

ANNOUNCEMENT
Temporary Assessment Services
for Center for Diseases Control (CDC),
USAID/Central Asia, Almaty
during the period December 2015 – June 2016

The purpose is to help the MOH of the RK in development of quality control mechanisms and state-of-the-art laboratory quality management system model. It is expected that the Contractor shall provide coordination and technical assistance to the CDC US-based partners.

The Contractor will report to the CDC Country Director and work with the Director of the Department for Medical care organization of the MOH (DMCO) through the project coordinators as per attached SOW.

The US government shall provide to the Contractor reports/documents developed by US-based partners in English with translation into Russian in hard and electronic copies for review, proof reading and correction in accordance with the below timeframe.

The Contractor will submit reviewed documents to CDC for discussion and further processing in MS Word, Excel and Power Point format. Final documents could be submitted in pdf format.

The Contractor shall provide comments or clarification to the documents within 10-days after submission.

The Contractor shall submit monthly progress reports to CDC Director on the following activities per below description of the US-based partner program documents which will be submitted to the Contractor in accordance with the indicated timeframe:

- Coordination of activities by US-based partners and MOH
- Facilitation of discussions between US-based partners and MOH
- Participation in the working groups to develop reports and program documentation drafted by US-based partners
- Proof reading and correction of the reports/program documents developed by US-based partners in English with translation into Russian
- Mediation (problem solving) between US-based partners and MOH

Offers shall provide: 1. Past performance information/experience: provide CV, including three references who are familiar with the Contractor's work. The Contractor's CV must demonstrate experience in laboratory Quality Management System (QMS), establishment of reference laboratories and building capacity for laboratory staff. The prospective Contractor shall have at least ten years of experience in Laboratory Quality management, proven experience in development and implementation of policy and strategies to promote laboratory service reform, in preparation of laboratories for accreditation, development of curricula and training materials, in building capacity in the laboratory system, work experience in Kazakhstan and/or Central Asia region. 2. Qualification requirement/education: post graduate degree in medicine/public health; solid analytic, strategic planning; problem identification and solving skills; competence in prioritizing and managing a variety of tasks in a time-sensitive environment; strong interpersonal communication and writing skills. Fluency in Russian and English is required. 3. Price per a monthly report to cover cost of deliverables(monthly reports) in accordance with the above.

Please submit your offer with the price quotation in the English language by 12:00 PM, Almaty time, on December 23, 2015. The offers must be submitted electronically – via email compatible with Adobe Acrobat in a MS Windows environment to baimenovaz@state.gov marked “RFQ PR4909973”.