



Request for Proposal 2018-036

Digital Health Curriculum Development

I. Summary of Deadlines

Release of Request for Proposal	Sept 11
Proposals due	Sept 18
Selection of short-listed suppliers	Sept 19
Interviews with short-listed suppliers	Sept 21 - 25
Bidders notified of decision	Sept 26

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II. PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at www.path.org.

III. Project Background

Digital Health Curriculum Development

A. Project Background:

[Digital Square](#) is a partnership of digital health experts and organizations working together to create digital health systems in developing countries. Our aim is to help strengthen national digital health systems by coordinating investments into scalable technology solutions and creating an environment in which they can be sustained.

Through this RFP, Digital Square is seeking competitive proposals from professional curriculum development organizations to facilitate the further development of some existing course work.

Digital Square is working in collaboration with WHO-AFRO and the International Telecommunications Union (ITU) to coordinate the development of two-week course on digital health aimed at building the capacity of digital health leaders in the African region. WHO-AFRO and ITU are planning to host two in country workshops to present the course. The course will be presented in both English and French. After the two workshops the curriculum will be improved based on feedback on the course and turned into a digital course. The course will be designed to build capacity of countries' digital health professionals to:

- understand the wide range of digital health issues to be able to steer and orient national digital health stakeholders;
- gain a minimal set of competencies to design and operationalize strategic digital health priorities;
- identify requirements for the country digital health infrastructure and systems for integrated care;
- develop a detailed implementation roadmap that integrates technical and governance outcomes for digital health system success and
- define the minimum main technical and functional requirements to be requested from tech providers.

The course will be targeted at the following of digital health professionals:

Primary

- *Digital Health Coordinator* Ministries of Health personnel who are in charge of leading the development and implementation of national digital health programs in their countries
- *Digital Health Architects* who will be developing proposals to support the development of the national digital health Enterprise Architecture and Interoperability Frameworks

Secondary

- *Health System Leads* in international development organizations including international donors that are accompanying and supporting countries in their digital health journey
- *System Integrators* that are interested in developing proposal to support countries digital health transformation
- *Digital Health Providers* that are interested to prepare proposals to support national digital health projects

B. Proposed Project Timeline:

Project start date	October 3
Interim deliverables due date	<ul style="list-style-type: none">- Meeting with relevant Stakeholders to understand curriculum development needs: October 3- Co-facilitate a curriculum development workshop in Lesotho: tentatively October 10-19- Draft curriculum design – complete with modules, and SME review: October 30- Review, consolidate and compile all created curriculum with trainer in-put guide: November 3- Iteration of content based on Q1 2019 training- Final Report
Final deliverable due date	March 31, 2019

IV.Scope of Work and Deliverables

A. Scope of Work:

The course will introduce participants to a broad range of subject areas such as: digital health business domains, development of digital health strategy, governance, classification of digital health interventions, examples of digital health global goods, project management and implementation best practices, private sector partnerships for digital health infrastructure, architecture and application design, interoperability standards, program monitoring and evaluation, and data use and analytics.

The pedagogical approach should be oriented around preparing a government leader to guide their country through a process of organizing existing digital health investments, developing a strategy and governance functions, and developing a national platform.

The modules should be highly interactive with a combination of presentations, individual work and group work designed to reinforce the core concepts and synthesize them with earlier concepts.

The modules should be able to be taken stand-alone but can reference earlier modules and considerations of how the activities and group work will be translated into other languages and eventually be digitized.

The pedagogical approach should also include assessments of the competencies taught in the course.

B. Deliverables:

Proposals should address the following key activities and deliverables in the first phase:

- The development of a highly organized and sequential curriculum designed to teach health professionals critical information which will allow them to make decisions about investments in Digital Health. The curriculum will be designed in modules. The curriculum should start with

basic concepts and general information about Digital Health in LMICs and build to encompass the ideas of how a national software architecture can be deployed.

- Coordination of contributions of new or existing training content from appropriate subject matter experts in line with established curriculum
- Integrate contributed training content into a cohesive course designed for use in, in-person two-week leadership courses. The course will later be translated into multiple languages and be made available digitally online.
- Co-facilitation, in conjunction with WHO-AFRO workshop coordinator, of and participation in a curriculum design workshop tentatively scheduled for October 10-19 in Lesotho.
- Refinement of or addition of course content based on feedback from training workshop in Q1 2019
- Assessment of competencies, via an online accessible platform, achieved by participants in Q1 2019 workshop and review of content in light of these results.

Phase II (TBD)

Proposals should include a second phase of work, contingent on satisfactory performance in the first phase, which address the following activities and deliverables:

- Integration of existing training content into an open-source Learning Management System or as SCORM modules under an appropriate Creative Commons license with support for multiple languages
- Adoption of exercises/hand-on activities from in-person activities to online versions
- Provide a separate budget estimate for Phase II.

V. Proposal Requirements - Financial

Provide itemized costs for the total scope (Phase I) of this project, based on the scope of work and deliverables outlined in Section IV. The final scope of work may be subject to negotiation; however, bidder selection will be made against the original scope of work. Bids should include itemized costs for key elements of the scope of work, as follows:

- Percent participation in total level of effort according to key staff.
- Rates of key staff.
- Estimated total level of effort and associated costs.
- Itemization of all other costs, e.g., agency costs, agency fees, sub-contracted resources, administrative costs, supplies, tax, etc.
- For Phase II please provide a budget estimate.

Special Note on Indirect costs

Indirect rate allowances: PATH requires the submission of a signed Negotiated Indirect Cost Rate Agreement (NICRA) letter or three years of audited indirect rate application financial statements in order to accept indirect rate applications.

Please note, in so far as possible, identifiable (allocable) costs should be documented and justified in the proposal as direct costs, including those for dedicated ongoing project management and support. Newly acquired facilities costs that can be allocable to the project are acceptable as direct costs.

VI. Proposal Requirements – Technical

Provide a narrative on your technical approach to accomplish the Scope of Work and Deliverables per section IV, including:

- Description of technical approach.
- Discussion of project management and roles of project team.
- Timeline to meet the deliverables.
- Identification of major internal and external resources.

Provide information on your overall qualifications, including:

- Profile of relevant experience and examples of related work.
- Qualifications of key members of the proposed project team (attach CVs and provide details of back-up/standby teams).
- Number of years in business.
- If your company has more than one location, please indicate these qualifications for the site that is responding.

To be considered respondents must have:

- Documented experience in curriculum design
- Documented experience in development of online course for use in low- and middle-income countries
- Documented training and facilitation experience with a focus on adult learning
- Knowledge of the global digital health ecosystem
- Experience in development of in-person and online interactive activities designed to reinforce didactic content

VII. Proposal Evaluation Criteria

The following is a list of significant criteria against which proposals will be assessed. The criteria are listed in order of priority and weighting.

- A. A robust Technical approach outlining (at minimum) the curriculum development approach, potential sites and existing resources that will be utilized in the curriculum development, and a timeline for completion of deliverables – Weighted at 55 points
- B. Experience – weighted at 20 points
 - a. Demonstrated experience developing and digitizing learning content
 - b. Demonstrated experience in ICT4D
- C. Qualifications – weighted at 10 points
 - a. Profile of relevant experience and examples of related work.

- b. Qualifications of key members of the proposed project team (attach CVs and provide details of back-up/standby teams).
- D. Costs (as detailed in Section V) – weighted at 10 points
- E. Experience with USAID contracts – weighted at 5 points

Note: PATH reserves the right to include additional criteria.

VIII. Instructions and Deadlines for Responding

A. PATH contacts

Procurement Contact: Keith Neroutsos – kneroutsos@path.org

Technical/Program Contact: Lauren Wall - lw@path.org

B. Proposals due: September 18

Completed proposals should be submitted by email to the contacts listed above. The subject line of the email should read: RFP # 2018-036 your company name.

We advise that you send files in commonly recognized MS formats. We will not accept responsibility for resolving technical transmission problems with proposals. A hard copy of the proposal should not be sent. Your proposal should only include information specific to accomplishing the scope of work. Additional information submitted outside of the proposal requirements will be reviewed at PATH's discretion only. Elaborate materials, artwork or other information not directly related to the scope of work are not suggested.

C. Selection of short-list

PATH reserves the right to select a short list from the bids received. PATH has the option to interview and discuss specific details with those candidates who are on the short-list.

D. Conclusion of process

Applicants will be notified of PATH's decision by September 26. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

IX. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

E. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Proposal Validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.