



**RFP FOR CONSULTANCY SERVICES TO DEVELOP THE TRAINING AND
IMPLEMENTATION MATERIALS AND TOOLS FOR THE GOOD RESEARCH
MANAGEMENT PRACTICE (GRMP) STANDARD**

NOVEMBER 2024

1.0 Introduction

The Science for Africa Foundation (SFA Foundation) is a pan-African, non-profit, and public charity organisation that supports, strengthens, and promotes science and innovation in Africa. The SFA Foundation is committed to improving African people's quality of life and promoting research uptake in communities, industry, and the public sector. We serve the African research ecosystem by designing, funding, and managing programmes that support excellent science and innovation; and that build and reinforce environments that are conducive for scientists to thrive and produce quality research that impacts development. SFA Foundation is distinctive in that it focuses on the ecosystem surrounding research and the production of research itself. It also supports initiatives that directly influence the quantity, quality, and impact of research, but are not part of specific research projects. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (icipe) as a programme in the Republic of Kenya.

2.0 Overview - The Africa Research Management Capacity Strengthening Programme (REMACS Programme Africa)

The [REMACS Programme](#) is designed to fill the critical gaps in the African research ecosystem to support a vibrant research culture and leadership at research institutions. It seeks to build the expertise necessary to create and sustain robust research enterprises and environments at institutions in Africa. The Programme's overall goal is to address systemic level challenges, at institutions, in creating and sustaining enabling research environments by addressing systemic level challenges, namely, institutional leadership, sustainability, standards and developing individual capacity. Strand Three – Standards is to develop globally recognized standards to strengthen the science ecosystems.

The Good Research Management Practice (GRMP) Standard, being developed in collaboration with the African Organization for Standardization, has been formulated to guide research organisations in developing tailored research management frameworks, regardless of their size or structure. These frameworks are intended to effectively support, steer, and oversee research to realise its maximum potential for the collective benefit of all involved. The GRMP standard is a game-changer in enhancing research management practices, promoting efficient governance, and fostering excellence in research institutions because of its potential to improve the efficiency, quality, productivity, and yield of research, development, and innovation. Additionally, the standard builds credibility, trust and respect for complying organisations. The standard presents multiple uses, namely, a developmental and capacity building tool where organisations can mature their research management practices, an assurance tool where gaps and risks in research management can be addressed, and to secure accreditation through compliance.

3.0 Scope and Objective of the Assignment

Good research management is crucial for any organization involved in research, regardless of the extent to which research is part of its overall operations. The design and implementation of research management depend on the organization's needs, resources, and the nature of its activities. The GRMP Standard specifies the requirements that organizations of all types and sizes should meet to demonstrate good research management practice. The GRMP Standard outlines requirements in eight practice areas:

1. Research governance and strategies
2. Research policies, processes, and procedures
3. Organizational support services and infrastructure
4. Career development for research management staff
5. Training in research management practices and policies

6. Communication with stakeholders to promote research uptake
7. Identifying funding opportunities and supporting applications
8. Project management, fiscal monitoring, and compliance

The SFA Foundation seeks qualified consultants to develop comprehensive training materials that enhance the implementation of the GRMP standard by universities and research institutions. This assignment aims to provide training tools that support institutions in aligning with GRMP requirements, strengthening their internal research management processes, and preparing for GRMP audits. The training tools will streamline the understanding of the value of the GRMP standard and ensure that institutions can implement, train and prepare for audits effectively.

4.0 Expected Deliverables

The consultant will deliver the following:

a) GRMP Implementation Training Materials:

These materials should provide an in-depth explanation of the GRMP standard requirements including case studies, activities/exercises to reinforce learning. These materials are intended for the training of trainers who will provide technical assistance to other individuals and institutions in understanding the GRMP standard.

b) GRMP Audit Plan and Report

These materials will outline an audit plan linked to the GRMP standard clauses. It will explain the importance of each control, the risk addressed by each control, and the audit procedures to verify compliance, such as inquiry, analysis, re-computation, comparison, observation, inspection, and obtaining confirmations. This will include guidance on using the audit plan, an audit report template, and documenting non-conformities. The plan will be used by technical assistance experts to assess an organization's readiness, and by auditors for GRMP certification.

c) GRMP Internal Auditor Training Materials

These training materials will guide organizations in conducting internal GRMP audits to assess strengths, gaps, and areas for improvement. These tools will also support experts providing technical assistance in preparing organizations for external GRMP audits.

d) GRMP Sensitization Pack

The sensitization pack will give a high-level overview of the GRMP standard and cover the certification and training schemes. These materials will be used by the SFA Foundation to conduct GRMP sensitization sessions.

e) Conduct two virtual validation workshops

Conduct two virtual workshops to validate the training materials and audit plans. Feedback gathered from these sessions will be incorporated to produce final drafts of all the materials.

Note: All materials will be delivered in MS Word format, along with a PowerPoint slide deck. The Audit Plan will be provided in MS Excel or another editable format.

5.0 Duration

This assignment will take up to 16 weeks with an expected start date of **February 15, 2025**

| Action | Date |
|---|-------------------|
| Circulation of RFP to prospective consultants | November 26, 2024 |
| Deadline for receipt of questions relating to the RFP and confirmation of participation | December 2, 2024 |
| Deadline for receipt of completed RFP | December 13, 2024 |
| Project start date | February 15, 2025 |

6.0 Consultant Profile

The consultants will have the following qualifications and experience:

- a) Deep understanding of developing training materials in different formats
- b) Lead consultant must have at least 10 years of experience in capacity building and training with proven experience in designing and delivering training programmes.
- c) Must have a team member with understanding of the African research landscape including extensive knowledge of the research management ecosystem and experience in developing training materials for implementing various research management practices to improve research systems.
- d) Must have a team member with familiarity with audit and certification processes related to quality management standards. Relevant internal auditor certifications, such as ISO 9001 Lead Auditor Certification.
- e) Strong facilitation skills with experience leading validation workshops or similar participatory sessions to gather stakeholder feedback and refine deliverables.
- f) Technical writing and content development with exceptional skills in producing clear, concise, and practical materials in all formats.

7.0 Proposal Submission Guidelines

- a) A cover letter introducing the submission (1 page in A4 form)
- b) The proposal should be concise (up to 1- 5 pages in A4 form) and expected to include:
 - i. Detailed approach and methodology
 - ii. A summary of qualifications for all team members involved in the assignment, highlighting their competencies, skills, and relevant experience from similar projects (detailed CVs should be attached)
 - iii. Work plan with proposed timelines
- c) Financial proposal for the provision of the services. This should include detailed costs that tie to the elements of your strategy to deliver this contract. Include day rates and the number of days for each person plus other expenses in a clearly articulated manner.
- d) Letters of support from relevant partners
- e) Current business licenses where applicable.
- f) VAT and PIN Certificate (if Kenyan) where applicable.

8.0 Evaluation Criteria

The proposal will be evaluated based on the following criteria:

8.1 Technical Score (Weight 80%)

| Criteria | Score |
|--|----------|
| Demonstrated understanding of developing training materials in different formats (Provide evidence of similar work done) | 20 Marks |
| Lead consultant has at least 10 years of experience in capacity building and training with proven experience in designing and delivering training programs. | 10 Marks |
| Proof of team's understanding of the African research landscape including extensive knowledge of the research management ecosystem and experience in developing training materials for implementing various research management practices to improve research systems. | 20 Marks |
| Evidence of team's familiarity with audit and certification processes related to quality management standards. Provide Relevant internal auditor certifications, such as ISO 9001 Lead Auditor Certification. | 10 Marks |
| Strong facilitation skills with experience leading validation workshops or similar participatory sessions to gather stakeholder feedback and refine deliverables. (Provide evidence of similar work done) | 10 Marks |
| Proof of technical writing and content development. Exceptional skills in producing clear, concise, and practical materials in both document and presentation formats. | 10 Marks |

Financial Scores (Weight 20%)

| Criteria | Score |
|-----------------------------------|----------|
| Proposed costing structure/rates; | 20 Marks |

9.0 Terms and Conditions

This document contains proprietary and confidential information. Recipients may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this RFP. No commitment will be made to any firm/consultant unless a contract has been awarded and signed by both parties. We reserve the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the supplier's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this RFP. It is, however, recognized that pre-existing relationships if any, shall be respected.

9.1 Ethics

Applicants are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest and fraud. If the agency does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

9.2 Non-Disclosure and Confidentiality

The information contained within this document or subsequently made available to the consultant is deemed confidential and must not be disclosed without prior written consent unless required by law.

10.0 Independent Proposal

By submitting a proposal, the consultant warrants that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or

understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential consultant or with any competitor.

11.0 Proposal Submission Process

It should be noted that this document relates to a Request for Proposal (RFP) only and not a firm commitment to enter into a contractual agreement. In addition, we will not be held responsible for any costs associated with the production of a response to this Request for Proposal.

11.1 Instructions on the Proposal Submission Process

- i. The deadline for submission of proposals is **December 13, 2024, at 17:00**. (East African Time) Proposal must be sent by email to: procurement@scienceforafrica.foundation
- ii. The proposal to be marked as follows on the subject line.
- iii. Please share your proposal passwords on **December 16, 2024**