

Request for Quotes (RFQ)

Infection Prevention Control Consultant for Democratic Republic of the Congo (DRC)

Date Issued: September 1, 2023

Date Response Due: September 15, 2023

CDC FOUNDATION CONTACT

IPCTAConsultancy@CDCFoundation.org

PURPOSE

The CDC Foundation is seeking a candidate for the Infection Prevention and Control (IPC) Consultancy. The selected consultant 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 DRC. The selected consultant will support efforts to strengthen and expand existing IPC programs and will work in collaboration with Centers for Disease Control and Prevention (CDC) subject matter experts in DRC and at CDC headquarters, Ministries of Health (MOHs), GF country teams, and implementing partners.

SERVICES REQUIRED

By engaging in this work, CDC Foundation aims to strengthen and expand the existing IPC program in DRC through TA services.

The contract is projected to begin **September 30, 2023**, and end **September 29, 2024**, with the level of effort being **140 hours per month**.

Scope of Work

- Enhance understanding of the broader IPC context in DRC by reviewing key IPC documents (e.g., policies, guidelines, assessment results, scientific literature)
- Travel to different regions and districts in DRC for project related meetings with partners as identified
- Collaborate with International Infection Control Program (IICP) staff at CDC headquarters to develop an understanding of strategies to build national IPC programs and priority activities that can be supported through Global Fund COVID-19 Response Mechanism (C19RM) funds
- Review status of Global Fund C19RM implementation in DRC to date, in general and with regards to IPC activities proposed through C19RM
- Facilitate connections and relationship-building in DRC among Ministry of Health IPC staff, CDC country office staff, Global Fund Country Coordination Mechanism, and Global Fund Principal Recipient(s) in the context of IPC
- Liaise with IICP staff at CDC headquarters, CDC country office staff, Ministry of Health IPC staff, and Global Fund Principal Recipient staff to ensure effective coordination and implementation of Global Fund-supported IPC activities through participation in routine meetings and other appropriate forums
- Work with relevant IPC stakeholders at Ministry of Health, Global Fund Principal Recipient(s), and other key partners to identify and prioritize IPC gaps to be addressed through Global Fund C19RM funding
- Provide technical assistance to the Ministry of Health, Hygiene and Prevention, Global Fund Principal Recipient(s), and other key partners to develop work plans to address identified IPC gaps, which may include (but is not limited to):
 - Implementation of the national IPC strategy
 - Development of national IPC coordinating units within Ministries of Health
 - Development of national IPC guidelines and training materials
 - Assessments of IPC implementation at health facilities

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

Required Skills and Experience

- Fluency in the English and French (speaking, reading, or writing)
- At least **two years** of demonstrated skills and experience in IPC, program management, and/or monitoring and evaluation.
- Previous consultant experience in an international public health setting
- Experience working with the Ministries of Health and/or international global health programs
- 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 English and French Language (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 the following information from interested parties capable of providing services needed in the section below.

1. Section 1: Contact Information
 - a. Name
 - b. Address
 - c. Email
2. Section 2: Education and Experience
 - a. Name of Institutions
 - b. Major(s)
 - c. Degree(s)
 - d. Date(s)
 - e. Description of experience implementing IPC programs in low- and middle income countries
3. Section 3: Required Skills and Experience
 - a. Fluency in the English and (if a local language necessary to perform the task) languages (speaking, reading, or writing)
 - b. Description of skills and experience with IPC, program management, and/or monitoring and evaluation
 - c. Description of public health experience in an international, resource-limited setting
 - d. Description of project management skills
 - e. Description of organizational, interpersonal and communication skills
 - f. Description of ability to work both independently or as a member of a team
 - g. 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
 - h. Proficiency in relevant computer programs
4. Section 4: Desirable Skills and Experience
 - a. Description of previous consultant experience in an international public health setting
 - b. Description of experience with writing high level reports
 - c. Description of experience working with the Ministries of Health and/or international global health

programs

5. Section 5: Cost Proposal

- a. Provide a financial quote and describe your typical/preferred pricing methodology and a financial for providing services identified in this RFQ. The cost for consultant hours should not exceed \$72,800 USD. Up to an additional \$10,000 USD will be allocated exclusively for travel. The maximum payable amount for this consultancy is \$82,800 USD.

INSTRUCTIONS

Proposals should be submitted to the CDC Foundation **by 4:00 pm ET Monday, September 4, 2023** to be considered for this opportunity. Submissions will be evaluated based on the criteria listed below. Please submit questions to IPCTAConsultancy@CDCFoundation.org.

EVALUATION CRITERIA:

- Submissions will be evaluated on qualifications, expertise, and reasonableness of cost. The following are the criteria that reviewers will use to guide their evaluation of each application.

Domain	Selection Criteria	Weight
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	25%
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	25%
Desirable Skills and Experience	Relevant desirable skills and experience	25%
Cost Proposal	Reasonableness of proposed rate	25%

Maximum Payable Amount (MPA)

CDC Foundation will pay the contractor a fee not to exceed a Maximum Payable Amount (MPA) or ceiling price. Financial quotes for all submissions should not exceed the MPA of **\$82,800 USD**. The MPA will be based on the fee proposed and the award will be negotiated as part of the resulting contract. CDC Foundation requests that bidders include a proposed fee structure.

FUNDING SOURCE

The agreement resulting from this RFQ 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.