



Request for proposal (RFP) - RP24-0028
**Good clinical laboratory practice (GCLP) assessment
and training for five health facilities across West
Africa**

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Request for proposal (RFP): good clinical laboratory practice (GCLP) assessment and training for five health facilities across West Africa

Background

Implementing Good Clinical Laboratory Practice (GCLP) guidelines is essential for maintaining the integrity of clinical research studies while ensuring the safety of study participants. This can significantly improve the quality of laboratory operations, increase accuracy in diagnostic services, and enhance overall public health outcomes. Through this activity, FIND intends to continue supporting partnership-driven efforts to address diagnostic gaps and strengthen the capacity to respond to future outbreaks in Africa.

As part of implementing the Enable Lassa Research Programme, CEPI aims to address knowledge gaps identified by the World Health Organization regarding the design of future Lassa fever vaccine trials and delivery strategies. Data obtained through this programme will among others, enable a comprehensive understanding of the true burden of the disease and guide the design of future vaccine trials.

To support this initiative, FIND is seeking proposals from qualified organizations/companies to assess, train, and mentor five (05) clinical study sites across West Africa (Liberia, Nigeria, and Sierra Leone) on Good Clinical Laboratory Practice (GCLP) guidelines. This training aims to fine-tune their skills in conducting diagnostic and vaccine trials and ensure their compliance with international standards.

Scope of Work

The selected partner will be responsible for:

- 1. Assessment:**
 - Conducting a comprehensive baseline assessment of the current laboratory practices in the selected health facilities.
 - Identifying gaps and areas needing improvement in compliance with GCLP standards.
- 2. Training:**
 - Developing a tailored training program on GCLP, addressing the identified gaps and needs.
 - Delivering hands-on/in-person training sessions to laboratory personnel at each health facility.
 - Provision of appropriate certification for all the trained staff
- 3. Mentoring:**
 - Providing mentorship and follow-up support to laboratory staff to address any challenges and reinforce learning to ensure the implementation of GCLP.
 - Assessing the implementation of GCLP in the health facilities post-training
 - Introduce audit and quality improvement practices at the site and complete one audit cycle

Deliverables

The selected partner is expected to deliver the following:

1. A detailed assessment report for each of the five health facilities.
2. Training materials and resources tailored to the needs of the facilities.
3. Records of training sessions conducted, including attendance and feedback.
4. Follow-up support plan and implementation report.
5. One quality improvement audit cycle.
6. Final project report summarizing the outcomes, challenges, and recommendations.

Timeline

The project must be completed within 9 months of the contract signing date. (It is expected that some of the activities can run concurrently.

The timeline for the key milestones is as follows:

- Baseline Assessment: 1 month
- Training Program Development: 1 month
- Training Delivery: 3 months
- Ongoing Mentorship: 5 months
- Final Reporting: 1 month

Proposal Submission Requirements

Interested organizations should submit a proposal that includes the following:

1. **Executive Summary:**
 - Overview of the organization, its qualifications, and relevant experience.
2. **Technical Approach:**
 - Detailed methodology and approach to conducting assessments, training, and mentorship.
 - Proposed specific timeline and milestones.
3. **Team Composition:**
 - Key personnel involved in the project, including their qualifications and relevant experience.
4. **Sustainability Planning**
 - Outline of the strategies for sustainability of quality improvement activities and maintenance of the GCLP certification.
5. **Budget:**
 - Detailed budget breakdown, including all anticipated costs.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications:**
 - Relevant experience in GCLP training and mentorship.
 - Qualifications of the proposed team members.
 - Experience of supporting GCLP certification
2. **Technical Approach:**
 - Quality, comprehensiveness, and feasibility of the proposed methodology
 - Alignment with project objectives and requirements.
3. **Budget:**
 - Cost-effectiveness and clarity of the budget.
 - Value for money

Submission Guidelines

Please submit your proposal electronically to RFP_ET@finddx.org by August 16th, 2024, at 17:00 (CEST)

Please include "RFP for GCLP Training and Mentorship" in the subject line. Proposals should be submitted in PDF format and should not exceed 20 pages, including appendices.