



**REQUEST FOR PROPOSAL: INTELLECTUAL PROPERTY MANAGEMENT SERVICES TO
AFRICAN CENTRES OF EXCELLENCE (ACE) AT THE INFECTIOUS DISEASES INSTITUTE**

PART 1 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.

The Infectious Diseases Institute (IDI) has been granted funding by the Gates Foundation to undertake a project aimed at developing an Artificial Intelligence (AI) tool. This tool is designed to harness the capabilities of generative AI with the goal of enhancing pandemic preparedness, especially in regions with low literacy rates like Uganda. The objective is to make these guidelines easily understandable and accessible in both English and Luganda. Through the application of conversational AI techniques, similar to interactions with ChatGPTs, users will be able to engage with the guidelines in a conversational manner, facilitating comprehension without the need to navigate through extensive documents. Implementation of this project is being carried out by the African Centres of Excellence in Bioinformatics and Data Intensive Sciences at IDI.

The AI tool being developed is intended for use by all health workers in Uganda who have received training on the Ministry of Health's pandemic preparedness guidelines (Integrated Disease Surveillance and Response). It is anticipated to contribute significantly to the body of evidence regarding the use of AI in low- and middle-income countries (LMICs) across various health sectors. This contribution is expected to foster innovation, improve communication, optimize resource allocation, and provide decision support for frontline workers.

Objective:

The main objective of the Intellectual Property (IP) Manager is to conduct thorough assessments of the ACE's intellectual property assets, identifying potential IP risks and opportunities for protection. Additionally, the IP manager will provide comprehensive education and training sessions to project staff on intellectual property concepts, policies, and best practices, thereby fostering a culture of awareness and responsibility towards intellectual property.

Scope of Work:

1. Conduct intellectual property assessment including, including comprehensive assessments of the African Centres of Excellence (ACE) intellectual property assets, identifying and cataloguing inventions, innovations, and creative works developed within the ACE and evaluating the potential viability and marketability of the intellectual property assets.



2. Identify risks to intellectual property assets, such as infringement and regulatory compliance issues, and assessing opportunities for protection through patents, copyrights, trademarks, utility models, industrial designs, and trade secrets.
3. Create and deliver tailored education and training sessions on intellectual property principles, policies, and best practices to meet the specific needs and knowledge levels of project staff within the ACE.
4. Review and draft licensing agreements of the AI tools or any other IP assets to pertinent stakeholders, including government agencies, healthcare institutions, and private sector partners, to ensure broad adoption and influence.
5. Provide guidelines for ownership, registration, commercialization, and disclosure of intellectual property assets.

Deliverables:

1. Comprehensive assessment report detailing the intellectual property assets within the African Centres of Excellence (ACE), including a catalogue of inventions, innovations, and creative works.
2. Evaluation of the viability and marketability of intellectual property assets identified.
3. Risk assessment report identifying potential risks to intellectual property assets, such as infringement and regulatory compliance issues.
4. Recommendations for protection strategies, including patents, copyrights, trademarks utility models, industrial designs, and trade secrets.
5. Tailored education and training materials on intellectual property principles, policies, and best practices for ACE project staff.
6. Delivery of customized education and training sessions to meet the specific needs and knowledge levels of ACE project staff.
7. Licensing agreements facilitated with pertinent stakeholders, including government agencies, healthcare institutions, and private sector partners, for the AI tool to ensure broad adoption and influence.

Duration of Contract

The duration of the contract for the Intellectual Property Manager services will be **one month**.

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

Successful individuals 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 technical inquiries should be addressed to the undersigned, not later than **Monday 12th February 2024 by 3.00pm**

Grace Kebirungi

Project coordinator

Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus



P.O. Box 22418 | Kampala | Uganda

Email: gkebirungi@idi.co.ug

You are advised to respond to this solicitation either by submitting your offer or by indicating your inability to participate.

PART 2: PROPOSAL PREPARATION PROCEDURES

Preparation of Proposals:

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

- The Proposal submission sheet;
- Evidence of technical competency and ability to provide the required services
- Any other relevant information that you may deem important for submission to IDI

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 3 weeks 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, 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 individual, the top qualifying individual(s) may be requested to make a presentation to the committee.

There is no express or implied obligation for IDI to reimburse responding individuals 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 individual shall be one who 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 individual. A formal contract shall thereafter be signed between the institute and the successful individual.

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

Intellectual Property(IP) Manager is to conduct thorough assessments of the ACE's intellectual property assets, identifying potential risks and opportunities for protection. Additionally, the IP manager will provide comprehensive education and training sessions to project staff on intellectual property concepts, policies, and best practices, thereby fostering a culture of awareness and responsibility towards intellectual property.

Consultant skills mix, qualifications, and expertise:

We are seeking a consultant with a proven track record in conducting assessments of the intellectual property assets and providing comprehensive education and training sessions on intellectual property concepts, policies, and best practices

The consultant should possess a minimum of master's degree in computer science or intellectual property management. A strong understanding of AI, Good working knowledge of overall administrative requirements, budgeting, and fiscal management in support of contracts or cooperative agreements, grants, or purchase requisitions is required.

The consultant should have a minimum of 2 years of intellectual property management experience.

Additionally, the consultant 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 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 **4pm on Friday 16th February 2024**.

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. I offer to provide the said service in accordance with the terms and conditions stated in your Request for Proposal referenced above.
2. I confirm that we are eligible and meet the eligibility criteria specified in part 3:
3. I 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. I confirm that the fees quoted in the activity schedule are fixed and shall not be varied during the period of execution of services.
6. I confirm that I am not under any form of conflict of interest in responding to this Request for Proposal. I 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:

Name and position

Address:

Date: _____