Request for Quote

Technical Advisor

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

India, Nepal, Rwanda

Date Issued: September 25, 2026

Date Response Due: December 7, 2026

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 up to three agreements for Technical Advisors for in-country coordination, with one award anticipated for each country: India, Nepal, and Rwanda.

B. BACKGROUND AND NEED

The CDC Foundation works to strengthen public health initiatives globally by supporting partnerships, programs, and investments that enhance public health capacity. The Technical Advisor for in-country coordination will support laboratory systems strengthening in one country, 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 Technical Advisor will work closely with the CDC Foundation, government and laboratory counterparts, in-country partners, and other initiative stakeholders. Activities may include laboratory capacity assessments; country or state work planning and budgeting; coordination of sample collection, referral, transport, testing, and reporting; workforce development; data and quality management systems; procurement; planning; and other approved laboratory capacity-strengthening activities.

The successful candidate will have a postgraduate degree and extensive laboratory or laboratory-systems experience, with relevant expertise in clinical chemistry, toxicology, analytical chemistry, and/or trace-metals testing. The Technical Advisor 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 the country of award 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:

- India-
  - Delhi, India
  - Maharashtra, India
  - Ahmedabad, Gujarat, India
- Nepal - Kathmandu
- Rwanda - Kigali

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 $70,000 USD. The actual MPA awarded to the Contractor will be contingent on submission of a detailed, realistic, reasonable budget for each respective country approved by the CDC Foundation and will be incorporated into the resulting contract.

NATURE OF FUNDINGS

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 Technical Advisor with experience in laboratory science, specifically in toxicology, clinical chemistry, analytical chemistry, and/or trace-metal testing in biological samples. The Technical Advisor will provide in-country technical and 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, Nepal, or Rwanda, the Technical Advisor will serve as the day-to-day in-country technical and coordination focal point, working with national and subnational laboratories, government counterparts, implementing partners, and regional or international reference

laboratories. The Technical Advisor will ensure effective implementation of laboratory capacity-building activities, facilitate alignment among partners, and serve as a key liaison between country partners, laboratories, and the CDC Foundation team based in Atlanta, Georgia, USA.

The Technical Advisor will have a strong understanding of national laboratory systems, relevant technical experience, and demonstrated ability to support laboratory strengthening initiatives. In addition, the candidate will demonstrate strong communication, coordination, judgement, and organizational skills. Listed activities may not all occur during the contract period.

PROJECT ACTIVITIES – Technical Advisor will complete the following services.

- Serve as an in-country technical advisor and coordination lead for laboratory capacity-building activities for blood lead testing and collaborate with stakeholders, including in-country partners, government counterparts, laboratory leaders, laboratory staff, international development organizations, implementing partners, and other relevant stakeholders in India, Nepal or Rwanda.
- In coordination with the CDC Foundation, support in-country partners by providing technical assistance to design, implement, and monitor strategies to strengthen the public health laboratory network, aligned with the national laboratory strategic plan.
- Provide or support hands-on technical guidance to laboratories, including testing protocols, contamination control, analytical method and instrument use, quality management, and data review and reporting.
- Support the development and routine updating of laboratory capacity-strengthening workplans, budgets, roadmaps, continuous improvement plans, SOPs and related technical tools.
- Conduct laboratory capacity assessments to evaluate workflows, quality assurance practices, and gaps, determining each laboratory's readiness and capacity to perform blood lead testing.
- Contribute to workforce development through individual and group trainings, with a focus on blood lead testing
- Support the procurement of laboratory equipment, supplies, and quality assurance materials.
- Support structured laboratory-to-laboratory exchange and mentorship ("twinning") programs between in-country partners and regional or global public health laboratories.
- Support laboratory network-strengthening activities, including, but not limited to, sample referral and transport systems, quality management systems, proficiency testing/external quality assessment, data management and LIMS, workforce development, laboratory safety and security, and sustainability planning.
- Represent the CDC Foundation at relevant national, regional, or international meetings, as appropriate. The Technical Advisor may communicate approved program positions but may not bind the CDC Foundation or make financial, legal, or policy commitments on its behalf.
- Track progress against approved benchmarks, milestones, deliverables, and budgets as well as flag risks or implementation challenges.
- Prepare technical summaries, briefing materials, and reports for CDC Foundation leadership, donors, and partners.
- Work closely with CDC Foundation senior technical advisors and the global program team to ensure overall consistency with technical strategy and standards.
- Promote knowledge sharing and document lessons learned, decisions, and reusable

resources to inform broader regional or global laboratory-strengthening efforts.
- Perform other duties assigned by CDC Foundation in support of program implementation in country.

OUTPUTS

Project outputs will include the following:

1. Monthly progress reports (including current workplan and budget updates)
2. Quarterly vignettes, as requested
3. Laboratory capacity assessment report(s) and prioritized gap summaries for designated laboratories
4. Country- or state-level laboratory network map for blood lead testing, as applicable.
5. Laboratory capacity-strengthening Workplan(s) and Budget(s)
6. Final report and organized handover package containing the final status of all deliverables, outstanding actions, technical 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	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

	Follow-up documentation from weekly meetings, as needed			
Laboratory Assessments, Network Map, Workplans, and Budget	Contractor will complete and consistently update assessments; synthesize findings; prepare the country or state network map; and 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	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	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

	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.	later than the contract end date.		completion and documentation Date of delivery

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

- Postgraduate degree in medical laboratory science, biomedical laboratory science, clinical chemistry, analytical chemistry, toxicology, environmental health, or a closely related field.
- At least six years of relevant professional experience in analytical chemistry, clinical or public health laboratory services, toxicology, environmental health, laboratory systems strengthening, and/or laboratory research.
- Demonstrated experience conducting or supporting laboratory capacity assessments and translating findings into prioritized workplans, budgets, or continuous improvement plans.
- Relevant technical experience with trace-metals analysis in biological samples, clinical chemistry, toxicology, or a comparable analytical laboratory discipline.
- Working knowledge of laboratory quality management systems, QA/QC, document control, occurrence management, and international quality standards applicable to laboratory testing.

- Experience developing or adapting SOPs, technical guidance, training materials, and/or competency-assessment tools and delivering technical training or mentorship.
- Experience coordinating with government institutions, laboratory leadership, and multiple partners in the country of application.
- Strong analytical, writing, presentation, organizational, and interpersonal skills, including the ability to synthesize complex information into clear actions and meet deadlines with limited day-to-day supervision.
- Demonstrated ability and willingness to work within a structured technical mentorship and review model while managing day-to-day in-country coordination.
- Professional fluency in written and spoken English and proficiency in at least one national or local language used for government and laboratory engagement in the country of application.
- Legal eligibility to work and contract in the country of application; proficiency with Microsoft Word, Excel, and PowerPoint; and ability to travel domestically and internationally up to 30% within the contract period.

COMPETENCIES

- Knowledge
    - Knowledge and/or direct experience in blood lead testing in diverse populations (pediatric and adult, as well as those in high occupational risk groups).
    - Knowledge of laboratory information systems, including but not limited to electronic systems.
    - Knowledge of laboratory networks and quality management systems, including QA/QC programs.
    - Knowledge of sample management and transport systems within country.
- Preferred:
    - Hands-on experience with one or more relevant platforms, such as ICP-MS, graphite furnace atomic absorption spectrometry (GFAAS), or point-of-care blood lead testing systems.
    - Experience with analytical method verification or validation, contamination control, certified reference materials, calibration, and measurement-performance assessment.
    - Experience with proficiency testing/external quality assessment and corrective and preventive action.
    - Experience strengthening public health laboratories or laboratory networks.
    - Familiarity with developing and leading in-person and virtual trainings on laboratory techniques.
    - Knowledge of general laboratory quality management systems practice.
- Skills
    - Ability to synthesize information and translate it into action for technical and non-technical audiences.
    - Ability to work effectively in cross-cultural, multi-partner teams.

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 December 7, 4 PM EST. Please reference Technical Advisor – 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.