



TENDER NOTICE

REQUEST FOR PROPOSALS (RFP)

FOR

**CONSULTANCY FOR A DESKTOP REVIEW ON CAPACITY TO CONDUCT HEALTH
RESEARCH DEVELOPMENT AND INNOVATION IN AFRICA**

RFP NO. AMREF/07/10/2024/020

AMREF HEALTH AFRICA

OCTOBER 2024

PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref Health Africa invites proposals from eligible bidders to provide consultancy services **for a Desk Review on the Capacity to Conduct Health Research, Development, and Innovation in Africa**

2. Interested eligible bidders may download the tender document from the Amref Health Africa website at: <https://amref.org/expression-of-interest-eoi/>

3. Completed documents for preliminary and technical requirements are to be sent via the specified email address with '**Desk Review on the Capacity to Conduct HRD&I in Africa**' on the subject line. The financial bid **MUST** be in a separate attachment and password protected marked with the bidder name. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation and as such the password will be requested should you reach this stage.

4. Tenders must be sent to the email consultancy.kenya@amref.org so as to reach us at/before **Sunday 20th October 2024 at 11.59pm EAT. Any bids received after this time will be considered late and will not be accepted.**

5. Tenders will be opened on **Tuesday 22nd October 2024 at 12:00pm** in the presence of the consultants or their representatives who choose to join the meeting virtually. Link can be found below;

<https://amref.zoom.us/meeting/register/tZMuduuqrjkrHdfpflyf832ZsEIPPni8FE7T>

After registering, you will receive a confirmation email containing information about joining the meeting.

6. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in **US Dollars** and should be broken down as follows: *(Do not key in your financial proposal in this section)*

- i. Consultancy fee.
- ii. Applicable withholding tax
- iii. Other applicable taxes
- iv. TOTAL Cost

NOTE: Corporate bidders are expected to provide proof of tax compliance from their country of operation and to confirm they will do everything possible to maintain tax compliance status should they be engaged. Any changes to this status must be communicated in writing to Amref immediately during the subsistence of this invitation to bid and, in case the bidder is successful, after the award of tender.

Pre-Bid Conference

Interested eligible bidders are also invited for a pre-bid conference to be on **Wednesday 09th October 2024** starting **12:00p.m.** To access the Link for registration for the pre-bid conference, find the link below;

<https://amref.zoom.us/meeting/register/tZMld-Copj4uHdA6t3DFfjwlvlg1aQffWlsGa>

After registering, you will receive a confirmation email containing information about joining the meeting.

Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision.

SECTION 2: Instructions to Tenderers

2.1 Eligible Tenderers

2.1.1 This invitation for tender is open to all eligible tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of tendering

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its bid. Amref Health Africa or its agents, will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Amendment of documents

2.3.1 At any time prior to the deadline for submission of Proposals, Amref Health Africa for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender by amendments.

2.3.2 All prospective candidates that have received the tender will be notified of the amendment on the same public media as the advertisement

2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their bid, Amref Health Africa at its discretion may extend the deadline for the submission of Proposals.

2.4 Prices and Currencies

2.4.1 The tenderer shall indicate on the appropriate Price Schedule, the consultancy fee inclusive of all applicable taxes less the withholding tax.

2.4.2 Prices quoted by the tenderer shall be fixed during the tender validity period of 90 days and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

2.4.3 The price quoted shall be in **USD**.

2.5 Validity of Proposals

2.5.1 Proposals shall remain valid for 90 days after date of tender opening. Tender valid for a shorter period shall be considered by Amref Health Africa as non-responsive.

2.5.2 In exceptional circumstances, Amref Health Africa may solicit the tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

2.6 Deadline for Submission of Proposals

2.6.1 Proposals must be sent so as to be received by Amref Health Africa through the provided email address not later than **Sunday 20th October 2024 at 11.59pm EAT**.

2.7 Modification of Proposals

2.7.1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution or withdrawal of the Proposals, is received by Amref Health Africa prior to the deadline prescribed for submission of Proposals.

2.7.2 A withdrawal notice may be sent by email.

2.7.3 No tenderer may be contacted after the deadline for submission of Proposals.

2.8 Withdrawals of tender

2.8.1 No tender may be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of tender validity specified by the tenderer.

2.9 Opening of Proposals

2.9.1 Amref Health Africa will open all Proposals in the presence of tenderers' representatives who choose to attend on **Tuesday 22nd October 2024 at 12.00pm EAT virtually**.

2.9.2 The tenderers' names, tender modifications or withdrawals, and such other details as Amref Health Africa, at its discretion may consider appropriate, will be announced at the opening.

2.9.3 Amref Health Africa will prepare a tender opening report for its own internal use.

2.10 Clarification of Proposals

2.10.1 To assist in the examination, evaluation and comparison of Proposals, Amref Health Africa at its discretion may ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or Substance of the tender shall be sought, offered, or permitted.

2.10.2 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.11 Evaluation and Comparison of the Proposals

2.11.1 Amref Health Africa will examine the Proposals to determine whether they are complete, whether documents have been properly signed and whether the Proposals are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by Amref Health Africa.

2.11.2 Amref Health Africa will evaluate and compare the Proposals, which have been determined to be substantially responsive.

2.12 Notification of Award

2.12.1 Prior to the expiration of the period of tender validity, Amref Health Africa will notify the successful tenderer in writing that the tender has been accepted.

2.12.2 Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

2.13 Appeal Period

2.13.1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 working days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref Health Africa shall have dispensed with this procurement.

2.14 Contacting Amref Health Africa

2.14.1 No tenderer shall contact Amref Health Africa on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.14.2 Any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

3.0 Terms of Reference

3.1 Background

Africa faces unique public health challenges that require tailored solutions driven by research, development and innovation. However, the continent's capacity to conduct health research, development, and innovation (HRD&I) remains underdeveloped, hindered by limited resources, shortage of skilled researchers, scientists, insufficient funding, and fragmented collaborations. In many sub-Saharan African countries, there is a non-conducive environment for research: the legislative framework has not kept pace with new trends in research, such as genetics research, ethical conduct of clinical trials, material exchange, and intellectual property rights. These legislative gaps hamper multi-institutional research such as clinical trials. ¹ Building the necessary capacity to conduct HRD&I is critical for developing evidence-based solutions that address Africa's most pressing health issues and contribute to global health knowledge. African governments should recognise that funds allocated for research are a good investment. More appreciation of the benefits of research might lead to greater commitment to providing dedicated funding to national research budgets.

The Coalition for Africa Health Research, Development and Innovation (CAHRDI) hosted by Amref Health Africa with Speak Up Africa, SAHTAC and CHReaD as partners was set up in March 2024. The coalition aims to strengthen Africa's HRD&I policy, and resource capacity to accelerate the development of, access to, and uptake of innovations with the highest potential for health impact. This coalition works across three pillars: access to health products and technologies, financing, and capacity building, alongside policy to support all three pillars with diverse strengths across research, policy engagement, communication, and advocacy.

The coalition would like to conduct a desk review on Africa's HRD&I capacity majoring on research and academic institutions involved in HRD&I with a gender lens on the capacity.

3.2 Objectives of the Consultancy

The primary objective of this assignment is to conduct a desk review of Africa's capacity to conduct end to end health research development and innovation focusing on academic institutions and research institutions with a gender lens in at least 6 African countries with equal representation from East, South and West Africa.

Specific Objectives

1. Identify current gaps in HRD&I capacity across African Countries and propose strategies for addressing these challenges.
2. Document the strengths and best practices that have enabled some African institutions to excel in HRD&I
3. Highlight the importance of building capacity for HRD&I in Africa as a key driver for improving public health outcomes.

4. Identify strategic investments that are essential for developing and sustaining HRD&I capacity, including infrastructure, human capital, and institutional support.
5. Highlight opportunities for collaborations among the research institutions, academic institutions, and industry stakeholders to enhance technical capabilities and innovation potential.
6. Examine the gender disparities in HRD&I capacity, particularly in leadership roles, research output, and access to funding, and propose strategies for gender equity in HRD&I across African countries.
7. Develop a draft roadmap for HRD&I capacity building, focusing on attracting, absorbing, and retaining talent within the continent.

3.3 Deliverables

In line with the objectives outlined above, the consultant is expected to deliver the following by the end of the assignment:

1. Submit a detailed and comprehensive report outlining the capacity for HRD&I across Africa.
2. Provide a concise, summarized version of the detailed report.
3. Pitch Deck: Create a persuasive pitch deck to be used in presentations advocating for HRD&I capacity development and partnership.
4. Propose a roadmap to building the capacity of Africa to conduct HRD&I

3.4 Qualifications of the Consultant

The consultant should possess the following qualifications and experience:

Expertise and Experience:

- A minimum of eight (8) years of proven expertise and grounded experience in healthcare systems across Africa.
- Demonstrated excellence in understanding and working with Global Health Programmes and experience working in the HRD&I context
- Post-graduate degree in development economics, or a health-related field with experience in HRD&I.
- Evidence of strong experience in conducting Africa wide studies with bias to HRD&I
- Excellent English verbal and written communication is required
- The ideal consultant will have a comprehensive understanding of Africa's capacity to conduct end to end HRD&I, along with a proven track record of collecting and analyzing secondary data.

3.5 Expected Timelines

The consultant will prepare a work-plan that will operationalize and direct the execution of the assignment – this can be included in the inception report. The assignment is expected to take no more than 1 month (*with total consultancy number of days limited to 15 working days*). The assignment schedule will be supervised by Amref Health Africa and the HRD&I coalition partners. The consultant should note that the reports will be subjected to reviews by stakeholders and will be deemed as final following their approvals.

3.6 Budget

The consultant is expected to share a detailed proposed budget (financial quotation) for the assignment while responding to the call (this will be one of the evaluation criteria for consideration).

3.7 Roles and Responsibilities

Global HRD&I Partners and Amref Health Africa

- Provide overall guidance and oversight throughout the process.
- Provide funds for the entire exercise.
- Provide technical oversight, quality assurance as well as quality control as necessary.
- Provide the venue and equipment for the presentation and dissemination of the findings

The consultant

- Responsible for the entire delivery of the ToR as specified above

3.8 Eligibility Requirements and Technical Specifications

3.8.1 Preliminary Evaluation Criteria

Proposals received by individual consultants and corporates/organizations will be evaluated based on the below criteria.

Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

No.	Mandatory Requirements for Organizations	Score	Remarks
1.	Copy of Certificate of Incorporation/Certificate of Registration from your country of operation	1 or 0	
2.	Copy of valid Tax Compliance/Clearance certificate from your country of operation.	1 or 0	
3.	Detailed Company Profile	1 or 0	
4.	Duly Filled Biodata Form (See Annex 1)	1 or 0	
5.	CVs of lead consultant (and other relevant applicable personnel to work with that are specified)	1 or 0	
6.	Attach a list of at least 2 references/clients you have previously worked with including their email addresses	1 or 0	
(Bids missing any one of the 6 requirements listed above shall be disqualified at this stage.)			

No.	Mandatory Requirements for Organizations	Score	Remarks
1.	Duly Filled Biodata Form (See Annex 1)	1 or 0	
2.	CVs of consultant, (and other relevant applicable personnel to work with that are specified)	1 or 0	
3.	Attach a list of at least 2 references/clients you have previously worked with including their email addresses	1 or 0	
(Bids missing any one of the 3 requirements listed above shall be disqualified at this stage.)			

3.8.2 Technical Evaluation Criteria

	TECHNICAL EVALUATION CRITERIA (Individuals and Corporates)	SCORE
1.	Technical proposal – Sound proposal that is aligned to the objectives showing; <ul style="list-style-type: none"> • Appropriate approach (15marks) • Plan to the assignment (15marks) 	30
2.	Understanding of the assignment – Is the proposal congruent with the objectives of the study?	10
3.	Experience - Submission of links to three Africa wide research assignments previously delivered (general)	9
4.	Experience 2- Submission of links to such research assignment delivered that are relevant to HRD&I	15
5.	Proof of data accessibility and Expertise (proof of exposure to data from relevant networks in research institutions and academia in Africa)	16
6.	Provide a project work plan to undertake the works including project timelines and milestones that will fit the agreed upon dates.	10
7.	Qualification of the lead consultant as per the ToR	10
	TOTAL SCORE	100
Note: Bidders who score 70/100 and above will move to the next stage of evaluation.		

3.9 Financial Proposal

(SUBMIT AS A SEPARATE ATTACHMENT)

* Provide a detailed budget breakdown covering cost per day for the consultancy, and any other related expenses.

No.	Item Description	Rate (USD)
1.	Daily Consultancy Unit cost	
2.	Less applicable withholding tax (See note below)	
3.	Any other applicable taxes	
4.	Total Cost (for 15 Working Days)	
5.	Indicate Country of Operation	

Note: Kindly note that your consultancy fee shall be subject to Withholding Tax as per the Kenya Government Schedule below;

- WHT at 5% for Kenyan entities
- WHT at 10% for entities in Seychelles, India
- WHT at 12.5% for UK-based entities
- WHT at 15% for entities in Canada, Germany
- WHT at 15% for entities registered in the East Africa Community (Tanzania, Uganda, Rwanda, Burundi, South Sudan and DR Congo)
- WHT at 20% for entities registered anywhere else in the world.

ANNEX 1

BIODATA FORM



CONSULTANT BIOGRAPHICAL DATA SHEET

1. Name of lead consultant and/or consultancy firm	2. Contractor's Name
Name: AND/OR Consultancy firm:	Amref Health Africa

3. Consultant's Address (include ZIP Code)	4. Consultant's email address	
	5. Consultancy Category Number(s) applied for	6. Proposed daily consultancy rate Kshs

7. Telephone and cell phone numbers (include area code)	8. Place of Birth	9. Citizenship (s)

10. EDUCATION (include all college or university degrees)				11. LANGUAGE PROFICIENCY (see instructions on reverse)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	YEAR	LANGUAGE	Proficiency Speaking	Proficiency Reading

12. EMPLOYMENT HISTORY Give last three (3) years. List salaries separate for each year. Continue on separate page if necessary.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period: (most recent first)		Annual Salary in US\$:
		From	To	

13. SPECIFIC RELEVANT CONSULTANCY SERVICES (give last three (3) assignments)

SERVICES PERFORMED	COMPANY'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Service (MM/YY)		Daily Rate (dollars)	Days at Rate
		From	To		



14. CERTIFICATION:

Consultant certifies in submitting this form that consultant has taken reasonable steps to ensure the accuracy of the information contained in this form. Consultant understands that Amref Health Africa will make necessary contacts to verify the information. Consultant understands that Amref Health Africa may rely on the accuracy of such information in negotiating rates and/or salary with the consultant. Applicant understands that making of certifications that are false, fictitious, or fraudulent may result in immediate termination of any relationship with Amref Health Africa

Signature:	Date
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INSTRUCTIONS

Consultant to complete the form, sign and date.

Indicate your language proficiency in block 11 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability.

2 Limited working proficiency

S Able to satisfy routine social demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects.

3 General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.

R Able to read within a normal range of speed and with almost complete comprehension.

4 Advanced professional proficiency

S Able to use the language fluently and accurately on all levels.

R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.

5 Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds. The educational information provides an indication of qualifications; the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary/rate.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

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