



**RFP/017/2026**

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**REQUEST FOR PROPOSALS (RFP) FOR CONSULTANCY SERVICES  
FOR LEADERSHIP DEVELOPMENT AND TRAINING IN PANDEMIC  
SCIENCES PREPAREDNESS AND RESPONSE**

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**JULY 2026**

## 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. 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 Background

The Leadership for Pandemic Sciences in Africa course is a flagship initiative of the Africa Pandemic Sciences Collaborative under the Science for Africa Foundation (SFA), designed to nurture a new generation of African leadership across the pandemic sciences ecosystem. The Leadership Programme seeks to strengthen leadership capabilities among African researchers and practitioners working in epidemic and pandemic preparedness, response, and research. Through a tiered, experiential learning approach, the programme will equip 70 participants drawn from seven Epidemic and Pandemic Sciences Innovation and Leadership Networks (EPSILONs) with the strategic, scientific, and systems leadership competencies required to navigate complex health emergencies, influence policy, foster collaboration, and drive innovation across institutions and borders. The programme comprises two complementary tracks: an Executive Track for senior leaders focused on strategic foresight, governance, and science diplomacy, and an Associates Track for emerging leaders and young professionals, focused on innovation, science communication, and foundational research leadership. By developing leadership skills such as systems thinking, crisis communication, stakeholder management, and collaboration, the programme aims to build a sustainable pipeline of leaders capable of shaping Africa's pandemic science agenda while fostering communities of practice that promote peer learning, collaboration, and long-term ecosystem growth.

## 3.0 Objectives of the Assignment

To design, develop, and deliver a high-quality blended leadership development programme for emerging and executive leaders in the pandemic science ecosystem that strengthens leadership competencies, supports behavioural change, promotes peer learning, and enhances participants' ability to lead complex pandemic preparedness and response initiatives.

The consultant will:

1. Design a competency-based leadership curriculum aligned with programme objectives and target audience.
2. Develop engaging learning content and convert approved materials into interactive e-learning modules compatible with the selected learning management system (LMS).
3. Deliver structured virtual leadership learning sessions throughout the programme period.

4. Provide individual and group coaching to support leadership growth, application of learning, and behavioural change.
5. Design and facilitate intensive in-person leadership bootcamps (Two at the start and end of programme).
6. Establish mechanisms for participant engagement, reflection, peer learning, mentorship, and continuous improvement.
7. Support program monitoring, learning, evaluation, and reporting throughout implementation.

## 4.0 Scope of Work

### Leadership curriculum design & learning architecture

The consultant shall:

1. Conduct a curriculum design workshop with programme stakeholders.
2. Review existing leadership frameworks, competency models, programme objectives, and available content.
3. Develop a comprehensive leadership curriculum and learning journey for emerging leaders.
4. Define learning outcomes, competencies, assessment approaches, and participant learning pathways.
5. Design an integrated blended learning approach linking self paced learning, virtual sessions, coaching, mentorship, and experiential learning.
6. Develop facilitator and participant learning guides.

### Content development and instructional design

The consultant shall:

1. Develop detailed learning content for all approved leadership topics.
2. Produce participant workbooks, facilitator guides, reflection exercises, assignments, case studies, simulations, and practical application tools.
3. Incorporate adult learning principles, experiential learning methodologies, and leadership development best practices.
4. Contextualize content to Africa's pandemic preparedness, response, public health leadership, scientific collaboration, and institutional resilience.
5. Ensure content is tailored to both emerging and executive leadership audiences.

### E-Learning development and LMS integration

The consultant shall:

1. Convert approved content into interactive digital learning modules.
2. Develop multimedia learning assets including videos, animations, knowledge checks, reflective exercises, quizzes, and downloadable resources.
3. Ensure modules are mobile responsive and accessible.
4. Develop content in SCORM- compliant format suitable for deployment on the selected LMS.
5. Conduct testing, quality assurance, and user acceptance testing.
6. Upload and configure all learning modules within the LMS.
7. Provide technical documentation and administrator guidance.

### **Facilitation of live virtual sessions (6 sessions)**

The consultant shall:

1. Design and facilitate monthly virtual leadership learning sessions over the programme period.
2. Deliver interactive sessions using adult learning methodologies.
3. Facilitate peer learning, reflection action planning, and application discussions.
4. Provide session summaries and participant engagement reports.

### **Individual coaching (6 sessions)**

The consultant shall:

1. Design a structured coaching framework for programme participants.
2. Conduct monthly one-on one coaching sessions for participants as agreed.
3. Support participants in developing and implementing personal leadership development plans.
4. Maintain coaching records while ensuring confidentiality and ethical coaching standards.

### **Group coaching and mentorship support (3 sessions of each)**

The consultant shall:

1. Facilitate group coaching & group mentorship sessions as agreed.
2. Support peer learning, accountability, and collaborative problem – solving.
3. Develop mentorship engagement tools and resources.
4. Facilitate structured mentorship conversations and reflection processes where required.

### **In-person leadership bootcamp (at programme launch and programme close)**

The consultant shall:

1. Design and facilitate a programme launch event to orient participants to the leadership journey, programme expectations, learning pathways, coaching and mentorship arrangements, and capstone project requirements.
2. Design and facilitate a four-day (programme launch) residential leadership bootcamp focused on experiential learning, leadership practice, peer learning, and application of program concepts.
3. Develop experiential leadership exercises, simulations, case studies, and practical application activities.
4. Design and facilitate a five-day end of programme leadership bootcamp that serves as the capstone learning and assessment experience for participants.
5. Design and facilitate a realistic pandemic outbreak simulation exercise that requires participants to apply strategic leadership, systems thinking, crisis decision-making, stakeholder engagement, collaboration, risk communication, and adaptive leadership skills under conditions of uncertainty during the in-person leadership bootcamp at programme close.
6. Facilitate structured debriefing sessions to capture lessons learned and enable participants to reflect on leadership strengths, areas of growth, and application to real world pandemic preparedness and response contexts.

7. Facilitate final participant reflection sessions, leadership commitment planning, and programme closure activities.
8. Facilitate networking and peer learning opportunities among participants.
9. Produce all learning and training materials and facilitator resources required for delivery of both residential sessions.

### **Capstone project development**

The consultant shall:

1. Develop guidelines, templates, assessment criteria, and evaluation rubrics for participant capstone projects aligned with programme learning outcomes and leadership competencies.
2. Provide technical support and coaching to participants in preparation for capstone project presentations.
3. Facilitate capstone project presentation sessions where participants demonstrate the practical application of learning to leadership, institutional, scientific, preparedness, or response challenges within their contexts.
4. Coordinate and manage an independent adjudication process involving a panel of judges drawn from leadership, public health, scientific, policy, and organizational development fields.
5. Develop scoring frameworks and assessment tools to evaluate capstone project against predefined leadership competencies and programme outcomes.

### **Monitoring, learning, and reporting**

The consultant shall:

1. Develop participant assessment and learning measurement tools.
2. Establish mechanisms to monitor learner participation, completion, engagement, and satisfaction.
3. Conduct baseline and endline leadership self-assessments.
4. Produce periodic implementation reports.
5. Develop a final programme implementation and learning report with recommendations.

### **5.0 Deliverables**

Inception report including methodology, workplan and delivery schedule, leadership competency framework and curriculum architecture, detailed curriculum and learning journey design, facilitator guides, participant guides and learning resources; interactive SCORM-compliant e-learning modules uploaded to LMS; LMS testing and quality assurance report; monthly virtual learning sessions (6 sessions); monthly coaching reports and participant engagement summaries, group coaching sessions delivered every five weeks, programme launch event facilitated, in- person leadership boot camps delivered, monitoring and learning reports, final programme reports including lessons learned and recommendations; pandemic outbreak simulation package, capstone adjudication report and participant feedback summaries, capstone project guidelines and assessment framework.

### **6.0 Duration of the Assignment**

14 months (indicative).

## 7.0 Proposal submission requirements

The following should be submitted technical proposal, financial proposal, value addition, references, compliance documents.

Mandatory/ Statutory requirements/ Company Profile:

- i. Certificate of incorporation/business registration,
- ii. Tax compliance certificate.
- iii. Registration with relevant bodies if applicable

### Technical Proposals

- i. A one-page cover letter with contact details.
- ii. The proposal should not be more than five (5) pages (including the budget).
- iii. A project plan that demonstrates a clear understanding of the assignment.
- iv. An executive summary providing an overview of your methodology, project approach, detailed work plan, timeline and deliverables.
- v. Experience
  - a) References from similar clients. (submit at least three (3) reference letters with evidence of successful similar assignments and good standing).
  - b) Submission of supporting documents such as reference letters.
- vi. Team Composition: Names and roles of the project team members, highlighting their qualifications and experiences in past assignments. Team members should have the required competences.
- vii. Companies are encouraged to include any additional information they believe demonstrates added value within the scope of this assignment.

## 8.0 Required Competencies

The consulting firm/team should demonstrate the following:

### Organizational Experience

- At least 7–10 years of experience designing and delivering leadership development programmes.
- Demonstrated experience supporting leadership development in public health, research, science, or related sectors.
- Proven experience delivering blended learning programmes involving digital learning, coaching, facilitation, and experiential learning.
- Demonstrated experience working in Africa and with multi-country programmes.

### Technical Expertise

#### Lead leadership development specialist

- Advanced degree in Leadership Development, Organizational Development, Adult Education, Psychology, Public Health, Management, or related field.
- Extensive experience designing leadership curricula and leadership competency frameworks.
- Experience facilitating leadership programmes for senior leaders and executives.

**Instructional design and e-learning specialist**

- Proven expertise in instructional design and adult learning methodologies.
- Experience developing interactive e-learning content and multimedia learning resources.
- Experience with SCORM-compliant content development.
- Experience configuring, administering, and supporting LMS platforms.
- Knowledge of learner analytics, digital learning systems, and accessibility standards.
- Experience uploading, testing, and troubleshooting online learning content.

**Executive and leadership coaches**

- Recognized coaching certification.
- Demonstrated experience coaching senior leaders, researchers, scientists, and development professionals.
- Experience delivering individual and group coaching interventions.

**Facilitation team**

- Strong facilitation and adult learning expertise.
- Experience designing and facilitating leadership bootcamps, workshops, simulations, and experiential learning events.
- Experience managing virtual and in-person learning environments.

**Additional competencies**

- Excellent stakeholder engagement and communication skills.
- Strong programme management and reporting capability.
- Experience integrating monitoring, evaluation, learning, and adaptation (MEAL) into leadership development programmes.
- Understanding of pandemic preparedness, response systems, public health leadership, research ecosystems, or scientific collaboration initiatives will be an added advantage.

**Desired expertise in leadership content**

The consultant should demonstrate experience in the following areas:

- Strategic leadership and decision-making in complexity.
- Systems leadership and foresight.
- Institutional resilience and crisis leadership.
- Influence, diplomacy, and public trust.
- Leading collaborative science and partnerships.
- Governance, data, and delivery leadership.
- Adaptive leadership and change management.
- Leadership communication and stakeholder engagement.
- Executive presence and strategic influence.
- Legacy building, succession planning, and ecosystem strengthening.

**Cost projections**

- The financial proposal shall clearly indicate the total cost broken down into various components of the deliverables. The Financial proposal must be in US Dollars (\$) and shall remain valid for (120) days.

## 9.0 RFP Timelines

Table 1: Mandatory Criteria

| Action                                                                                  | Date                           |
|-----------------------------------------------------------------------------------------|--------------------------------|
| Circulation of RFP                                                                      | 21st July 2026                 |
| Deadline for receipt of questions relating to the RFP and confirmation of participation | 24th July 2026                 |
| Response to Vendors' Queries                                                            | 28th July 2026                 |
| Deadline for submission of the proposals                                                | 11th August 2026               |
| Project start date                                                                      | After issuance of the contract |

## 10.0 Evaluation and Scoring Matrix

### 10.1 Mandatory Evaluation

The mandatory evaluation shall be conducted based on the below criteria. Any bidder who does not meet the mandatory requirements will be disqualified from proceeding to technical evaluation.

Table 2: Mandatory Criteria

| Mandatory Requirements of the Bidder                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Tax compliance certificate and PIN Certificate (if Kenyan) where applicable.<br>b) Evidence of having conducted similar assignments. (list and provide recommendation letters, stating the similar assignment done)<br>c) CV(s) of key personnel<br>d) Registration with relevant bodies (where applicable) |

### 10.2 Technical Evaluation \* (Weight 80%)

Only bidders who meets all mandatory requirements will proceed to technical evaluation stage. The evaluation will be based on the below criteria.

Table 3: Technical Evaluation Criteria

| Criteria            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Weight (%) |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Technical Approach  | a) Understanding of assignment- <b>10 marks</b><br>b) Clear/realistic Methodology- <b>10 marks</b><br>c) Delivery & Workplan: feasibility and clarity of timelines - <b>10 marks</b>                                                                                                                                                                                                                                                                                                                                                | 30%        |
| Relevant Experience | Evidence of experience and similar assignments in last Ten (10) years. <ul style="list-style-type: none"> <li>• Provide at least three (3) references where similar assignments were implemented. <b>3marks</b></li> <li>• Provide one (1) Recommendation letter from a Reputable organisation. <b>2 marks</b></li> <li>• Experience in leadership development <b>6</b></li> <li>• In African context- <b>4 marks</b></li> <li>• In pandemic sciences - <b>4 marks</b></li> <li>• Coaching and mentorship-<b>6 marks</b></li> </ul> | 25%        |

|                               |                                                                                                                                                                                                                                                                                                                                                                                |     |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Team Composition              | Composition and verifiable competencies of the proposed project team for the assignment <ul style="list-style-type: none"> <li>• Leadership development- <b>6 marks</b></li> <li>• E-learning - <b>3 marks</b></li> <li>• Coaching - <b>3 marks</b></li> <li>• Mentorship - <b>3 marks</b></li> <li>• Qualifications and expertise of proposed team- <b>5 marks</b></li> </ul> | 20% |
| Value Addition                | Innovation and added value components                                                                                                                                                                                                                                                                                                                                          | 5%  |
| <b>Total Scores out of 80</b> | 80%                                                                                                                                                                                                                                                                                                                                                                            |     |
| <b>Minimum Score (64/80)</b>  |                                                                                                                                                                                                                                                                                                                                                                                |     |

Bidders must attain a pass mark of 64% to be considered for the next steps.

### 10.3 Financial Scores (Weight 20%)

Only bidders who will attain the minimum technical scores requirement will be considered for Financial Analysis.

Table 4: **Financial Criteria**

| Criteria                                                                                                                                                                       | Score    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Cost and Value (20%)</b><br>i. Total project cost broken down into various components of the deliverables.<br>ii. Justification of costs, ensuring alignment with the scope | 20 marks |

### 10.4 Determination of the Winning Bidder

The winning bidder shall be determined based on the combined scores for Technical and Financial scores as per the below formula:

Final Score (FS)= TS x T% + FS x F%,

where T% + F% shall always be equal to 100%.

- *Final Score (FS) is the total combined scores of Technical and Financial scores.*
- *T% is the weighting given to the technical proposal.*
- *F% is the weighting given to the financial proposal*

*T% shall be 80% and F% shall be 20% respectively*

The bidder with the highest combined scores shall be considered for negotiations for the award.

The best bidders as outlined above may further be invited for presentation on their proposals for further decision making.

## 11.0 Terms and Conditions

This document contains proprietary and confidential information. Bidders may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this request for proposal. No commitment will be made to any bidder unless a contract has been awarded and signed by both parties.

SFA Foundation reserves the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the bidder's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this request for proposal. It is however recognised that pre-existing relationships if any, will be respected.

### **12.0 Ethics**

Bidders 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 bidder does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

### **13.0 Non-Disclosure and Confidentiality**

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

### **14.0 Independent Proposal**

By submitting a proposal, the bidder warrants that the fees 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 fees, with any other potential bidder or with any competitor.

### **15.0 Proposal Submission Process**

It should be noted that this document relates to a request for proposal only and not a commitment to enter into a contractual agreement. In addition, SFA Foundation will not be held responsible for any costs associated with the production of a response to this request for proposal.

#### **Instructions on the Proposal Submission Process**

1. Proposal to be sent by email to [procurement@scienceforafrica.foundation](mailto:procurement@scienceforafrica.foundation) on or before 11th August 2026 at 5.00 pm (EAT)
2. Protect your proposal with a password and share the password on 12th August 2026 by 8.00 am (EAT)
3. The proposal to be marked as follows on the subject line:

**REQUEST FOR PROPOSALS (RFP) CONSULTANCY SERVICES FOR  
LEADERSHIP DEVELOPMENT AND TRAINING IN PANDEMIC SCIENCE  
PREPAREDNESS AND RESPONSE - RFP/017/2026**