

**REQUEST FOR PROPOSAL (RFP)
DATA MANAGER CONSULTANT, DIGITAL HEALTH
INDONESIA**

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1. ORGANIZATION

FIND accelerates equitable access to reliable diagnosis around the world. We are working to close critical testing gaps that leave people at risk from preventable and treatable illnesses, enable effective disease surveillance, and build sustainable, resilient health systems. In partnership with countries, WHO and other global health agencies, we are driving progress towards global health security and universal health coverage. We are a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation.

For more information, please visit www.finddx.org.

2. PROJECT BACKGROUND

AI-powered screening and diagnostic tools such as chatbots, symptom checkers, and imaging technologies are instrumental in bridging diagnostic gaps. By delivering timely and accurate information, these tools empower individuals, support task-shifting, and streamline workflows for healthcare workers. Additionally, they enhance disease surveillance and enable better resource allocation.

To fully harness the potential of AI-driven diagnostics, key enablers must be in place:

- **High-quality, reusable training and validation datasets** that allow countries to develop AI algorithms tailored to their populations.
- **Robust evaluation frameworks and practical approaches** to ensure standardized assessment of AI-based diagnostics, particularly in low- and middle-income countries (LMICs).
- **Capacity building and mentoring** for policymakers and end-users to foster responsible AI adoption.

A critical challenge identified through discussions and workshops with partners is the absence of standardized frameworks for data collection and management—essential for training, evaluating, and monitoring AI products. Many regulatory agencies lack the contextual expertise needed to define data standards and regulatory processes. To address this gap, we are working to develop and promote clear diagnostic data management standards, ensuring the responsible adoption of AI-powered healthcare solutions.

3. STATEMENT OF PURPOSE

The project aims to achieve the two below objectives and outcomes:

Objective 1: Develop Best Practices and Standards for Diagnostic Data Management.

Outcomes: The goal is to equip LMIC partners with a consolidated, evidence-based set of guidelines to help them implement data management in their AI initiatives and provide them with a concrete example of data management for a specific use-case.

Objective 2: Build capacity for Local Data Standards Creation

Outcomes: By fostering best practices and knowledge development, we aim to empower LMIC stakeholders to drive data standardization and ensure AI based diagnostics are optimized for their intended populations.

Location: Indonesia

4. SCOPE OF WORK AND DELIVERABLES

The Data Manager Consultant will play a key role in designing standardized frameworks for data collection, annotation, management, and storage to support AI-based diagnostics. They will also work closely with the FIND project team to ensure effective achievement of project objectives.

Key responsibilities will include, but are not limited to:

1. Development of Best Practices & Standards for Diagnostic Data Management
 - Assist in designing a framework for data collection, annotation, management, and storage tailored to AI-based diagnostic tools.
 - Develop guidelines on ethical and industry-standard practices for data reuse, security, and interoperability.
 - Provide technical expertise on data annotation approaches, tools, and quality control measures.
 - Support the creation of specific data standards for a selected diagnostic use case (e.g., AI-driven chest X-ray interpretation).
2. Capacity Building for Local Data Standards Creation.
 - Contribute to the development of an online training module on diagnostic data management and AI-based tool evaluation.
 - Assist in designing training materials and toolkits to support local implementation of data standards.
 - Organise and facilitate technical support for workshops and training sessions for data managers, scientists, industry experts and regulators etc.
3. Technical Advisory & Stakeholder Engagement.
 - Support coordination between national and global stakeholders, ensuring alignment with project objectives.
 - Engage with MoH AI Working Group, PUSDATIN-TTDK, and other relevant organizations to support integration of best practices into national frameworks.
 - Provide technical recommendations on data governance, interoperability, and security measures.
 - Support the project team in addressing challenges related to data standardization and AI-driven diagnostics evaluation and policy development.

Nature of Appointment

The selected candidate shall be on a consultancy contract at 100% up to December 2025, with flexibility to work and connect with colleagues in different time zones including (GMT+3, GMT+1).

Supervision & Reporting

The applicant will report directly to the FIND project lead or the designated point of contact.

Deliverables

- Developing a general framework for data collection, annotation, management, and storage tailored to AI based diagnostic tools in Indonesia.
- Creating specific standards for at least one use-case, providing technical guidance on a targeted diagnostic area like chest X-ray interpretation, cough sound or LUS.
- Develop an online training module and design training materials on diagnostic data management and technical guidance for local development and evaluation of AI-based diagnostic tools.
- Organize and facilitate workshops in Indonesia to train local data managers, data scientists, regulators and other stakeholders.

5. QUALIFICATIONS & EXPERIENCE REQUIRED

- For Indonesians only.
- Bachelor's or master's degree in AI applications, data science, Computer Science, or a related field.
- Experience working with the Ministry of Health (MoH) and PUSDATIN (Data and Information Center).
- Strong understanding of data management principles and AI technologies.
- Good knowledge of the healthcare systems and digital health ecosystem in Indonesia.
- Experience in health data governance, interoperability standards, and security protocols.
- Proven ability to develop training materials and conduct capacity-building workshops.
- Strong written and verbal communication skills, including technical writing for both technical audiences and non-technical audiences.
- Previous working experience on AI tools evaluation and data architecture management.
- Fluency in English and Bahasa (written and verbal).
- Excellent problem-solving and collaboration skills.
- Experience in organizing and facilitating workshops with diverse stakeholders.

6. APPLICATION GUIDELINES:

Candidates interested in responding to this RFQ should submit a proposal, in Microsoft WORD, PDF or POWERPOINT format, including the following information:

- **Cover Letter**
A brief statement of interest and suitability for the role.
- **Technical Proposal**
Details on the approach and methodology to be used in executing the scope of work.
- **Experience & Qualifications**
Summary of relevant experience and qualifications, including CVs of key personnel.
- **Financial Proposal**
A detailed cost breakdown, including consultancy fees and any other relevant expenses.

Please direct your submissions and any questions to the following email: procurement@finddx.org.
The deadline for proposal submission is 2nd June 2025 at 23:59 CET.

7. EVALUATION AND AWARD PROCESS

Proposals will be evaluated based on the following criteria:

| Criteria | Weighting |
|--------------------------------------|-----------|
| Relevant Experience & Qualifications | 40% |
| Technical Approach | 30% |
| Financial Proposal | 20% |
| References & Past Performance | 10% |

- **Relevant Experience & Qualifications** – Strength of relevant expertise, certifications, and prior project experience.
- **Technical Approach** – Effectiveness and feasibility of the proposed methodology.
- **Financial Proposal** – Cost competitiveness and value for money.
- **References & Past Performance** – Feedback from previous clients and successful completion of similar assignments.

8. TIMELINES

| | Activity | Expected date |
|---|--------------------------------------|--|
| 1 | Publication of RFP | 19 th May |
| 2 | Closing for submission of proposals | 2 nd June, at 23h59 (Geneva Time) |
| 3 | Evaluation | 3 rd June – 6 th June |
| 4 | Communication on Award/s of Contract | 9 th June |
| 5 | Contract negotiation and signature | 9 th June – 13 th June |
| 6 | Consultant Start Date | 16 th June |
| 7 | Expected Completion | Up to December 2025 |

It is possible to request a call for any clarifications before the application deadline.

9. AWARD CONDITIONS

Applicants/Bidders that are selected for final award are required to:

- Provide a proof of legal registration as a consultancy firm or an individual contractor.
- Sign a declaration confirming no [Conflict of Interest](#).
- Be legally permitted to perform work in the country where the contract will be performed.
- Sign and Commit to the [FIND Code of Conduct and Ethics](#).
- Sign the [Due Diligence Self declaration form](#).

10. CONTRACTUAL TERMS AND CONDITIONS

- The contract will be awarded to the successful bidder following the completion of the evaluation and selection process.
- The agreement shall become legally binding only upon both parties signing the contract.
- The consultant must execute the services in accordance with the scope of work outlined in this RFP.
- The consultant is responsible for ensuring high-quality performance, timely deliverables, and compliance with agreed methodologies.
- Payments will be linked to deliverables and will be made upon approval of completed milestones.
- FIND reserves the right to withhold payment if the consultant fails to meet agreed-upon performance standards.
- All information received, created, or shared during the consultancy will remain confidential and must not be disclosed to third parties without FIND's prior written consent.
- The consultant must comply with applicable data protection laws and ensure the security of sensitive information.
- Any documents, reports, frameworks, tools, or methodologies developed as part of this contract will become the property of FIND.
- The consultant grants FIND unrestricted usage rights to all deliverables under this contract.

11. TERM OF CONTRACT

- The contract will become effective upon signature by both parties and the issuance of a formal contract agreement by FIND. The consultant is expected to begin work on the project immediately upon contract execution.
- In the event that additional time is required to complete the agreed scope due to justifiable reasons, the consultant may request an extension. Any extension must be formally approved by FIND in writing.
- FIND reserves the right to renew or extend the contract for additional phases of work if further engagement is necessary. Renewals will be based on the consultant's performance, availability of funding, and evolving organisational needs.

12. CONFIDENTIALITY

FIND considers any proposal received under the RFP as confidential. If required, FIND can sign a Confidentiality Disclosure Agreement (CDA) with interested Applicants/Bidders prior to proposal submission. FIND will not disclose the proposal to third parties without the prior written agreement of the proposal submitter. Review of proposals will be carried out by an internal FIND team as well as a team of external experts (which may or may not include members of FIND's independent Scientific Advisory Committee), all of whom are under confidentiality and are recused if found to have a potential conflict of interest (which they are obliged to disclose). Any specific questions concerning confidentiality should be addressed to the FIND team.

13. HOW TO APPLY

Please email the proposals in English, in PDF format to: procurement@finddx.org

Please share a detailed resume and three references via email.

It is recommended that the entire Proposal be consolidated into as few attachments as possible.

All files must be free of viruses and not corrupted.

The proposer should receive an email acknowledging receipt of the proposal.

Applications will be accepted and responded to expediently until 2nd June, at 23h59 (Geneva time).

Please note that due to the high volume of applications, ONLY short-listed candidates will be contacted. FIND is dedicated to building an inclusive workforce where diversity is valued. FIND is an equal opportunity employer. Every qualified applicant will be considered for employment. FIND does not discriminate based on race, colour, religion, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, pregnancy, disability status, political ideology, military status, or any other attribute protected by applicable law.