



## REQUEST FOR PROPOSALS

### Training Services for The IDI First Aid and Emergency Response Marshals.

#### OVERVIEW

IDI was established in 2002 in Kampala, Uganda by The Academic Alliance for AIDS Care and Prevention in Africa, a group of infectious diseases experts from Uganda and North America, with initial support from Pfizer Inc. and other partners. This public-private partnership aimed to provide excellent care for People Living with HIV (PLHIV) in Uganda, to train healthcare workers to serve the tens of millions of PLHIV in Africa, to maintain the strategic emphasis on prevention, and to conduct research relevant to improving the outcome of the epidemic.

In 2004, ownership of the Institute was transferred to Makerere University, and when the College of Health Sciences came into being at Makerere University in 2009, IDI became an integral part of the School of Medicine within the College while retaining its status as a not-for-profit organization established within the University.

IDI has developed strong and enduring links with the Ministry of Health (MoH) through its long-term support of MoH facilities in the districts, Regional Referral Hospitals, and MoH headquarters functions; through its contribution to organizational performance.

The Vision and Mission are highlighted below:

**Vision:** A healthy Africa, free from the burden of infectious diseases

**Mission:** To strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development.

#### PURPOSE OF PROCUREMENT

This TOR has been developed with reference to the IDI policy and procedures of emergency response and first aid arrangements with the view of ensuring IDI first aiders and emergency response teams are equipped with basic knowledge on first aid as first responders to emergencies.

The objective of this procurement is to engage a registered institution/ firm to offer first aid training for IDI first respondents on emergency first-aid and evacuation to equip them



with knowledge and skills to respond to emergency situations at workstations and at other places.

Additionally, it is aimed at ensuring all staff have the basic knowledge of public health emergencies, especially on First Aid, and that staff are exposed to the practical application of First Aid in various health emergencies including the administration of Cardiopulmonary Resuscitation (CPR) whenever the need arises.

The consultant or training firm is expected to perform the following activities:

- a) Design a first aid training curriculum.
- b) The provider to facilitate the entire tutorial & practical training, and guide the interactive discussions.
- c) Ensure that emergency respondents actively participate in the discussion and come up with ideas and recommendations.
- d) Use a variety of methodologies including practical demonstrations and Q&A sessions.
- e) Produce a final report on the outcome of the entire training.

### **Expected outcomes:**

The service provider shall ensure that First respondents are equipped to attend to emergency situations and know what to do in such emergency situations including but not limited to;

- a) Definition of principles, and psychological First Aid.
- b) Allergies.
- c) Handling and moving patient.
- d) Poisoning/Bites.
- e) Basic Life Support.
- f) Airway Management.
- g) Seizures.
- h) Skin Injuries.
- i) Muscle and Bone Injuries.
- j) Identification and use of First Aid materials.



## **DUTIES AND RESPONSIBILITIES OF THE FIRM**

- a) The firm or their employees will ensure the confidentiality of information shared for the development of training materials to use in training sessions.
- b) The firm shall provide a working guide/ program including the proposed training design, timelines, and methodology.
- c) Issue certificates of training to all successful participants
- d) Submit a comprehensive report at the end of the entire training program.
- e) The firm shall be inducted on the IDI Policy on safeguarding and ant sexual harassment and shall ensure compliance to these among other applicable policies.

## **IDI DUTIES AND RESPONSIBILITIES**

- f) Provide a training room and materials i.e. books, pens, projector, flip chart for any trainings to be conducted.
- g) Provide refreshments and meals for the consultants and Trainees.
- h) Share relevant documents including the OHSE Policy with the consultant.
- i) Oversee the overall development of the training materials and provide feedback on drafts submitted by the Consultant.
- j) Effect payments on accomplishment as per agreed timelines within the contractual period.

## **TIME FRAME**

This contract is expected to be run through the training and reporting period as shall be agreed in the contract.

The proposed training shall be two (2) days i.e. 22<sup>nd</sup> – 23<sup>rd</sup> January 2024.



## SUBMISSION OF PROPOSAL

- a) The proposal should include:
  - Company Profile.
  - List of staff, their designations and CVs, and relevant Practicing Licenses
  - Compliance and formal registration documents like Valid Trading licenses, Certificate of Incorporation, Tax registration and clearance certificates, etc
  - Annexes: Any documents, such as work samples, or other information, which the firm feels will assist the proposal review team in evaluating the proposal.
  - Experience of the company with a minimum of three qualified trainers.
  - A minimum of three years' experience in conducting training in similar organizations.
- b) The proposal should include learning outcomes and training content clearly describing;
  - A 2 days agenda for each session;
  - Training methods;
  - Learning activities; and
  - Lesson plan timing.
- c) The proposal should include an evaluation/ survey program. The training program should include a plan for the evaluation of learning that includes ongoing and final evaluation. Evaluation should demonstrate that the learner has met the learning objectives for this training.

### **FORMAT OF SUBMISSION & MARKING OF PROPOSALS:**

Two proposals should be submitted, clearly marked with the subject of procurement as the email subject and a title on each proposal indicating “Technical Proposal” and another “Financial Proposal”.



## PROPOSAL EVALUATION AND AWARD CRITERIA

### Evaluation Criteria:

The evaluation of Proposals shall follow the criteria listed below and the firm's characteristics;

1. Preliminary evaluation to determine eligibility (as described above) and administrative compliance with this Request for Proposal.
2. Evidence of experience in this field (number of years in service and clients served)
3. Organizational governance and management structure, staff members, and staff to be assigned to this project with their qualifications 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 above shall be eliminated and shall not be considered for subsequent stages of the evaluation.

### BEST EVALUATED PROPOSAL:

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 that 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.

## **DEADLINE AND PLACE OF SUBMISSION OF BIDS;**

The proposals should be submitted by Email at the below address.

The deadline for submission of responses to this RFP shall be **4:00 PM on Friday 24<sup>th</sup> November 2023**. Late bids shall not be accepted.

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

Procurement Section

Infectious Diseases Institute — Knowledge Centre Building, Makerere University  
Main Campus P.O. Box 22418 | Kampala | Uganda Mobile: +256- (0)706917277.

Email: [eolumbe@idi.co.ug](mailto:eolumbe@idi.co.ug)

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