

Request for Quotes (RFQ)

Infection Prevention Control Consultant for Tanzania

Date Issued: March 15, 2023

Date Response Due: March 31, 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 Tanzania. 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 Tanzania and at CDC headquarters, Ministries of Health (MOHs), GF country teams, and implementing partners.

SERVICES REQUIRED

By engaging in this work, CDCF aims to strengthen and expand the existing IPC program in Tanzania through TA services.

The contract is projected to begin **April 15, 2023** and end **September 29, 2023** with the level of effort being 35 hours a week/ 140 hours per month.

Scope of Work

- Enhance understanding of the broader IPC context in Tanzania by reviewing key IPC documents (e.g., policies, guidelines, assessment results, scientific literature)
- Travel (anticipated ~30%) to different regions and districts in Tanzania to support the IPC work in the field (Please note that the cost for travel should be factored into the proposed financial quote.)
- 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 Tanzania to date, in general and with regards to IPC activities proposed through C19RM
- Facilitate connections and relationship-building in Tanzania 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 Ministry of Health, 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):
 - 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

- Medical Degree, Nursing, Environmental Health, Public Health or Epidemiology degree

Required Skills and Experience

- Fluency in the English and Swahili languages (speaking, reading, or writing)
- At least 5 years of experience implementing IPC programs in low- and middle-income countries, program management and/or monitoring and evaluation

- 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

- Experience with writing high level reports

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
 - 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 Swahili languages (speaking, reading, or writing)
 - b. Description of skills and experience with IPC in low and middle income countries, program management, and/or monitoring and evaluation
 - c. Description of experience working with the Ministries of Health and/or international global health programs
 - d. Description of project management skills
 - e. Description of public health experience in an international, resource-limited setting
 - f. Description of organizational, interpersonal and communication (verbal and written) skills
 - g. Description of ability to work both independently or as a member of a team
 - h. 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
 - i. Proficiency in relevant computer programs including Microsoft Office Suite of programs (Word, Excel, PowerPoint, and Outlook)
4. Section 4: Desirable Skills and Experience
 - a. Description of experience with writing high level reports
5. Section 5: Cost Proposal
 - a. Provide a financial quote and describe your typical/preferred pricing methodology for providing services identified in this RFQ. Please note that the cost for travel should be factored into the proposed financial quote. The maximum payable amount for this consultancy is **\$42,350 USD**.

INSTRUCTIONS

Proposals should be submitted to [CDCF Infection Prevention Control Consultant RFQ Form](#) by **12:00 PM ET Friday, March 31, 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 outlines the criteria that reviewers will use to guide their evaluation of each application.

Domain	Selection Criteria	Weight
Education	Medical Degree, Nursing, Environmental Health, Public Health, or Epidemiology degree	25%
Required Skills and Experience	At least 5 years of experience implementing IPC programs in low- and middle-income countries 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 **\$42,350 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.