



Request for Quote (RFQ) - RQ23-0011  
**Consultant - Scientific Officer, NTD Programme**

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17/07/2023

FIND | Campus Biotech | Chemin des Mines 9 | 1202 Geneva, Switzerland

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## **A. About FIND**

FIND is accelerating 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 WHO, other global health agencies and the G20/G7, 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 <https://www.finddx.org/>.

Location: FIND headquarters in Geneva or Remote.  
Reporting to the Director of the NTD Programme.

## **B. Background**

FIND's goal is to support disease-specific diagnostic tests that address global public health needs and support health care professionals and governments in their day to day decision making. This position will provide technical expertise in the development and implementation of visceral leishmaniasis (VL) and Onchocerciasis (Oncho) specific diagnostic tools.

## **C. Your mission/Position objective**

Supporting R&D projects and overseeing clinical trials of diagnostics tests for VL and Oncho, in order to drive the elimination of these NTDs. Project activities specifically focuses on providing technical and project management support to project teams, ensuring that projects are delivered within the agreed timelines, and that they achieve the intended goals.

## **D. Duration of the Task**

The Consultant's Task will commence on 1<sup>st</sup> of September 2023 until 31<sup>st</sup> August 2024 inclusive.

## **E. Number of working days/hours**

The Consultant shall work at a minimum of 50% to 70%, depending on availability.

## **F. Activities and Deliverables**

### **a) Activities**

- Lead and manage projects to ensure progress towards pre-defined goals.
- Work with relevant stakeholders (academic institutions, MoH, NGOs) to advance FIND's agenda.
- Contribute to activities related to the development and implementation of new diagnostic tools for Oncho and VL elimination.
- Contribute to the update of project workplans, reports and publications, until completion of the project.
- Participate in monthly NTD PMMs and present the status updates of the projects.
- Participate in fundraising for these projects through grant writing
- Interact with cross-cutting teams at FIND (eg. Market Shaping, technology and development, Clinical trials unit, data management) to ensure delivery of projects in an efficient and technically sound manner
- Write and support the writing of publications and scientific presentations.
- Represent FIND at relevant meetings and conferences as required by the projects and as agreed upon with FIND executive management and/or the NTD Programme Director.

**b) Deliverables**

- Monthly reports highlighting activities carried out.
- Monthly PMM reports
- Meeting reports
- Strategy overview documents and proposals
- Study reports
- Funding proposals

**G. Qualifications:**

- An MSc degree or equivalent in the field of NTDs
- Sound knowledge of NTDs, a good understanding of VL and Oncho would be an asset
- Passionate about contributing to global public health issues
- Proven ability to manage time effectively to meet changing work priorities
- Strong attention to detail with the ability to work without close supervision
- Knowledge of GxP (GCP, GLP, GCLP) guidelines and practical application in the field
- Experience in writing and publication of scientific articles an asset
- Persuasive and clear communication skills, (both verbal and written) in English. Other languages are an asset

**H. Coordination with FIND staff:**

The Consultant shall report to the following person against the activities and schedule described above:

Cassandra Kelly-Cirino; VP Disease Programmes and Acting Head of the NTD Programme

**I. Project Reporting:**

The Consultant will submit monthly progress reports of activities implemented and associated Deliverables. In addition, the Consultant will make himself/herself available for weekly and/or periodic calls as required by the FIND Contact Person.

**J. Quote Guidelines**

If you are interested, please send your quote and application (CV and cover letter explaining how your skills would support our needs in English and formatted in Microsoft Word or PDF) to [ntdteam@finddx.org](mailto:ntdteam@finddx.org) by **5pm CET on August 18<sup>th</sup>, 2023**. For more information on the content of the application, see **K. Evaluation Criteria**.

Selection of the applications will be based upon separate assessments of the offers. FIND reserves the right to request further information throughout the Request for Quote (RFQ) process.

Any questions or clarifications regarding this RFQ should be submitted in writing via e-mail to [ntdteam@finddx.org](mailto:ntdteam@finddx.org) prior to the closing date.

## **K. Evaluation criteria**

To ensure consideration for this RFQ, your offer should be complete and include all of the following criteria:

- **Resume/CV and cover letter:** Bidders will be evaluated on their qualifications, capability and capacity, including history of their work.
- **Financial proposal:** Bidders should provide a daily fee for this consultancy.