



## Foundation for Innovative New Diagnostics (FIND)

### REQUEST FOR PROPOSAL (RFP)

**RFP No.: FL/RFP/2019/001 - Hiring of Human Resources Agency for manpower, payroll and travel management in Colombo, Sri Lanka.**

<b>RFP No.:</b>	<b>FL/RFP/2019/001</b>
<b>Issuance Date</b>	<b>3<sup>rd</sup> December 2019</b>
<b>Last Date and Time for receipt of request for clarifications/ queries</b>	<b>6<sup>th</sup> December 2019 ; 18:00 GVA Time Email ID: - <a href="mailto:procurement@finddx.org">procurement@finddx.org</a></b>
<b>Clarification on queries/ amendment</b>	<b>7<sup>th</sup> December 2019</b>
<b>Last Date, Time for receipt of Bids</b>	<b>10<sup>th</sup> December 2019; 15:00 GVA time through E-mail (password protected)</b>
<b>Bid opening Date, Time</b>	<b>10<sup>th</sup> December 2019; 15:30 GVA time</b>

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## Section 1. Letter of Invitation

<b>Country:</b>	<b>Sri Lanka</b>
<b>RFP No.:</b>	<b>FL/RFP/2019/001</b>
<b>Name of Project</b>	<b>AMR Surveillance Project -Sri Lanka</b>
<b>Nature of Services Required:</b>	<b>Manpower hiring , payroll and travel management</b>

Dear Sir/Madam,

FIND is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries. Recently we have received Fleming Fund Country Grant to address critical gaps in surveillance of antimicrobial-resistance (AMR) in Sri Lanka in partnership with PATH. The purpose/Intent of Request for Proposal (RFP) is to enter into a contractual agreement with (a) successful bidder(s) and select a suitable Human Resources Agency for hiring manpower, payroll and travel management in Colombo, Sri Lanka.

1. FIND hereby invites proposal from eligible and qualified agencies for recruitment, payroll and travel management. More details on the services are provided in the Terms of Reference in this RFP document.
2. An Agency/Company/Firm will be selected under the **Least cost selection method**, the evaluation procedure for which is described in sections of the RFP. The selection process, as described, will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
3. The RFP includes the following documents: Section Section 1 - Letter of Invitation  
Section 2 - Information to Consultants (including Data Sheet)  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Financial Proposal - Standard Forms  
Section 5 - Terms of Reference
4. Proposal must be delivered through Email up to date and time defined on page no -1. The technical bids will be opened on the same day at 15:30 hrs.  
At any time prior to the deadline for submission of proposal, FIND may, for any reason deemed fit by it, modify the RFP document by issuing suitable amendment(s) to it. Such an amendment will be notified on the FIND website ([www.finddx.org](http://www.finddx.org) ) only. Any agency who has downloaded the RFP should check for amendments, if any, issued on the FIND website and FIND will not issue a separate communication to them. FIND shall not be responsible in any manner, if the prospective bidders miss any notifications placed on the above website.
5. FIND will not accept any proposal which will be received after the stipulated date and time mentioned above in Sl. No. 4.

## **Section 2: Instructions to Agency**

### **1. Introduction**

- 1.1 FIND will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Part II Data Sheet.
- 1.2 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.
- 1.3 The date, time and address for submission of the proposals has been given in Part II Data Sheet.
- 1.4 The eligible agencies are invited to submit their Proposal, for consulting Assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.5 Consultants should familiarize themselves with Local conditions and take them into account in preparing their Proposals.
- 1.6 FIND will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.
- 1.7 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. FIND is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### **2. Clarification and Amendment of RFP Documents**

- 2.1 Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, through Email indicated in the Part II Data Sheet. FIND will respond in writing, or by standard electronic means (email) and should the FIND deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2 below.
- 2.2 At any time before the submission of Proposals, FIND may amend the RFP by issuing an addendum/amendment, such addendum/amendment will be notified on the FIND website ([www.finddx.org](http://www.finddx.org)) only. To give Consultants reasonable time in which to take an addendum/amendment into account in their Proposals FIND may, if the addendum/amendment is substantial, extend the deadline for the submission of Proposals.

### **3. Proposal Validity**

The Part II Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. FIND will make its best effort to complete negotiations within this period. Should the need arise, however, FIND may request Consultants to extend the validity period of their

proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance FIND shall not consider such proposal for further evaluation.

#### **4. Preparation of Proposal**

- 4.1 The Proposal as well as all related correspondence exchanged by the Consultants and the FIND, shall be written in English language, unless specified otherwise.
- 4.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 4.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:
  - (a) The estimated number of Professional staff-months for the Assignment/job is as shown in the Part II Data sheet. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants. While making the proposal, the consultant must ensure that he/she proposes the minimum number and type of experts as sought by the FIND, failing which the proposal shall be considered as non-responsive.
  - (b) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each position mentioned.
- 4.4 Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. Submission of the Technical Proposal in incorrect format will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (d) using the attached Standard Forms (Section 3).
  - (a) Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.
  - (b) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. The work plan should be consistent with the Work Schedule (Form TECH-3 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
  - (c) CVs of the Professional staff as mentioned in para 4.3 (b) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-4 of Section 3).
  - (d) A detailed description of the proposed methodology and staffing for training needs to be given, if the Part II Data Sheet specifies training as a specific component of the Assignment/job.

4.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

4.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment/job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the Part II Data sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign (if applicable) and domestic expenditures. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

## **5. Taxes**

The Consultant shall fully familiarize themselves about the applicable to Domestic taxes on amounts payable by the FIND under the Contract. All such taxes must be included by the consultant in the financial proposal.

## **6. Currency**

Consultants shall express the price of their Assignment/job in SLR.

## **7. Submission, Receipt, and Opening of Proposal**

7.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

7.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign.

7.3 The password protected Technical proposal and Financial Proposal shall be send with one email (separate password to be allocated to both technical and financial proposal), clearly marked Technical and Financial proposal and also mention name of Assignment/job at Subject line. This mail shall bear name of assignment and reference number if any. **If the Financial Proposal is not submitted in a separate file as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

7.4 The Proposals must be sent to FIND no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 2.2 above. Any proposal received by the FIND after the deadline for submission shall **NOT** be considered.

## **8. Proposal Evaluation**

8.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the FIND on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the FIND in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

- 8.2 FIND has constituted a Consultant Selection Committee (CSC) which will carry out the entire evaluation process.
- 8.3 Evaluation of Technical Proposals: CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.
- 8.4 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub -criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.
- 8.5 Public opening & evaluation of the Financial Proposals:  
Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.
- 8.6 The CSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 8.7 After opening of financial proposals, appropriate selection method shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract. The methods of selections are described in the Data Sheet.
- 8.8 This selected consultant will then be invited for negotiations, if necessary.

## **9. Negotiations**

- 9.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 9.2 Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Assignment/job". Special attention will be paid to clearly defining the inputs

and facilities required from the client to ensure satisfactory implementation of the Assignment/job.

- 9.3 Financial negotiations: After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
- 9.4 Availability of Professional staff/experts: Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both.
- 9.5 Parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organization. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract.

## **10. Award of Contract**

- 10.1 After completing negotiations the Client shall issue a Letter of Intent to the selected Consultant.
- 10.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions.
- 10.3 The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

## **11. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

## **12. Payment:**

- 12.1 The payment shall be made on monthly basis against the invoice raised by the agency on achievement of aforesaid milestones. The payment shall be made subject to deduction of applicable taxes.
- 12.2 Performance bank Guarantee LKR 10 lakhs and Bank Guarantee for advance disbursement equivalent to monthly salary/Fee disbursement to be submitted by selected agency.

## Part II: Data sheet

Clause No. of Data Sheet	Ref of instruction to Agency	Particulars
1	1.2	<p><b>Name of the Employer-</b> <i>Foundation for innovative New diagnostic</i></p> <p>Name of the Assignment/job is: Hiring of <b>Human Resources Agency</b> for manpower, payroll and travel management in Colombo, Sri Lanka</p>
3	7.4	<p>Date &amp; time for submission of proposal/ bid: Date 10th Dec 2019 Time 15:00 GVA time</p>
4	1.5	<p>FIND's representative is Flavio Ambrogiani, Senior Logistics Officer E-mail: procurement@finddx.org</p>
5	3.1	<p>Proposals must remain valid for 60 days</p>
6	2.1	<p>Clarifications may be requested not later than 6<sup>th</sup> Dec,2019 at 18:00 GVA time E-mail: procurement@finddx.org</p>
8	7.4	<p>The formats of the <b>Technical Proposal</b> to be submitted are: Form Tech 1: Letter of Proposal submission Form Tech 2 : Consultant's organization &amp; experience Form Tech 3 : Approach &amp; methodology Form Tech 4 : Curriculum vitae</p>
10	6.1	<p>Agency to state the cost in Sri Lankan Rupee <b>only</b></p>
11	7.3	<p>Agency must submit the password protected Technical and Financial (separate passwords to be allocated to both technical and financial proposal)</p>
12	8.4	<p><b>Evaluation of Technical Proposals</b> <b>Eligibility of the Agency</b> Following are the essential qualifying pre- requisites for the Agency to technically qualify for the assignments:</p> <p style="margin-left: 40px;"><b>A.</b> Agency should have a minimum of 3 years of experience in <b>recruitment, selection, Payroll, Compliance and Travel management</b> as per the scope of services defined, (submit relevant document).</p> <p style="margin-left: 40px;">1) Financial capacity - Minimum consolidated turnover in last 3 years should not be less than 10M SLR. (submit certified balance sheet for three years 2016-17, 2017-18 and 2018-19)</p> <p style="margin-left: 40px;">2) The Agency should have registered office in Sri Lanka</p>

		<p>(submit document).</p> <p>3) The agency and consortium partner (if any) should not be debarred / blacklisted by MOH&amp;FW, Government of Sri Lanka , or any other Central Govt. Department or State Government as on the date of opening of bid (submit Notarized Affidavit for undertaking)</p> <p><b>Evaluation Criteria : Criteria, sub-criteria, for evaluation of Technical Proposals</b></p> <p>(i) Specific experience of the Consultants (that is, the firm’s) relevant to the Assignment/job: Minimum three years’ experience in <b>recruitment, Payroll, Compliance and Travel management</b>) Submit relevant document)</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: The methodology and work plan will be evaluated under the following sub criteria: a) Work plan b) Organization and staffing c) Organization policy related to Prevention of Sexual Harassment of Women at Workplace, and Grievance Redressal Mechanism.</p> <p>(iii) Key professional staff minimum qualifications and competence for the Assignment/job (in form TECH no-4) a) HR Manager: MBA/Masters or equivalent with minimum three years relevant experience in health sector b) Finance Specialist: Master’s in finance or equivalent with minimum three years relevant experience in health sector</p>
13	8.7	<p>Method of Selection: The consultants who are found qualified under all the parameters of the eligibility criteria mentioned above will be considered technically qualified. Price bids of all these technically qualified firms will be opened.</p>
14	10.3	<p>Expected date for commencement of consulting Assignment/job [ date:- 1 Jan 2020 at: [Sri Lanka ]</p>

## **Section 3: Technical Proposal – Standard Forms**

FORM TECH-1

### **LETTER OF PROPOSAL SUBMISSION**

[Location, Date]

To:  
[Name and address of FIND]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## CONSULTANT'S ORGANIZATION AND EXPERIENCE

### A - Consultant Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

### B - Consultant Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (if possible, the client shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

1. Firm's name:

1	Assignment/job name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country:	
1.4	Location within country:	
1.5	Duration of Assignment/job (months) :	
1.6	Name of Employer:	
1.7	Address:	
1.8	Total No of staff-months of the Assignment/job:	
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
1.10	Start date (month/year):	

1.11	Completion date (month/year):	
1.12	Name of associated Consultants, if any:	
1.13	No of professional staff-months provided by associated consultants	
1.14	Name of senior professional staff of your firm involved and functions performed	
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

## FORM TECH-3

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB**

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
  - b) Work Plan, and
  - c) Organization and Staffing,
- 
- a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
  - b) **Work Plan.** The consultant should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.
  - c) **Organization and Staffing.** The consultant should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]



[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project: Year:

Location:

Employer:

Main project features: Positions held: Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

## Section 4: Financial Proposal – Standard Forms

FORM FIN-1

### FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

[Name and address of FIND]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures 1]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Purpose of Commission	Gratuity
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We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**SUMMARY OF COSTS**

S.No.	Particulars	Fee in percentage	
1	Recruitment and replacement cost include advertisement, travel, etc.		
2	Payroll and Compliance management cost		
3	Travel and communication		
4	Tax		
5	Total		

Authorized Signature

Name: .....

Designation .....

Name of firm: .....

Address: .....

# Section 5: Terms of Reference

## Part I Objective and Scope of Work

### Background

The purpose/Intent of Request for Proposal (RFP) is to hire a Human Resources Agency for hiring manpower, payroll and travel management in Colombo, Sri Lanka.

Overall objective of the project:

Drug-resistant infections, caused by bacteria with increasing AMR, is a growing public health threat. This Fleming Fund grant aims to address critical gaps in surveillance of AMR bacteria in Sri Lanka with following aims and objectives

1. Laboratory infrastructure enhancement  
Capacity building to improve laboratory skills for bacterial identification antimicrobial susceptible testing (AST) and improve data quality
3. Strengthening AMR surveillance system
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

For more information about the organization, please visit <https://www.finddx.org/>

### Scope of work

We are planning to recruit and deploy following positions (see detailed ToRs in Appendix II):

1. Project Coordinator (number of positions-1)
  2. Microbiologist (number of positions-1)
  3. Bio Medical Engineer (number of positions-1)
  4. Procurement Officer (number of positions-1)
  5. Finance cum Admin Assistant (number of positions-1)
- B. Recruitment and selection;
- I. Advertise various positions in digital, web portals according to FIND's requirement.
  - II. Identification and short listing of profiles received for interviews in consultation with FIND.
  - III. Facilitate face to face interviews by the selection committee constituted by FIND
- C. Payroll and compliance:
- I. Monthly payroll management
  - II. Ensure compliances
  - III. Attendance and Leave management
  - IV. Annual performance evaluation
- D. Travel management:
- Travel reimbursement

1. General terms and conditions;
  1. While finalizing job notification the selected HR Agency may take inputs as required from FIND but limit the involvement of FIND officials except during final selection.
  2. The selected HR Agency may seek applications location wise for initiating recruitment process in phased manner.
  3. The selected HR Agency will publish notifications, receive applications, screen the same, tele-call the applicants and short list as per guidelines provided by FIND and prepare list of short listed candidates. The agency will share a final selection list wherein the representative of HR Agency shall also participate and co-ordinate with prior arrangements.
  4. After final interview the HR Agency will finalize the panel of candidates in the order of merit and as directed by FIND officials, undertake reference checking of candidates selected for appointment.
  5. HR Agency will issue formal contracts/ appointment letters to all staff cleared by FIND for appointment.
  6. The selected HR Agency will be responsible for payroll management, Attendance & leave management, Performance Management and reporting as per agreed schedule and accounting of funds released for disbursal.
  7. Applicable Tax etc. as applicable shall be deducted from their fee and deposited with the statutory authorities.
  8. The agency should ensure that the candidates identified should not have any police record/criminal record against them.
  9. Subject to the Arbitration Agreement contained herein, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of the Court at Geneva only.
  10. The agency should not disclose any of FIND's confidentiality information to anyone outside and use such information only in connection with the service provided to the FIND.

## **Annexure-II**

### **Position 1: Project Coordinator (1)**

Drug-resistant infections are caused by bacteria with increasing antimicrobial resistance (AMR), which is a growing public health threat. The Fleming Fund grant aims to address critical gaps in surveillance of AMR in Sri Lanka, with following aims and objectives:

1. Laboratory infrastructure enhancement
2. Capacity building to improve laboratory skills for bacterial identification antimicrobial susceptibility testing (AST) and improve data quality
3. Strengthening AMR surveillance systems
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

#### **Job description:**

The Project Coordinator will be responsible for overall project management, leading the project team, planning and executing project activities and coordinating with partners and the Govt of Sri Lanka to ensure smooth implementation of the project while achieving the targets as per the agreed timelines.

1. Coordinate with partners, sites, Ministry of Health, donor agency and all relevant stakeholders
2. Maintaining and monitoring project plans, project schedules, budgets and expenditures
3. Act as the point of contact and communicate project status to all participants
4. Organizing, attending and participating in stakeholder meetings
5. Oversee and provide necessary administrative and technical support to the project team and the lab sites for lab renovation, equipment supply, delivery and installation, and lab validation
6. Supervise and support the project team consisting of a microbiologist, bio-medical engineer, admin assistant and the AMC (Annual Maintenance Contract) and procurement agencies
7. Follow up on progress of the project and provide regular updates to key stakeholders, including donor agency
8. Provide support to the project team in conducting site assessments and monitoring visits, trainings/workshops for laboratory staff and follow up meetings with sites, partners and stakeholders
9. Review project progress and provide technical support in line with various pre-identified targets and ensure that project proceed in a timely manner
10. Provide support in establishment of biorepository and sample transport pathway at identified sites
11. Liaise with procurement and logistics to ensure timely procurement and delivery of goods
12. Assess potential issues and technical challenges and accordingly develop resolutions
13. Sharing relevant documentation, data and reports with project teams
14. Liaise with FIND senior technical leadership in support of project activities

#### **Desired qualifications and experience:**

- MBBS/PhD/MPH or equivalent (candidates with a microbiology background will be given preference)
- Five years of project management experience (candidates with experience of AMR/ lab strengthening projects will be preferred)
- Strong written and oral communication skills. Knowledge of the local language an added advantage
- Solid organizational skills, including multitasking and time-management
- Demonstrated ability to coordinate between multiple sites and ensure state adherence to project targets and mandates
- Proficient in basic computer applications like Word, Excel and Power Point with adequate experience in data analysis, analytical software and ability to make meaningful interpretation for effective supervision
- Available to travel extensively (up to 50 percent of the time) on short notice

**Nature of appointment:**

The selected candidate shall be initially offered a consultancy contract until **15 May 2021**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

## **Position2: Microbiologist (1)**

Drug-resistant infections are caused by bacteria with increasing antimicrobial resistance (AMR), which is a growing public health threat. The Fleming Fund grant aims to address critical gaps in surveillance of AMR in Sri Lanka with following aims and objectives:

1. Laboratory infrastructure enhancement
2. Capacity building to improve laboratory skills for bacterial identification antimicrobial susceptibility testing (AST) and improve data quality
3. Strengthening AMR surveillance system
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

### **Job description:**

The Microbiologist will be providing technical support in assessment of labs and lab upgradation, including finalization of equipment lists, planning of diagnostic services, reagents, consumable requirements, SOP development related to receiving, analysis and reporting of samples as well as establishment and implementation of a quality management system, support in establishment of sample transport pathway, and biorepository of samples (inventory, archiving and sample retrieval)

As an integral part of the FIND technical team, provide on-going technical assistance, training and monitoring of selected labs. This includes:

### **Onsite work:**

1. Lead lab upgradation activities including planning and conduct of lab assessments, review of lab layouts/design and preparing and submitting assessment report including lab designs
2. Draft and finalize in consultation with partners and stakeholders the technical specifications of the equipment, consumables and reagents
3. Draft and finalize the SOPs and work protocols to improve laboratory skills, biosafety, etc. in consultation with partners and stakeholders
4. Conduct regular monitoring visits to the labs to oversee upgradation activities
5. Work closely with the project coordinator, biomedical engineer and procurement team for smooth and timely implementation of the project activities
6. Coordinate with sites, BME (Bio Medical Engineer), procurement officer, procurement agency, identified agencies for equipment and microbiology lab-related matters and work plan
7. Coordinate with labs for continuous quality improvement by preparing and reviewing protocols/SOPs/related guidelines; develop data collection and monitoring systems for surveillance of AMR pathogens; prepare and review QC protocols and checklists; collect periodic quality indicators of results and data analysis
8. Conduct trainings/workshops for lab staff on SOP and QC documents preparation, lab biosafety, AMR data collection and submission etc.
9. Provide technical support in establishing biorepository and sample transport pathway at identified sites

10. Liaise with FIND project coordinator and senior technical leadership in support of project activities

**Remote work:**

Provide continuous lab support during the course of the study, write visit reports, follow up with lab to ensure action items are completed, and participate in FIND calls and training activities as required.

**Desired qualifications and experience:**

1. PhD/MD in Microbiology, with minimum three years of experience in laboratory especially in bacteriology and antibiotic sensitivity testing  
**OR**
2. MSc with specialization in Microbiology/Medical Microbiology/ Applied Microbiology/ Clinical Microbiology/ with minimum 5 years of experience of working in a lab especially in bacteriology and antibiotic sensitivity testing
3. Strong scientific background in microbiology, epidemiology, statistics, and project management.
4. Well versed in microbiology lab techniques, equipment, and AMR surveillance, data analysis etc.
5. Good coordination skills
6. Good oral and written communication skills in English. Knowledge of local language an added advantage
7. Strong team orientation
8. Ability to work independently, with minimum handholding and supervision
9. Willing to travel as needed
10. Computer knowledge (Microsoft Office – Excel and Word)
11. Energetic, resilient and passionate
12. Professional, mature and confident

**Nature of appointment:**

The selected candidate shall be initially offered a consultancy contract until **15 May 2021**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

### **Position 3: Biomedical Engineer (1)**

Drug-resistant infections are caused by bacteria with increasing antimicrobial resistance (AMR), which is a growing public health threat. The Fleming Fund grant aims to address critical gaps in surveillance of AMR bacteria in Sri Lanka with following aims and objectives:

1. Laboratory infrastructure enhancement
2. Capacity building to improve laboratory skills for bacterial identification antimicrobial susceptibility testing (AST) and improve data quality
3. Strengthening AMR surveillance systems
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

### **Job description**

The Biomedical Engineer will be integral part of the FIND technical team, provide on-going technical assistance, training and monitoring of selected labs. This includes:

1. Support in conducting lab assessment visits for:
  - a) Assessing the requirements for upgradation and renovation of microbiology labs (human and animal) including electrical, civil and plumbing
  - b) Preparation of layout and detailed lab design for upgradation including electrical, civil and plumbing
  - c) Preparing technical specifications for laboratory upgradation and equipment
2. Support preparation and review of tender documents for renovation of laboratories and procurement of laboratory equipment
3. Provide technical support for the identification of laboratory equipment vendors, perform supervisory monitoring to ensure quality and workmanship by vendors in development phase, coordinate with the site and engineering department for smooth upgradation process and validation of the facility
4. Supervise and monitor the lab upgradation work
5. Coordinate the delivery, installation, start-up procedures and certification of lab equipment
6. Oversee adherence to the equipment warranty, annual maintenance contract, provide technical support for reporting and rectification of equipment breakdown, as required
7. Support in development of SOPs for preventive maintenance of equipment
8. Maintain all required project documentation
9. Facilitate training(s) for preventive maintenance and calibration of pipettes, temperature controlled and other lab equipment
10. The job responsibilities include travel to various implementation sites as per the project need
11. Any other responsibilities as identified from time to time by project leader, medical officer, microbiologists/site

### **Desired qualifications:**

Applicants must meet the following qualification requirements:

1. A Biomedical engineering graduate from a reputed institute, Candidate should be at least B.Tech/B. E in Biomedical engineering or B.Tech/B.E in Electrical & Electronics Engineering (EEE) or B.Tech/B.E in Electrical & Electronics Engineering (ECE) or

Bachelor in Applied Science (Biomedical Instrumentation) or Bachelor in Biomedical Instrumentation.

2. Minimum three years of experience of managing bio-medical equipment in Hospitals/Healthcare/ laboratories/TB Laboratory.

**Desirable experience:**

- A good understanding of laboratory or healthcare engineering systems and controls (i.e. mechanical systems, including plumbing, fire protection, heating, ventilating, air conditioning and temperature controls; electrical systems, including electrical distribution, lighting and special systems).
- Sound understanding of all the appropriate regional and national building codes, and basic knowledge of Biosafety guidelines (WHO, CDC etc.). Preference will be given to candidates who have work experience in TB laboratories under RNTCP.
- Good interaction skills for coordinating with stakeholders and agencies
- Good oral and written communication skills. Knowledge of the local language an added advantage
- Strong team orientation
- Ability to work independently, with minimum handholding and supervision
- Willing to travel as per project requirements
- Computer knowledge (Microsoft Office – Excel, Word, Outlook and Auto- CAD)
- Energetic, resilient and passionate
- Professional, mature and confident

**Nature of appointment:**

The selected candidate shall be initially offered a consultancy contract until **15 May 2021**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

#### **Position 4: Procurement Officer (1)**

Drug-resistant infections are caused by bacteria with increasing antimicrobial resistance (AMR), which is a growing public health threat. The Fleming Fund grant aims to address critical gaps in surveillance of AMR in Sri Lanka with following aims and objectives:

1. Laboratory infrastructure enhancement
2. Capacity building to improve laboratory skills for bacterial identification Antimicrobial Susceptibility Testing (AST) and improve data quality
3. Strengthening AMR surveillance systems
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

#### **Job description:**

1. Support the drafting and finalisation of the technical specifications of the equipment and consumables
2. Determine potential sources of supply; research technical data and price information on the Internet or other sources, ensuring completeness of information according to needs.
3. Coordination with and monitoring of procurement agency
4. Ensure timely publication of Expression of interest (EOI), procurement advertisements and awards by procurement agency
5. Review of Invitation to Bid (ITB), Request for Proposal (RFP) and Request for Quotation (RFQ); ensure compliance with specifications and assist in analysing offers according to selection criteria.
6. Assist in the preparation of complex annual international solicitations.
7. Negotiate fee rates, check feasibility of draft Terms of Reference (TORs), conclude contract and monitor contract execution (services rendered; payment; maintenance clauses) and prepare justifications to Contract Review Committee of the procurement agency when needed.
8. Organize and transmit documentation to requestors related to offers, evaluation criteria, and correspondence with bidders.
9. Manage the purchase ordering process, examine and analyse adequacy of information ensuring that appropriate level of authorisation is received prior to releasing the orders according to SOPs.
10. Maintain database and organize vendor files, catalogues, technical literature and price information for ready access; establish call-up system to follow up on procurement orders being held up.
11. Analyse and evaluate information regarding vendor performance about quality, price, delivery and equipment, and ensure that it conforms to FIND supplier qualification operating procedure.
12. Monitoring the procurement agency for all shipments and services delivery
13. Work closely with finance to submit procurement-related invoices for payment processing along with supporting documents.

14. Maintain good communication and coordination between all the stakeholders and advise requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
15. Work in a quality management-oriented system ensuring compliance with FIND SOPs; donor policy and national rules and regulations for procurement.
16. Regularly review and update internal SOPs (submissions to FIND Quality Management).
17. Any other responsibilities as identified from time to time

**Desired qualifications and experience:**

Applicants must meet the following qualification requirements:

1. Post-Graduation degree/diploma in any field with at least 5 years' experience and graduate with at least 8 years' experience in procurement and contract management
2. Strong oral and written communication skills in English. Knowledge of the local language an added advantage
3. Good interpersonal skills, strong presentation and organizational skills
4. Team player comfortable working in a multi-cultural and diverse environment
5. Proficient in Microsoft Office, including experience with Excel, power point, etc.

**Nature of appointment:**

The selected candidate shall be initially offered a consultancy contract until **15 May 2021**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

### **Position 5: Administrative Assistant (1)**

Drug-resistant infections are caused by bacteria with increasing antimicrobial resistance (AMR), which is a growing public health threat. The Fleming Fund grant aims to address critical gaps in surveillance of AMR bacteria in Sri Lanka, with following aims and objectives:

1. Laboratory infrastructure enhancement
2. Capacity building to improve laboratory skills for bacterial identification antimicrobial susceptibility testing (AST) and improve data quality
3. Strengthening AMR surveillance systems
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

### **Job description:**

- Organize and coordinate travel and overnight arrangements
- Reconcile travel-related documents of the staff/consultants with onwards submission to finance department
- Reconcile all other relevant invoices and maintain project-wise billing coordination
- Organize and coordinate internal and external meetings including teleconferences
- Maintain a detailed record for quick and efficient retrieval of travel-related information
- Organize and maintain filing systems and contact database
- Prepare, submit and track permit applications for staff/Consultants
- Brief new staff on travel and reimbursement procedures
- Support the HR Officer in office and building management
- Support HR officer in recruitment
- Any other tasks assigned time to time

### **Desired qualifications and experience:**

Applicants must meet the following qualification requirements:

- Graduate with 3+ years relevant experience
- Strong oral and written communication skills in English. Knowledge of local language an added advantage
- Willingness to travel if required and at short notice
- Good command of computer software, especially Excel

### **Nature of appointment:**

The selected candidate shall be initially offered a consultancy contract until **15 May 2021**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

### **Position 6: Finance Assistant (1)**

Drug-resistant infections are caused by bacteria with increasing antimicrobial resistance (AMR), which is a growing public health threat. The Fleming Fund grant aims to address critical gaps in surveillance of AMR in Sri Lanka with following aims and objectives:

1. Laboratory infrastructure enhancement
2. Capacity building to improve laboratory skills for bacterial identification antimicrobial susceptibility testing (AST) and improve data quality
3. Strengthening AMR surveillance systems
4. Strengthen laboratory network and quality assurance practices
5. Promoting rational use of antimicrobial medicines

### **Job description:**

1. Bifurcation of indirect taxes paid under various heads
2. Making voucher entries in Navision daily
3. Review the payment vouchers submitted to finance (other than procurement-related ones), entering all payments in a system for processing (also ensuring for non-processing of any double payment)
4. Checking adjustments in relation to advances paid for trainings, etc.
5. Checking of indirect tax details under the invoice
6. Scanning and naming each voucher/invoice for uploading in Navision.
7. Filing monthly TDS/GST challans, returns in designated file
8. Keeping all audit reports in their appropriate files
9. Keeping/filing all agreements/SOPs
10. Creating TDS details and submitting for processing
11. Assisting with audit
12. Providing various types of schedules to the audit
13. Preparing final accounts for the audit
14. Any other work as required

### **Desired qualifications and experience:**

Applicants must meet the following qualification requirements:

1. The applicant must possess a commerce graduate degree from a reputed institution/University.
2. A minimum of three years of experience in handling accounts with thorough knowledge of accounting software, preferably within the development sector;
3. Thorough understanding of non-profit accounting systems and fund accounting, with at least two years of prior experience with an NGO;
4. Well versed with standard financial and accounting software, preferably Navision, TDS software;
5. Skilled in accounts finalization and handling audits;
6. Well versed in setting up and managing Financial Information Systems;
7. Ability to handle the accounting function independently;
8. Proficient in Microsoft Office, including intermediate skill levels in Excel

10. Strong oral and written communication skills in English. Knowledge of the local language an added advantage

**Nature of appointment:**

The selected candidate shall be initially offered a consultancy contract until **15 May 2021**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.