

HAYDOM LUTHERAN HOSPITAL

REQUEST FOR QUOTE (RFQ) #	RFP
SERVICES REQUIRED	DATA QUALITY ASSESSMENT FOR SBBC IMPLEMENTING HEALTH FACILITIES IN 5 REGIONS
DATE OF ISSUANCE	23rd October 2024
OFFERS CLOSING DATE	06th November 2024
CLOSING DATE FOR QUESTIONS	30th October 2024
OFFERS BASIS CURRENCY	Tanzanian Shillings (TZS)

PART A: INSTRUCTIONS TO APPLICANTS

1- OFFERS' DEADLINE

Offers must be received by **5:00 PM** [Tanzania time] on the closing date and using the correct Reply-to methods. Submissions must be considered on time.

2- REPLY TO

Delivery of quotation is requested as follows:

Documents must be e-mailed in English by the deadline of 06th November 2024. The E-mail subject must contain the **RFP # "HAYDOM – CONDUCTING DATA QUALITY ASSESSMENT FOR THE SAFER BIRTHS BUNDLE OF CARE"**- to be valid.

3- OFFERS' VALIDITY

Offers must be signed by an official authorized to bind the offeror to its provisions and be valid for at least 90 days.

4- FORM OF OFFER

The offer must comprehensively address all technical requirements in this RFQ and SOW. To accomplish the SOW, the quote must reflect the vendor's most competitive price and include all supplies, materials, labor, applicable taxes, duties, and fees (e.g., bank fees).

5- QUESTIONS OF CLARIFICATION

Interested bidders should e-mail any questions about the RFP to tender@haydom.co.tz. All questions should be received in writing by 30th October 2024 **05:00 PM** [Tanzania time].

6- CRITERIA FOR SELECTION

A selection committee will review all responses to the RFQ. To finalize the selection, obtaining additional clarification on quotes may be necessary. Scores will be revised based on answers received during the best and final review process if required.

7- INSTRUCTIONS FOR SUBMITTING TECHNICAL PROPOSAL

Technical Proposals shall be submitted in English, not exceed three (3) pages in length, and shall include the following components:

- A description of the Offeror's capabilities as they relate to the SOW and previous experience with similar assignments demonstrating successful completion of assignments
- Point of contact information (name, affiliation, email address, and telephone number) for references on three (3) assignments the Offeror has completed providing services related to similar assignments
- A description of the Offeror's approach to carrying out the work, including a draft staffing plan for the tasks described in the Statement of Work (SOW). The approach should briefly describe how physical visits can conduct this assessment virtually in case COVID-19 situations prevent physical visits.
- Proposed number of crucial personnel ready to submit their resumes when needed. Essential personnel should have experience doing similar kinds of assignments before.

8- INSTRUCTIONS FOR SUBMITTING COST PROPOSAL

Cost Proposals shall be submitted in English and consist of an Excel sheet detailing proposed costs and an accompanying cost narrative in Word detailing those costs. The Offeror's cost proposal should provide sufficient detail to demonstrate the reasonableness of costs related to the Offeror's proposed staffing plan and technical approach to carry out the tasks listed in the SOW. The Offeror's price proposals will be evaluated for realism to determine the best value. When technical proposals approach equivalent strength ratings, the effectiveness and efficiency of the cost proposals will be considered when making the subcontract award. The cost proposal should include transport costs for the team within the region. Please submit the technical proposals and Cost proposals as separate documents. The 3-page limit does not include the Cost Proposal.

PART B: SCOPE OF WORK

Background:

The Global Financing Facility funds the Haydom Lutheran Hospital through the United Nations Children's Fund (UNICEF) Tanzania office to scale up the "SaferBirths Bundle of Care" SBBC. SBBC is a proven package of innovative clinical tools (Moyo, upright bad, and Neo beat) and Training Tools (Mama Natalie and Neonatalie) coupled with low-dose, high-frequency on-job training to reduce perinatal deaths. The SaferBirths Bundle of Care leads to better equipped, better trained, and better supported. This package is implemented in 142 health facilities in the Five Regions of Tanzania (Manyara, Tabora, Geita, Shinyanga, and Mwanza), accounting for more than a quarter of national maternal and neonatal mortality. The project is implementing SBBC in

collaboration with the Ministry of Health, the President's Office of Regional Administration and Local Government, and professional bodies, including the Pediatrics Association of Tanzania (PAT), Association of Gynecologists and Obstetricians of Tanzania (AGOTA), and Tanzania Midwifery Association (TAMA).

Haydom Lutheran Hospital conducted a follow-up of health facility providers' training and supportive supervision data for SBBC in all regions. The report recommended conducting a follow-up Data Quality Assessment to gauge the data quality used for project evaluation.

Assessment Purpose, Use, and User of the Findings:

Haydom Lutheran Hospital is seeking an individual consultant or a firm to conduct a Data Quality Assessment (DQA) and document the strengths and weaknesses of the data collected and reported to Haydom Lutheran Hospital by applying the five data quality standards. This assessment will inform Haydom Lutheran Hospital on improving the Data collection, storage, and reporting system.

This assessment will be conducted in all 142 health facilities implementing the SBBC in 5 regions. The five data quality standards will assess the project's three outcome indicators. These indicators include:

Primary outcome indicators

- Perinatal mortality is defined as intrapartum stillbirth (i.e., a stillborn baby with no signs of life at delivery and 28 weeks of gestation with intact skin and no signs of disintegration in utero) and neonatal death within the first 24 h of life (38).
- Maternal mortality is defined as the death of a woman while pregnant or within 42 days of termination of pregnancy, irrespective of the duration and site of the pregnancy, from any cause related to or aggravated by the pregnancy or its management but not from accidental or incidental causes (WHO) (6)

Key tasks to be accomplished by the consultant:

- A comprehensive review of all documents related to the SBBC program
- Develop a comprehensive DQA protocol that explains how the assessment will be conducted, how data will be collected, analyzed, interpreted, and reported
- Develop Data Quality Assessment (DQA) tools
- Train data collectors who will assist during the assessment
- Conduct a pilot of the assessment tools with Data collectors and finalize tools based on the pilot report/findings
- Verify the quality of reported data for the selected indicators from 30 health facilities
- Assess the capacity of the current data management systems to collect and report quality data on the selected indicators
- Assess how data is being managed, i.e., collection, process, analysis, use, and report both locally and at different levels, i.e., council, region, and national, and provide technical guidance on how to improve

- Highlight corrective actions needed to address significant limitations in data quality on the selected indicators.
- Build the capacity of the TVCA Monitoring, evaluation, and learning team for the DQA process and development of the data management system.
- Provide technical guidance on how best the current TVCA data management system can be improved.
- Develop a comprehensive DQA report.

Deliverables:

- Finalized DQA Protocol
- Inception report
- Detailed outline of the comprehensive DQA report template
- Comprehensive DQA report
- PowerPoint presentation for dissemination of findings

Responsibilities of the Client (HAYDOM LUTHERAN HOSPITAL):

DR. BENJAMIN KAMALA will be the contact during this assignment. Haydom Lutheran Hospital – will be responsible for:

- Conduct a briefing session with the consultant before the start of the assignment
- Provide all the necessary documents to aid the consultant’s work
- Review and approve deliverables
- Communicate regularly with the consultant and respond to issues promptly
- Process invoice payments once deliverables have been approved

Approximate Duration of SOW/Timeline for Completion

- Work will commence after Haydom Lutheran Hospital and the service provider fully execute the agreement. Payment for work completed or costs incurred before receipt of the fully executed contract is not allowable.
- The contract should begin on 15th November 2024 and end on 30th December 2024.

Payment Terms, Schedule, and Deliverables

- Payments will be made via wire transfer within 30 days of the invoice date.

Deliverables:

The following are specific deliverables under this scope of work

- Finalized DQA Protocol
- Inception report
- DQA report template
- Comprehensive DQA report
- PowerPoint presentation for dissemination of findings

Payment is contingent and will be made in Tanzania shillings 60% at the beginning of the assignment and 40% after all deliverables have been reviewed and approved by Haydom Lutheran Hospital.

QUOTE REQUIREMENTS

Vendors are requested to provide their most competitive rates considering the following:

- A full quote to provide the level of effort and other costs, including travel costs, transportation estimates, MIE, etc., as per the specifications, plus all taxes applicable to the price.
- The quote must include all extra costs not included in the rate (If applicable)
- All rates must be in Tanzanian shillings (TZS).
- Attach copies of the business license, proof of physical address, and VAT compliance if applicable.
- Acceptance of payment terms as listed above.
- Provide a certification statement that the service provider can fully respond to the Vendor Responsibilities listed above in Part C.
- The quote and certification statement must be signed by an authorized officer of the business entity.

Selection will be based on the following table for criteria:

S/N	CRITERIA DESCRIPTION	WEIGHT
1	Availability of Consultant's Profile	30%
2	Trade references, Sample POs and contracts, completion certificates.	10%
3	Budget currency and price for the goods/service	20%
4	Entity or Individual Legal Status	10%
5	Capacity to provide the service as required	30%
TOTAL WEIGHT OF ALL CRITERIA		100%

Issued by:

EXECUTIVE DIRECTOR,
HAYDOM LUTHERAN HOSPITAL.

Haydom Lutheran Hospital
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TANZANIA