

Request for Information/Sources Sought Notice (RFI/SSN)

Infection Prevention Control Consultants

Date Issued: July 20, 2022

Date Response Due: August 22, 2022

CDC FOUNDATION CONTACT

IPCTAConsultancy@CDCFoundation.org

ABOUT THE CDC FOUNDATION

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.2 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of CDC-led programs in the United States and in more than 140 countries last year. Visit www.cdcfoundation.org to learn more.

PURPOSE

The CDC Foundation is issuing this Request for Information (RFI) to identify a pool of pre-qualified individuals from whom we will solicit and select consultants to fulfill future Infection Prevention Control (IPC) consulting projects in up to fifteen low-and middle-income countries that are receiving grants from the Global Fund. Selected consultants will support efforts to strengthen and expand existing IPC programs with a particular focus on project management, monitoring and evaluation, and supply chain management. Respondents to this RFI that are found to be technically capable will be added to a pool of prequalified potential suppliers. As specific consultant projects are identified, the CDC Foundation will release a Request for Applications (RFA) or other solicitation to the list of pre-qualified potential suppliers and select consultants using evaluation criteria specific to each project.

Individuals that choose to not respond to this RFI/SSN will not be precluded from responding to other funding opportunities released by the CDC Foundation.

SOURCES SOUGHT DESCRIPTION

The CDC Foundation's work includes a wide variety of capacity building activities across the entire organization. This includes the development of recommendation and best practices from the field, collaborations with consultants to provide specific technical assistance, the assessment of programming, sustainability and communication and more. At any point in time, the CDC Foundation is implementing more than two hundred donor-funded projects and programs across the United States (U.S.) and in more than 140 countries. The organization works with partners worldwide to strengthen the global public health workforce; extend emergency response efforts; research and implement effective disease prevention and health promotion strategies as well as implement interventions to address a wide variety of community health, infection prevention and control activities. Technical assistance support is essential to the success for the IPC work.

SERVICES AREAS

Selected consultants will be an integral part of the IPC Technical Assistance (TA) project team working to support implementation of IPC activities in countries supported by The Global Fund (GF) in this discipline. This project focuses on strengthening IPC in fifteen low-and middle-income countries that are receiving grants from the Global Fund. Consultants will support efforts to strengthen and expand existing IPC programs with a particular focus on project management, monitoring and evaluation, and supply chain management. The selected consultants will work in collaboration with Centers for Disease Control and Prevention (CDC) subject matter experts in the countries and at CDC headquarters, Ministries of Health (MOHs), GF country teams, and implementing partners in-country.

Major Duties and Responsibilities

1. Provide technical assistance onsite to support IPC activities in healthcare settings and at the national level
2. Support IPC activities by engaging with the MOH or other relevant stakeholders
3. Support assessments of current IPC programs, policies, and practices and provide guidance on quality improvement

4. Collaborate with CDC, MOH, GF country team, and other relevant stakeholders to support the identification of gaps in existing IPC programs and the development and implementation of activities to address those gaps
5. Conduct monitoring and evaluation to establish targeted outcomes and measure progress
6. Participate in additional activities and other duties as assigned

SKILLS AND QUALIFICATIONS

Education or Experience

- Medical Degree, Nursing or Public Health degree or at least 5 years of experience implementing IPC programs in low- and middle-income countries or at least 5 years of experience supporting supply chain for health products in low- and middle-income countries.

Required Skills and Experience

- Fluency in the English language (speaking, reading, or writing)
- At least two years of demonstrated skills and experience in IPC, program management, monitoring and evaluation, or supply chain management
- At least one year of public health experience in an international, resource-limited setting
- Strong project management skills
- Strong organizational, interpersonal, and communication (verbal and written) skills
- Demonstrated ability to work both independently at times as well as a member of a team
- Demonstrated effective diplomatic skills and the ability to work in close, supportive technical collaboration with individuals from a variety of disciplines and backgrounds as well as a range of public health partners and stakeholders, including international governmental and non-governmental organizations
- Proficient use of relevant computer programs including the Microsoft Office suite of programs (Word, Excel, PowerPoint, and Outlook)

Desirable Skills and Experience

- Ability to work in French or Portuguese (advanced language skills)
- Previous consulting experience in an international public health setting
- Experience writing and reviewing high-level reports
- Experience working with Ministries of Health and/or international global health programs

REQUESTED INFORMATION

The CDC Foundation seeks a capability statement from interested parties capable of providing services in some or all the areas listed in the above section.

1. Section 1: Contact Information
 - a. Name
 - b. Address
 - c. Email
2. Section 2: Education and Experience
 - a. Name of Institutions
 - b. Major
 - c. Degree
 - d. Date
 - e. Description of experience implementing IPC programs in low- and middle income countries or 5 years of experience supporting supply chain for health products in low and middle income countries,
3. Section 3: Required Skills and Experience
 - a. Description of skills and experience with IPC, program management, monitoring and evaluation or supply chain management.
 - b. Description of public health experience in an international, resource-limited setting.

- c. Description of project management skills
 - d. Description of organizational, interpersonal and communication skills
 - e. Description of ability to work both independently or as a member of a team
 - f. Description of diplomatic skills and the ability to work in close, supportive technical collaboration with individuals from a variety of disciplines and backgrounds as well as a range of public health partners and stakeholders, including international governmental and non-governmental organizations
 - g. Proficiency in relevant computer programs
4. Section 4: Desirable Skills and Experience
- a. Advanced language skills in French
 - b. Advanced language skills in Portuguese
 - c. Description of previous consultant experience in an international public health setting
 - d. Description of experience with writing high level reports
 - e. Description of experience working with the Ministries of Health and/or international global health programs
5. Section 5: Price Methodology
- a. Describe your typical/preferred pricing methodology for providing services identified in this RFI/SSN

INSTRUCTIONS

Capability statements should be submitted to the CDC Foundation using the [IPC TA RFI Submission Form](#) by **12:00 pm ET Monday, August 22, 2022**. Submissions will be evaluated based on the criteria listed below. Please submit questions to IPCTAConsultancy@CDCFoundation.org.

EVALUATION CRITERIA:

- Each response will be evaluated and given a rating of *Technically Capable* or *Not Technically Capable*. with consideration for the following factors:.

| Domain | Selection Criteria |
|--|---|
| Education/Experience | Medical Degree, Nursing or Public Health degree or at least 5 years of experience implementing IPC programs in low- and middle-income countries or at least 5 years of experience supporting supply chain for health products in low- and middle-income countries |
| Required Skills and Experience | Has the required skills and experience. Provides reference to all related experience including CVs/Resumes which reflect tenure and/or education |
| Desirable Skills and Experience | Relevant desirable skills and experience |

Submission that are evaluated as *Not Technically Capable* will not be invited to respond to subsequent solicitations for specific work orders related to this project.

INDUSTRY DISCUSSION

Due to the large volume of interest anticipated in response to this request, the CDC Foundation will not engage in telephonic discussions, presentation, or meetings related to this RFI/SSN. Please contact IPCTAConsultancy@CDCFoundation.org only if you have trouble accessing or submitting.

DISCLAIMER

This RFI/SSN is being issued solely for informational/planning purposes only and is not a solicitation. Responses to the notice are not considered offers and cannot be accepted to form a binding contract. Respondents are solely responsible for all expenses associated with responding to this RFI/SSN.

FUNDING SOURCE

The agreement resulting from this RFI will be supported by Federal funding under the “Partnerships to Strengthen Health Security and Respond to Health Threats” project via Cooperative Agreement Number 6 NU2HGH000097-01-02 from the Centers for Disease Control and Prevention. The CDC Foundation anticipates that the award(s) resulting from this solicitation will meet the criteria of “Contractor” as defined by 2 CFR 200.331; a final determination will be made at the time of award.