decks and documents while preserving approved technical content, learning objectives, activities, assessments and references.
- Deliver accessible materials suitable for classroom, virtual and print use, with templates that accommodate translation.
- Transfer editable files, quality assurance procedures and practical maintenance skills to the designated ASLM and Africa CDC staff.

Scope of Work

The Consultant shall undertake, in collaboration with AFRICA CDC, LEAD secretariat and stakeholders, the following activities:

Scope of work

1. **Audit and production planning**
    - Review the complete material set and identify design, instructional and production gaps.
    - Confirm official branding, file specifications, priorities and a delivery schedule with ASLM and Africa CDC.
2. **Instructional design and delivery packaging**
    - Refine learning flow and align existing objectives, activities and assessments.

- Clarify activity instructions, facilitator notes and participant guidance; organize each unit into a ready-to-use delivery package.
- Obtain approval for technical or assessment changes. New modules, full translation and e-learning development require separate agreement.

3. **Design system and templates**
   - Develop an approved brand application guide and reusable PowerPoint and Word templates for recurring content types.
   - Apply the templates to one representative unit and obtain approval before full production.
4. **Final curriculum material production**
   - Apply the approved design across all inventoried materials, correcting layout and graphic defects while preserving approved content.
   - Deliver editable files and the required PDF exports, incorporating two consolidated review rounds per batch.
5. **Accessibility and localization**
   - Apply readable typography, adequate contrast, accessible structure and editable text.
   - Test representative layouts in one agreed non-English language using ACDC-ASLM provided or approved translations.
6. **Quality assurance and handover**
   - Check every final file and export; provide a QA checklist, correction log and organized source-file library.
   - Train designated staff and verify that they can edit a unit and use the checklist independently.

Expected Deliverables

The Consultant shall produce the following deliverables:

Deliverable	Required output and acceptance evidence
1. Audit and workplan	Complete baseline inventory, visual and instructional issue register, production specifications and schedule approved by ASLM.
2. Design system and template library	Approved brand application guide, editable PowerPoint and Word templates, asset library and layout examples. Brand sources and institutional approvals recorded.
3. Pilot unit test module	One representative unit and associated documents approved for instructional usability and visual design; agreed non-English layout test completed and reviewed.

Deliverable	Required output and acceptance evidence
4. Complete delivery-ready curriculum	All inventory files redesigned; instructional refinements and content-preservation checks completed; unit delivery maps and indexed facilitator/participant packages included; required editable files and PDF exports delivered; visual defects resolved.
5. QA and maintenance package	QA checklist, correction log, final manifest, versioning rules, user guide and licence/dependency register delivered.
6. Handover and close-out	Training completed; designated staff member successfully edits a unit and applies the checklist independently; final written acceptance by ASLM.

ANNEX 1: CURRICULUM MATERIAL INVENTORY

Material category	Quantity / estimate of Unit titles; number of decks; slides per deck; total slides]	Required final formats
Curriculum presentation decks		PPTX and PDF;
Facilitator and participant documents	100-150 pages Faciliter guide	DOCX and PDF;
Activities, cases and assessments	Estimate 50-60 pages	Editable original format and PDF as to be agreed

Material category	Quantity / estimate of Unit titles; number of decks; slides per deck; total slides]	Required final formats
Other approved curriculum materials		As specified
test sample	[Language; sample unit/pages; translated text provider]	Editable sample and PDF

Nb – these are estimates- final numbers to be agreed after the materials are finalized

Indicative Implementation Timeline

The assignment shall be implemented seven (7) weeks in accordance with the following indicative timeline:

Indicative delivery sequence: Week 1 – inventory of material and workplan; Weeks 2–3 – approved design system, templates and pilot; Weeks 4–5 – curriculum production and batch reviews; Week 6 – final QA and revisions; Week 7 – handover, independent edit test and close-out. Bidders may propose a justified alternative based on the published inventory.

PERIOD OF PERFORMANCE AND OPTIONAL PERIODS:

The anticipated period of performance is from 26 November 2026 to 31 December 2026. ASLM may exercise its right to extend the contract subject to need, 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.

Evaluation Criteria	Submission Requirements	Weight
Past Performance & Qualifications	Provide at least three relevant assignments in training-material design, complex PowerPoint production or publication layout, including examples of learning design, facilitator/participant packaging, reusable templates and editable outputs comparable to this Scope of Work.	40%
2.Technical Approach & Methodology & Timelines	•Provide technical approach and methodology on how this consultancy will be conducted including clear, realistic timelines.	30%
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.

6.0 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**.

7.0 PROPOSED TIMELINES

Date	Activity
6 November 2026	Release of RFP and publicly posted on ASLM website:
12 November 2026	Deadline for submission of inquiries related to this RFP directed to email to: JShonhe@aslm.org, SMate@aslm.org, COtieno@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.
13 November 2026	Response to all inquiries released and posted publicly on ASLM website
20 November 2026	Deadline for Proposal submission.
26 November 2026	Final decision announced and Bidders receive feedback
26 November 2026	Contract confirmed & issued out.

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 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 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 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/.