

Solicitation Title:	Clinical Study Coordinator Consultant
Solicitation Number:	RQTUN240118
Submit Questions to:	Tunisprocurement@fhi360.org
Date of Issue of RFP:	February 2 nd , 2024
Date Proposal Due:	February 8 th , 2024
Number of Consultants	2
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	February 2024
Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format. Pricing should be provided in Excel format unless otherwise specified. Required documentation should be submitted to: Tunisprocurement@fhi360.org ,	
Quote Validity:	
The Consultant agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

Background

About FHI 360

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing- creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

CURES Project Background:

The Tunisian Health Center for University Research Excellence & Sustainability project (CURES) focuses on a key driver of Tunisia's NCD crisis: the lack of a central, internationally linked hub for NCD teaching, research, simulation, innovation, and technology commercialization.

Family Health International (FHI 360) will help address these gaps via the CURES activities, with the ultimate objectives of improved NCD prevention and management in Tunisia; improved lives and longevity for Tunisians; an enhanced position for Tunisia as an international center for teaching, research, and medical technology commercialization; a return to its position as the premier medical tourism destinations for African countries; and support to private sector led growth.

FHI360 will provide simulation-based training to ensure a more rigorous curriculum that will improve surgical interventions to treat NCDs and establish commercially viable partnerships between the SMS and the private sector to foster locally developed health-sector technologies and establish commercially viable partnerships between the SMS and the private sector to foster locally developed health-sector technologies.

Family Health International (FHI 360) will work with the SMS, the MHESR, the MoH, and other relevant stakeholders to create a modern center of excellence for NCD research and simulation-based teaching through establishment of the SMS Research and Simulation Center. FHI360 will renovate and equip the SMS research and simulation center, create linkages and partnerships with renowned U.S. research centers and universities, and support the commercialization of the center's research.

Scope of Work

1. The primary objective of the COPD registry at Hedi Chaker Hospital is to evaluate mortality outcomes in a cohort of patients followed for three years.
2. Secondary objectives the consultant will provide support on a day-to-day basis to the study team on the Hedi Chaker hospital for the implementation of the DCOPD.

These tasks will be delivered both in-person and remotely to CURES Technical Monitor and the consultant will agree beforehand which specific tasks will be completed in-person.

Deliverables/Milestones & Due Dates: *The consultant and the FHI 360 technical monitor will coordinate closely on the tasks, deliverables and due dates outlined below, and any changes to the Scope of Work, Deliverables, LOE allocated to Deliverables and Period of performance will require prior authorization from the Technical Monitor.*

Assignment	Tasks/Outputs (submitted on a rolling basis)	Deliverables	Due Date
Performs research development with senior research staff to develop, implement, manage, and conduct research studies.	<ul style="list-style-type: none"> Makes detailed evaluations, observations, analyzes data and interprets results using qualitative/quantitative methods and statistics as per the study timeline 	<ul style="list-style-type: none"> D1 : monthly report of activities 	<i>D1: End of every month for the duration of the consultancy</i>
Prepares datasets and associated documentation for data sharing with study team; may verify results from descriptive analyses conducted by others.	<ul style="list-style-type: none"> Study files maintenance and data recording and any documentation assigned by technical monitor 	<ul style="list-style-type: none"> D2: monthly report of activities 	<i>D2: End of every month for the duration of the consultancy</i>
Manages communications with the study team and field-based data collection team(s). Tracks study progress and timelines; identifies and communicates potential problems to field team, under appropriate supervision.	<ul style="list-style-type: none"> include planning and managing team meetings, documenting key decisions and tracking action items. 	<ul style="list-style-type: none"> D3: Meeting minutes identifying key action items and monthly progress report of key action items 	<i>D3: End of every month for the duration of the consultancy.</i>
review and track invoices and payments	<ul style="list-style-type: none"> Keep track of invoices and payment records 	<ul style="list-style-type: none"> D4 : Monthly report of invoices and payments 	D4 <i>End of every month for the duration of the consultancy.</i>
Total			86 days

Period of Performance: The consultancy agreement is for a period of 4 months starting from the full signature of Contract/Bon de command.

Location of Work: SFAX Hedi Chaker Hospital.

Timetable and Address for Submission: Applications are due no later than Thursday February 8, 2024. Required documentation listed below must be e-mailed to tunisprocurement@fhi360.org with the Subject Line: Clinical study coordinator Consultant.

Qualifications, desired skills, and experiences:

- Project management experience, preferably related to academic research projects, including but not limited to the following experience:
- Ordering supplies and equipment
- Coordinating a team of patients and care providers
- Support budget preparation
- Writing official reports and documents for academic and clinical committees
- Assist with IRB/local ethics committee compliance, regulations, and good clinical practice requirements.
- Experience in the air quality or environmental field (preferred but not essential – (we will provide training on study procedures and devices)
- Intermediate computer proficiency (Microsoft Office, Shared drives, using apps to operate the exposure devices)
- Basic data management (download/upload data, file management, data entry on web-based data collection application)
- Problem-solving skills (resourceful, ability to think quickly when issues arise in the field)
- Attention to detail (e.g., care when handling filters, ensuring correct filter IDs and device IDs have been recorded in the data collection forms, ensuring correct settings for sampling)

Eligibility for application:

Evaluation Criteria: CVs will be evaluated in accordance with the following criteria:

- Expertise in relevant fields 50 points
- Experience in relevant fields 50 points

Required Documentation: Proposals must include the following components:

- Cover Letter
- Up to date CV
- Daily rate
- Tax ID/ Patente

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award.

- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue agreement based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple agreements based on the solicitation activities.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360's supplier terms and conditions can be found [Here](#) while our consultant terms and conditions can be found [here](#) also an Arabic version is available [here](#)