



INVITATION FOR PROPOSALS: ACTIVITY ENDLINE EVALUATION CONSULTANCY SERVICES
FOR THE INFECTIOUS DISEASES INSTITUTE

PART1: INTRODUCTION

BACKGROUND:

The Infectious Diseases Institute Limited (IDI) is a Ugandan not-for-profit organisation whose mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment, Training, Research, Global Health Security, Health Systems Strengthening and Laboratory services.

IDI in consortium with Doctors with Africa (CUAMM) collaborated with Warrior Squad Foundation (WSF), Ministry of Health-National TB and Leprosy Program (NTLP) and other implementing partners to strengthen healthcare system to effectively and sustainably achieve the End TB targets by 2025 in Karamoja region. This was to be achieved through implementing the USAID Program for Accelerated Control of TB in Karamoja (PACT Karamoja).

PACT Karamoja, throughout implementation period (Jan 2020 to Jan 2025) applied the following overarching strategies to achieve objectives.

- Creating an enabling environment for engaging district leadership in appreciating local challenges and co-designing and supporting locally led interventions for the entire continuum of TB services.
- Using differentiated implementation models that optimize service delivery by tailoring solutions to key-targeted populations.
- Harnessing the power of digital technology to overcome major barriers to detection, linkage into care, retention, treatment success, and targeted programming in unique conditions of the Karamoja region.

The baseline study conducted in March 2020 was limited to assessing the then status of TB case notification and treatment outcomes in the operational districts of Abim, Amudat, Kaabong, Karenga, Kotido, Moroto, Nabilatuk, Nakapiripirit and Napak. This baseline data/information was used initially to set appropriate targets for various Activity performance indicators.

Objective:

The Activity therefore seeks to conduct an end-line evaluation with the aim of informing stakeholders about the impact on the TB screening and diagnosis (Case detection) and patient management (Treatment Success (TSR) and cure rate). In addition, the end-line evaluation will highlight the relevance and validity of the strategies used, effectiveness, efficiencies of the interventions applied to reach the set goal and outcomes. Additionally, the evaluation will assess the potential for ownership, sustainability of interventions; as well as new knowledge and best practices learned by key stakeholders for improved planning and scale-up. (Detailed Terms of Reference can be accessed through; <https://.idi-makerere.com>)

Evaluation Methodology:

The evaluation will require a robust selection of both quantitative and qualitative methods of data collection and analysis. The consultant is expected to outline details of the proposed methodology and data collection tools in the inception report.

Deliverables:



1. Develop an inception report outlining the evaluation study objectives, study design, and data collection tools to be used (15-20 pages without annexes) for the end-line evaluation.
2. Collect, clean, securely store, and analyse data to derive meaningful insights and trends
3. Present preliminary findings in a validation meeting and receive feedback on the findings
4. Develop a comprehensive and clearly structured report (in simple English).
5. Submit a list of people interviewed or met, the summary records and dates of the meetings held
6. Submit a soft copy of raw data and photographs

You are requested to submit your proposal/ bid in line with the procedures listed in Part 2 of this solicitation document.

Successful firm(s) may be called for a meeting with the Institute management prior to contract award to provide more information.

Any resulting contract shall be subject to the terms and conditions detailed in this Request for Proposal. The Institute reserves the right to add any terms and conditions in the resultant contract.

All inquiries should be addressed to the undersigned, not later than **1st September 2024** not later than 5.00pm

Jean Atuhaire

Procurement Officer;

Email: jeanatuhaire@idi.co.ug

Tel: 0701299086

Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus P.O. Box 22418 | Kampala | Uganda

PART 2: PROPOSAL PREPARATION PROCEDURE

Preparation of Proposals:

You are requested to prepare your proposal by completing and returning:

- The Proposal submission sheet;
- Documents evidence indicating your eligibility as a firm/ partnership
 - MOU & Articles of Association
 - Trading License
 - Certificate of Incorporation
 - Applicable certificates of membership or affiliation to professional and regulatory bodies or authorities
 - Tax registration and compliance documents,
- Evidence of technical competency and ability to provide the required services
- Any other relevant information that you may deem important for submission to IDI



MAKERERE UNIVERSITY

**Infectious Diseases Institute
College of Health Sciences
Makerere University**



Sealing and marking of Proposals:

Proposals should be sealed in **TWO** separate envelopes, clearly marked with the subject of procurement and a sub-heading on each envelope indicating “Technical Proposal” and another



“Financial Proposal”. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved.

PART 3: PROPOSAL EVALUATION AND AWARD CRITERIA

Opening of Proposals:

The bids will be opened and evaluated by the IDI select committee and bidders shall be informed of the results within one month after the deadline of submission of bids. If no feedback is received within this period, please do not hesitate to contact us.

Evaluation Criteria:

The evaluation of Proposals shall follow the criteria listed below and firm’s characteristic;

1. Preliminary evaluation to determine eligibility (as described above) and administrative compliance of this Invitation to Bid.
2. Evidence of experience in this field (number of years in service, clients served, types of audit conducted etc.)
3. Organizational governance and management structure, staff members and staff to be assigned to this project with their qualification and experience.
4. Statement of firm’s independence in executing its mandate without influence from internal and external parties, political, social, commercial etc.
5. Proposed budget, applicable taxes and any reimbursable costs to carry out the exercise.
6. Applicable commercial terms to the proposal submitted.

Proposals that do not meet the eligibility criteria (1) above shall be eliminated and shall not be considered for subsequent stages of the evaluation.

Best evaluated bid:

Proposals will be evaluated by a select committee and where there is no outright best evaluated firm, the top qualifying firm(s) may be requested to make a presentation to the committee.

There is no express or implied obligation for IDI to reimburse responding firms for any expenses incurred in preparing proposals or presentations in response to this request for proposal or through the entire bidding process.

The best evaluated firm shall be one which is eligible and substantially responsive to the evaluation criteria stated above and shall be recommended for award of contract.

Award of contract:

Award of contract shall be communicated in writing from the Institute to the winning firm. A formal contract shall thereafter be signed between the institute and the successful firm.

Right to Reject:

The Institute reserves the right to accept or reject any proposal or to cancel the bidding process and reject all Proposals at any time prior to contract award.



PART 4: STATEMENT OF REQUIREMENT

The successful consultancy firm shall conduct the end-line evaluation of the USAID Program for Accelerated Control of TB in Karamoja (PACT Karamoja) in Karamoja region. The end-line evaluation will highlight the relevance and validity of the strategies used, effectiveness, efficiencies of the interventions applied to reach the set goal and outcomes. Additionally, the evaluation will assess the potential for ownership, sustainability of interventions; as well as new knowledge and best practices learned by key stakeholders for improved planning and scale-up.

Consultancy firm skills mix, qualifications, and expertise:

We are seeking a consultancy firm with a proven track record in conducting evaluations of public health programs, particularly in family health with a focus on TB and TB/HIV prevention, treatment, and care.

The lead consultant should possess a minimum of master's degree in epidemiology, public health, or a related field, along with demonstrated experience in the use of qualitative and as well as quantitative evaluation methods, analytical skill and interpretation of results; have published relevant work.

The team should consist of people with at least MA/MSC in public health, development, social studies and a specialist in health economics;

The consultancy firm should have a minimum of five years of mid- to senior-level public health experience.

Additionally, the lead applicant should:

1. Have skills in research, analytical, and report writing skills, including computer literacy.
2. Have excellent written and oral communication skills.
3. Be able to work with stakeholders (teamwork).
4. Be able to work under minimal supervision and maintain honesty and confidentiality.

PART 5: BID SUBMISSION

Please prepare and submit your proposal in accordance with the bid preparation and submission criteria provided in part 1 of this RFP. Acknowledge receipt of this email and confirm your firm's willingness and interest to respond to this Request for Proposal.

Deadline and Place of Submission of bids:

Sealed bids shall be submitted to IDI Knowledge Centre Building Makerere University at the reception, please sign a bid submission sheet provided at the reception.

The deadline for submission of responses to this RFP shall be **1st September 2024** not later than 5.00pm

Late bids shall not be accepted.

Your bid(s) should be addressed to the undersigned at the address below;

Shadia Namaganda
Procurement Manager

-Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus
P.O. Box 22418 | Kampala | Uganda



Mobile: +256- (0)782240608.

Email: snamaganda@idi.co.ug

Canvassing or lobbying in relation to this RFP shall lead to automatic disqualification

PART 6: BID SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page for your Proposal, with the documents requested above as attachments. Ensure that your Proposal is authorized in the signature block. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachment. If your Proposal is not authorized, it may be rejected).

Proposal addressed to:	
Date of Proposal:	
Subject of procurement:	

1. We offer to provide the said service in accordance with the terms and conditions stated in your Request for Proposal referenced above.
2. We confirm that we are eligible and meet the eligibility criteria specified in part 3:
3. We undertake to abide by the code of ethical conduct for bidders and providers during the procurement process execution of any resulting contract;
4. The validity period of our Proposal is _____ months from the time and date of the submission deadline.
5. We confirm that the fees quoted in the activity schedule are fixed and shall not be varied during the period of execution of services.
6. We confirm that our firm is not under any form of conflict of interest in responding to this Request for Proposal. We pledge to disclose any form of Conflict of Interest, real or perceived should a situation arise presenting this state.

Authorized for and on behalf of:

Company:

Name and position

Address:

Date: _____