

INTERNATIONAL CENTRE FOR ANTIMICROBIAL RESISTANCE SOLUTIONS

Request for proposals

Instructions for applicants

Identification and prioritization of interventions to curb AMR in the Latin America and the Caribbean region

1. Introduction

These instructions for applicants/teams relate to the advertisement on icars-global.org and [udbud.dk](http://www.udbud.dk) "Restricted procedure: Terms of Reference for identification and prioritization of interventions to curb AMR in the Latin America and the Caribbean region".ⁱ

The procurement procedure is carried out as a **restricted procedure**. It means that, after step I: Request for participation (described in paragraph 5.1), 2-3 candidates will be invited by ICARS to submit a proposal and participate in an interview (step II, described in paragraph 5.2).

2. Advertising material

The material that forms the basis for the submission of offers consists of the following:

- I. Advertisement of the terms of reference (ToR) published on icars-global.org and www.udbud.dk
- II. Instructions for applicants (this document)
- III. Template for declaration of notification of processing of personal data

3. Timetable

The following timetable specifies the key milestones of the procurement procedure:

| # | Activity | Date |
|---|--|-------------------------------|
| 1 | Launch of the RFP | 19-12-22 |
| 2 | Deadline for sending documents step I (i.e., request for participation) | 31-01-23, at 22.00 CET |
| 3 | Notification of selected candidates to step II | 10-02-23 |
| 4 | Deadline for sending Documentation (workplan and budget) for interview | 10-03-23 at 22:00 CET |
| 6 | Interview with selected candidates (tentative) | (23-24)-03-2023 |
| 7 | Notification of award decision (tentative) | 10-04-23 |
| 8 | Signing of contract (tentative) | 28-04-23 |

4. Questions, Answers & Addenda

Questions regarding the documents for step I (i.e., requests for participation) must be submitted in English via email to the contact person.

Applicants are encouraged to submit all questions as soon as possible. ICARS will send questions and answers simultaneously and in anonymous form via email to applicants who have submitted a request to participate, or expressed an interest in doing so.

If an amendment to the process is considered necessary, ICARS will send an addendum via email to applicants who have submitted a request to participate.

Selection procedure

5.1. Step I - Request for participation

To participate, applicants must submit:

- A short description of the organization (max.200 word)
- A one-page motivation letter
- CVs containing professional qualifications and experiences relevant to the task
- Template for declaration of notification of the processing of personal data

ICARS will be following the below criteria when assessing requests:

Assessment criteria:

- Applicants based in the LAC region
- Experience in working in the LAC region within the area of infectious diseases, AMR or One Health
- Access to a wide network of infectious diseases, AMR or One Health stakeholders within the LAC region
- Experience in reviewing literature, mapping gaps and opportunities, organising consultative dialogue and preparing high level reports
- Business English & Spanish (essential)
- Working knowledge of Portuguese (desirable)

The documents for the request for participation must be submitted via e-mail to contact@icars-global.org no later than 31-01-23, at 22.00 CET.

Requests must be submitted in English.

Each leading applicant can only submit one request. If the applicant submits more than one request, ICARS will only take the latest submitted request into consideration.

5.2 Step II - Interview

Shortlisted applicants/teams will be requested to submit documentation ahead of their interview by ICARS.

The applicants must submit a description of the workplan including a detailed budget. The template will be provided when invited to the interview. All documentation will need to be submitted by 10 March 2023, 22:00 CET. All documentation will need to be submitted in English.

All interviews will be conducted online with a meeting link shared in advance. The applicants' performance at the interview in combination with the content of the workplan and budget distribution will be the basis for selecting the team.

Interviews will be conducted online on 23-24 March 2023 (exact time will be confirmed with the shortlisted applicants)

The interviews will be held in English and will last for 45 minutes.

At the interview, the applicants will be asked to present how the tasks will be approached, including:

- Preparation of an overview of key AMR stakeholders they have access to in the LAC region
- The process they will follow, including what surveys and interviews they will use to identify interventions implemented during the last 5 years to tackle AMR across all sectors in the LAC region
- Execution of a prioritization process (i.e., Delphi, RAND) of future areas for research development
- Organization of a stakeholder engagement webinar
- Budget allocation
- Present examples of how the applicants in the past have approached similar tasks

6. Contract award

ICARS will evaluate the applicants on the basis of the above-mentioned award criteria and decide to which applicant/team to award the contract.

All applicants will be notified simultaneously, and as soon as possible, of the decision regarding the contract award.

7. Confidentiality

In accordance with section 5 of the Public Procurement Act, the responsible unit may not disclose confidential information provided by an applicant in connection with the procedure without the prior consent of the applicant.

However, the commitment of confidentiality must be disregarded to the extent that the responsible unit is required by law or ordered by a competent authority to disclose the information. If the responsible unit is requested to give access to confidential information, the applicant will be heard to the extent possible before the request is processed.

ICARS is also entitled to disclose information in case of a complaint referred to the Danish Complaints Board for Public Procurement or legal proceedings in relation to the procedure.

7. Cancellation of the procurement procedure

While observing the principles of equal treatment, transparency, and proportionality, ICARS reserves the right to cancel the RFP procedure, without incurring liability towards any applicant and without the applicants being entitled to claim any compensation.

A notice will be published on udbud.dk and ICARS-global.org if the procurement procedure is cancelled.

8. Contact details

International Centre for Antimicrobial Resistance Solutions
 Ørestads Boulevard 5
 2300 Copenhagen S
 Denmark
 Contact person: Beatriz Domínguez Guerrero - contact@icars-global.org

¹ The procurement procedure is subject to the laws of Denmark and the rules applicable hereunder. As a result of the contract having cross-border interests, the procedure is carried out in accordance with Title IV of the Danish Public Procurement Act (Act no. 1564 of 15 December 2015).