

Request for Quote

Project: CDC Foundation Laboratory Capacity Building Program for Lead Poisoning Prevention

Date Issued: October 15, 2026

Date Response Due: November 6, 2026 at 5 PM IST

CDC FOUNDATION CONTACT

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About the CDC Foundation

The CDC Foundation is an independent nonprofit organization with a mission to save and improve lives around the world by unleashing the power of collaboration between public health agencies and philanthropies, corporations, organizations, and individuals. Since 1995, the CDC Foundation has launched more than 1,450 programs and partnerships in over 110 countries to protect communities from health threats, including cardiovascular disease, maternal mortality, malaria, HIV, and emergency response, including Ebola, Zika and more. Visit www.cdcfoundation.org for more information.

A. FUNDING OPPORTUNITY

The CDC Foundation Programs Department seeks to award an Agreement for a Laboratory Capacity Building Program Manager in India.

The CDC Foundation works to strengthen public health initiatives globally by supporting partnerships, programs, and investments that enhance public health capacity. The Program Manager will provide in-country coordination for laboratory systems strengthening, with a focus on improving sustainable national or subnational capacity for blood lead testing, surveillance, and related quality systems.

This project is funded through a grant from the CDC Foundation and is part of a multi-year initiative to establish sustainable blood lead testing capacity in priority countries and states. The Program Manager will work closely with the CDC Foundation, government and laboratory counterparts, in-country partners, and other initiative stakeholders. Activities may include liaising with national and state officials; budgeting; stakeholder management; communications; organizing technical and programmatic discussions; procurement and reporting; and other approved laboratory capacity-strengthening activities.

The successful candidate will have a Master's degree (or equivalent) in public health, public administration, management, environmental health or environmental science, laboratory science, or a closely related field from an accredited college or university along with demonstrated experience managing complex, multi-stakeholder public health programs. Familiarity with public health and laboratory systems toxicology or analytical chemistry is a strong asset. The Program Manager will serve as a full-time CDC Foundation contractor for the duration of the project, with renewal contingent upon satisfactory performance and availability of funds. This position requires travel within the country and may involve occasional international travel.

PERIOD OF PERFORMANCE

This is a limited-term position with a current end date of May 31, 2027, that is likely to be extended based on grant funding availability and performance.

PLACE OF PERFORMANCE

The Contractor will work primarily from their own office in India and will travel regularly to government offices, laboratories, and other approved project sites. To be considered, the candidate must be based in one of the following locations:

- Delhi, India
- Maharashtra, India
- Ahmedabad, Gujarat, India

TYPE OF CONTRACT

The CDC Foundation anticipates awarding a contract based on a model of time and materials, with payment based on labor hours worked.

MAXIMUM PAYABLE AMOUNT

The anticipated Maximum Payable Amount (MPA) for this Agreement is \$60,000 – \$65,000 USD. The actual MPA awarded to the Contractor will be contingent on submission of a detailed, realistic, reasonable budget approved by the CDC Foundation and will be incorporated into the resulting contract.

NATURE OF FUNDING

Agreement will be wholly supported by funding under the Bloomberg Philanthropies Lead Poisoning Prevention Initiative ("Initiative"). The CDC Foundation anticipates the award resulting from this solicitation will meet the criteria of "Contractor".

C. SCOPE OF WORK

The CDC Foundation is seeking a Program Manager with experience in public health program management and implementation, environmental health and/or laboratory science, specifically in toxicology, clinical chemistry, analytical chemistry, and/or trace-metal testing in biological samples. The Program Manager will provide in-country coordination support for the Initiative's laboratory capacity-building activities for blood lead testing. The Initiative aims to strengthen the systems, standards, and practices needed for accurate testing, early detection, and monitoring of lead exposure.

Based in India, the Program Manager will serve as the day-to-day in-country coordination focal point, working with national and subnational laboratories, government counterparts, implementing partners, and regional or international reference laboratories. The Program Manager will ensure effective implementation of laboratory capacity-building activities, facilitate

alignment among partners, and serve as a key liaison between country partners and the CDC Foundation team based in Atlanta, Georgia, USA.

The Program Manager will demonstrate strong communication, coordination, judgement, and organizational skills. Listed activities may not all occur during the contract period.

PROJECT ACTIVITIES – Program Manager will complete the following services.

- Support project design, implementation and evaluation of initiative(s) focused on laboratory networks for blood lead testing
- Conceptualize, plan, execute, monitor and close project(s). May be required to concurrently manage more than one time-bound project to synergize work around a specific subject, practice area and/or partner.
- Formulate project-related goals, objectives, operating policies, strategic plans, guidelines, governance, standards and priorities to ensure consistency with organization, department and division standard operating procedures.
- Build strong partnerships and provide technical expertise that ensure impactful, efficient and effective project implementation.
- Demonstrate strong familiarity with public health systems and laboratory networks at the state and national levels.
- Serve as project liaison for and between internal and external partners.
- Manage significant matters such as project implementation, reporting, contracting, budgeting, and evaluating project impact and performance.
- Contribute to resource mobilization efforts for the assigned project.
- Represent the CDC Foundation at technical, financial, strategic and/or operational meetings focused on the project.
- Travel as needed to represent the designated project and the CDC Foundation (up to 20 percent annually).
- Participate in and/or lead special projects and other duties as assigned.

Project outputs will include the following:

1. Monthly progress reports (including current workplan and budget updates)
2. Quarterly vignettes, as requested
3. Laboratory capacity-strengthening Workplan(s) and Budget(s)
4. State laboratory implementation frameworks
5. Final report and organized handover package containing the final status of all deliverables, outstanding actions, products, and recommendations for the next phase. This report should at the minimum include: Summary of results, deliverable status, challenges and mitigations, lessons learned, sustainability considerations, unresolved actions, and recommendations; transfer final products and editable source files.

PERFORMANCE MONITORING

The Contractor will collaborate with the CDC Foundation and other key stakeholders. Performance will be monitored by the CDC Foundation against the agreed-upon Project Plan, this scope of work, and the deliverable standards below. Regular reviews/coordination

meetings, held at a cadence documented in the Project Plan, will be undertaken as work progresses.

Administrative Deliverables	Required Services	Performance Standard	Acceptable Quality Level	Monitoring Method
Orientation Meeting	Preparatory work for orientation meeting. Follow-up documentation from orientation meeting.	Quality and timeliness of documentation, as assessed by CDC Foundation Programs staff.	Prep and detailed follow-up documentation delivered within specified time period.	CDC Foundation Programs staff review. Date of delivery.
Weekly Meetings	Contractor will prepare for weekly meetings including report-outs on laboratory and deliverable progress. Follow-up documentation from weekly meetings, as needed.	Quality and timeliness of documentation, as assessed by CDC Foundation Programs staff.	Prep and detailed follow-up documentation delivered within agreed upon time period.	CDC Foundation Programs staff review. Date of delivery.
Workplans and Budget	Contractor will work with a technical counterpart to maintain laboratory workplans and budgets based on activity progress. Minimum cadence for updates is monthly.	Quality and timeliness of documentation, as assessed by CDC Foundation staff.	Prep and detailed follow-up documentation delivered within specified time period.	CDC Foundation Programs staff review.
Monthly Progress Reports	Contractor will provide a monthly report providing a status update on the deliverables/milestones, plans for next month's work, and provide an overview of any challenges and mitigation strategies to address them.	Quality and timeliness of documentation, as assessed by CDC Foundation Programs staff.	Prep and detailed follow-up documentation delivered within specified period.	CDC Foundation Programs staff review.

Final Report and Handover Package	Contractor will produce a final comprehensive report on results, deliverable status, challenges and mitigations, lessons learned, sustainability considerations, unresolved actions, and recommendations; transfer final products and editable source files. Contractor will provide a certification of completion confirming all deliverables/milestones have been completed and all final outputs, guidance and training materials have been shared with key stakeholders. challenges encountered and steps taken to address these, and recommendations for future enhancements.	Quality and timeliness of documentation, as assessed by CDC Foundation Programs staff. Draft and final due dates established in the Project Plan; final acceptance no later than the contract end date.	Prep and follow up documentation delivered within specified time period.	CDC Foundation Programs staff review final report. CDC Foundation Programs staff and key stakeholders review certification of completion and documentation. Date of delivery.
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PAYMENT STRUCTURE

The Contractor will be compensated using a time and materials/labor hours model based on a fixed hourly rate which includes service fees, overhead and general administrative expenses.

MINIMUM QUALIFICATIONS

- Master's degree (or equivalent) in public health public administration, management, environmental health or environmental science, laboratory science or related field from an accredited college or university required.

- Minimum of 7 years of professional experience in public health programs or project management required, including planning, budgeting, partner coordination, and reporting for government- or donor-funded programs. Experience supporting laboratory, environmental health, or toxicology programs strongly preferred.
- Experience working with ministries of health and international organizations.
- Knowledge of blood lead testing methods and laboratory quality management systems, including proficiency testing/external quality assessment and accreditation (e.g., NABL, ISO 15189). Knowledge and skills needed to be effective in donor environments in public health program or project management.
- Ability to make decisions that accomplish project strategic objectives.
- Advanced skills in project management, budget management, cross-cultural awareness, communication, influence, negotiation, conflict resolution and creative problem solving.
- Excellent written and verbal communication skills (in English) with experience preparing, writing and editing complex documents such as detailed reports to donors; briefing documents for the CDC Foundation, donors and other partners; and peer-reviewed articles.
- Strong technical skills including word processing, spreadsheet and database management.
- Ability to represent the CDC Foundation and its partners, leading discussions and negotiations concerning project planning, implementation and evaluation.
- Outstanding interpersonal and teamwork skills; collegial, energetic, and able to develop productive relationships with colleagues, donors and partners.
- Advanced knowledge of Microsoft Office suite.
- Sound judgment and maturity, exemplified by consistent professionalism in dealing with individuals at all levels both internally and externally.

D. REQUEST FOR QUOTE

SUBMISSION REQUIREMENTS

1. Expression of Interest Letter (EOI): The EOI shall give an overview of the individual's background and experience with public health and engagement work in addition to their interest in the position (page limit: 2 pages).
2. Capability Statement and Work Samples: Demonstrate the individual's capability to successfully deliver on the scope of services outlined above. Provide at least two and no more than four examples of work products that demonstrate the knowledge and expertise with the activities listed in the scope of services. Prior experience in working with government-developed data and/or systems is a plus (page limit: 3 pages).
3. Financial Quote: Quote must include a fully loaded hourly rate, inclusive of all costs.
4. References: Names and contact information for 2 references.
5. Curriculum Vitae (CV) or resume in English for each key project personnel (page limit: 2 pages per CV/resume).

Quotes must be submitted electronically via the instructions below:

Please email any submission and/or project-related questions to leadlabcapacity@cdcfoundation.org by November 6, 2026 at 5 PM IST. Please reference Program Manager – Blood Lead Testing RFQ in the subject line.

The selected applicant will undergo vendor verification and will need to provide CDC Foundation with information necessary to process payment, such as tax documentation and electronic funds transfer (EFT) information submitted via the CDC Foundation secure vendor portal.

E. EVALUATION OF SUBMISSION

The quote submitted by the Contractor will be reviewed to assure requisite details are provided and to confirm conformance with time and cost specifications reflected in the RFQ. The quote will also be evaluated for validity, realism, and overall alignment with project scope.

The CDC Foundation reserves the right to award a contract based on the Contractor's initial offer, without discussion. Alternatively, the CDC Foundation may at its discretion request clarification, conduct discussions and/or solicit a best and final offer from the Contractor.

All applicants will receive a notification of whether their proposal was selected for funding. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.