

SOCIETY FOR FAMILY HEALTH (SFH) RWANDA



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REQUEST FOR PROPOSALS (RFP) FOR AN INDIVIDUAL CONSULTANT TO ASSESS AND DOCUMENT SEVERE RISK FACTORS ON MALARIA CONTROL INTERVENTIONS IN EASTERN PROVINCE.

TENDER REFERENCE NUMBER: 006/ MALARIA CONTROL INTERVENTION ASSESSMENT INDIVIDUAL CONSULTANCY /SFH/2026

PROCUREMENT METHOD: NATIONAL OPEN COMPETITIVE TENDER

February, 2026

TERMS OF REFERENCES FOR AN INDIVIDUAL CONSULTANT that will provide technical scientific expertise under a consultancy work service contract to SFH Rwanda under the guidance of Rwanda Biomedical Centre - **Malaria & Other Parasitic Diseases Division** for assessment and documentations of severe risk factors on malaria control interventions.

A. Background

Malaria remains a public health priority in Rwanda with the whole population at risk of malaria infection.

The main goal of extended Malaria Strategic plan (MSP) is to reduce malaria morbidity and mortality by at least 90% of the 2019 levels by 2027. The specific objectives are:

- By 2027, at least 90% of population at risk will be effectively protected with preventive interventions;
- All suspected malaria cases are promptly tested and treated in line with the national guidelines;
- By 2027, strengthen surveillance and reporting in order to provide complete, timely and accurate information for appropriate decision making at all levels;
- Strengthen coordination, collaboration, procurement & supply management and effective program management at all levels;
- By 2027, at least 85% of the population at risk will have correct and consistent practices and behaviors towards malaria control interventions.

Today, Rwanda continues to make progress in malaria control through multifaceted evidence-based approaches such as Information, Education and Communication (IEC); distribution of long-lasting insecticidal nets (LLINs); Indoor Residual Spraying (IRS) and early diagnosis and effective management of malaria cases as guided by the National Malaria Strategy, this made remarkable strides in reducing malaria transmission, achieving an 86% decrease in incidence from 409 cases per 1,000 persons in 2016/2017 to 45 cases per 1,000 persons in 2023/2024. Despite this success, malaria remains a significant public health challenge and one of the leading causes of morbidity and mortality in Rwanda.

Despite this documented success, recent data show that residual malaria transmission is found in most of IRS districts that may hamper malaria elimination efforts. In addition, malaria outbreaks or hotspots are seen in different sectors or villages that may need special malaria control interventions. Furthermore, factors leading to persisting severe malaria cases and malaria related deaths still recorded in few districts despite sustained Community Case Management need to be identified to design appropriate response if Zero Death remains our national goal.

Understanding the underlying **severe malaria risk factors**—including individual, behavioral, environmental, and health system—related factors—is essential for improving prevention, case management, and targeted interventions.

To strengthen evidence-based malaria control strategies, Society for Family Health (SFH) Rwanda, in collaboration with the Malaria Division, seeks to engage an individual consultant to **coordinate severe malaria notification and conduct a comprehensive assessment and documentation of severe malaria risk factors** in Eastern Province

B. Purpose of the Consultancy

The purpose of this consultancy is to **Assess, Document and Analyze Severe Malaria risk factors** to guide malaria control interventions and inform strategic planning and decision-making by relevant stakeholders.

C. Objectives of the Consultant

- i. To coordinate severe malaria notification and assess severe malaria risk factors to inform effective malaria control interventions and strategic planning.
- ii. To support coordination and review of severe malaria notification data in hotspot areas.
- iii. To identify and document individual, environmental, occupational, and health system–related risk factors associated with severe malaria.
- iv. To analyze patterns and trends of severe malaria cases at cell, sector, and district levels.
- v. To generate evidence-based recommendations to guide malaria control interventions and policy decisions.
- vi. To inform strategic planning processes of SFH and the Malaria Division.

D. Scope of Work

The consultant will undertake the assignment in Eastern Province, all districts (all **cells, sectors,**) where severe malaria cases have been identified. Key tasks include:

- Review existing data on severe malaria cases and notification systems.
- Identify key risk factors such as:
 - a) Delayed care seeking
 - b) Occupational or behavioral exposure
 - c) Use or non-use of malaria prevention tools
 - d) Health system gaps
- Analyze findings and validate them with stakeholders.
- Develop actionable recommendations for malaria control interventions.

E. Methodology: The consultant is expected to use a **mixed-methods approach**, including:

- Desk review of routine data and reports
- Qualitative interviews and discussions
- Field observations

- Stakeholder consultations
- The proposed methodology should be clearly described in the inception phase.

F. Expected Results: The specific results include:

1. Improved severe malaria notification and Identification model
2. Mapping severe Malaria hotspots per administrative sector and at Cell level
3. Identification and documentation of individual risk factors related to the severe Malaria burden

G. **Deliverables:** The consultant will be responsible for delivering the following:

- i. **Inception report** outlining methodology, tools, and work plan
- ii. **Preliminary assessment report** documenting identified severe malaria risk factors
- iii. **Severe Malaria Notification Model**
- iv. **Stakeholder validation session** and incorporation of feedback
- v. **Final assessment report** with conclusions and recommendations

The consultant will report directly to the Project Director based at RBC via the Technical Focal Point at the Society for Family Health within the contract period. Regular progress updates will be required.

The final report of the assessment should be detailed, excluding annexes, and should be written in English. It should contain an executive summary of a maximum 2 pages. The report should follow the following format:

- Title page
- Table of contents
- List of tables
- List of figures
- Acronym list
- Short description of reviewers
- Executive Summary
- Introduction/context
- Objectives
- Methods
- Findings
- Constraints
- Summary
- Conclusions and recommendations
- Annexes

H. Duration of the Assignment and Reporting

The consultant will work under the supervision of SFH, in close collaboration with Malaria Division. Regular progress updates will be required.

In general, the assignment will be implemented on a quarterly basis throughout the SBC Project implementation period (2024/2025–2026/2027) and will be reviewed through annual and/or semi-annual action plans. For this specific engagement, and subject to the available budget, the assignment will be carried out for twenty-five (25) working days per quarter during Quarter 3 (January–March) and Quarter 4 (April–June) of 2026, commencing from the date the consultancy contract is duly signed by both parties.

I. Mandatory Requirements for Evaluation on Qualifications and Experience

- **Education:** The consultant should have a PhD or Master’s degree in Public Health, Epidemiology or Health Research related studies;
- **Experience:** Demonstrate evidence of career progression in areas of public Health; (e.g., 6+ years) in relevant, senior-level work, particularly in similar projects (e.g., UN, World Bank or GoR-funded projects).
- Have very good understanding of Rwanda Health System and proven exposure to Malaria Program in Rwanda;
- Have good understanding of possible factors leading to malaria transmission, morbidity, mortality or how it affects community behavior vis a vis malaria prevention and control interventions in Rwanda;
- Proven experience in carrying out research or health related consultancies in Rwanda, and in the Malaria program domain, will be a plus;
- Ability to work and engage with a range of stakeholders, including high level policy makers, and civil society organizations, local leaders and the community;
- Excellent communication skills and experience in working with communities in both urban and rural settings;
- **Languages:** Excellent command of English, French and Kinyarwanda both spoken and written will be added advantage.
- **Competences:** Proficiency in specific tools, software, or methodologies (e.g., SPSS, specific procurement regulations) with ability to collect and analyze malaria program data, produce graphs, maps and interpret them.

Application Requirements for Interested candidates who should submit the following:

- Letter expressing interest to carry out the consultancy service required;
- Detailed CV (maximum 2 pages) of the individual consultant
- A brief proposal written in English describing the background, methodology and timeline (maximum 5 pages)
- Certified copies of academic and professional qualifications;
- Copy of national Identity card/ or Passport of the consultant
- Valid recommendation letters as proof of completion of similar assignments

6. EVALUATION OF THE INDIVIDUAL CONSULTANCY: Proposals will be evaluated based on: Defined scope of work, expected outputs, deliverables, submitted CV, a motivation letter/technical proposal, and a financial proposal.

A. ADMINISTRATIVE CRITERIA

The bidders must provide the following administrative documents:

- Copy of Business Registration certificate or Certificate of domestic Individual Consultancy Registration from RDB.
- Valid tax clearance certificate (attestation de non-creance) from Rwanda Revenue Authority or statement of arrears from RRA
- Proof of payment of a non-refundable fee of fifty thousand Rwandan francs (**50,000 RWF**) paid into: Bank Name: **Access Bank (Rwanda) Ltd**
Account Name: **SOCIETY FOR FAMILY HEALTH RWANDA**
Account Number: **1002190101953001**

The Company that will not have filled *any of aforesaid* conditions will be eliminated and their bids will not be considered for the next evaluation stage.

B. TECHNICAL CRITERIA: (total marks 70%)

Evaluation Criteria for Interested Individual consultants should submit (**Technical Response not more than 15 pages**):

Once shortlisted, candidates are evaluated on a weighted scale, typically 70% technical and 30% financial (Quality- and Cost-Based Selection - QCBS) with **Technical Evaluation Criteria scored at (approx. 70-100 points)**:

- **Qualifications & Education (20%):** Relevance of academic background mentioned.
- **General Experience (30%):** Total years of professional experience in the field based on Verifiable references from three (3) previous or ongoing Current clients (Share Good Completion Certificates/ letters/ Copy of Contracts/Local Purchase Orders).
- **Specific Experience (10%):** Experience directly related to the above assignment's scope.
- **Methodology & Work Plan (40%):** Understanding of the task, clear approach, and realistic timeline with demonstrated grasp of the problem or objectives showing the ability to translate needs into a clear methodology/work plan showing Quality and practicality of the proposed approach by identification of risks and mitigation strategies
- **Interviews (TBD):** Often used to verify competence and communication skills.

C. FINANCIAL OFFER (Total marks 30%)

The financial criteria to be followed Assessed based on the total lump-sum price, often compared against the lowest-priced proposal that will be most preferred after the

technical criteria score where Financial Cost-effectiveness of the proposal (detailed and itemized budget including related taxes **Cost & Value for Money**: Transparency of pricing structure with Reasonableness of proposed cost relative to market rates for companies that have been pre-qualified on administrative stage.

7. AMENDMENTS

If at any time prior to award SFH Rwanda deems there to be a need for a significant modification to the terms and conditions of this Tender Package, SFH Rwanda will issue such a modification as a written Tender Package amendment to all competing bidders using an addendum posted through all the channels used in sending out the tender package. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any Tender Package term or condition, and no bidder shall rely on any such statement.

8. PRICE VERIFICATION

If adequate competition is not achieved in the tendering process, the right is reserved for any otherwise compliant bid to be referred to SFH Rwanda who may, at their discretion, authorize a price verification exercise to be undertaken on their behalf by an organization or delegated SFH Staff. In such an eventuality, the bidder will be required to give details of the services tendered for, together with details of any costing used or undertaken in preparing the bid.

9. EXTENSION OF BID VALIDITY DATES

When necessary and appropriate under the circumstances, SFH Rwanda may request bidders, in writing, to extend the validity period of their bids and Bid Securities (if any). A bidder may refuse to extend its bid; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify their bid in any manner other than to extend it.

10. REJECTION OF TENDERS

(a) SFH Rwanda is not bound to accept the lowest bid and reserves the right to reject any tender in whole or in part and to reject any or all tenders without assigning any reason. Circumstances in which rejection of all bids may occur include, without limitation, the following:

- (1) none of the bids is adequately responsive to the specifications,
- (2) there is evidence of insufficient competition,
- (3) the lowest bid exceeds the estimated value or funds available and cannot be reduced by negotiation,
- (4) the quality of the tender is deemed insufficient
- (5) the technical or financial bases of procurement have changed materially prior to the award, or
- (6) The prices of the bid are obviously and clearly high.

11. TERMS OF AWARDS

(a) All awards are subject to the availability of adequate funds from SFH Rwanda and the receipt of all required approval from SFH Rwanda and the donors.

(b) Upon receipt of SFH Rwanda and/or the indenter's approval of the recommended award, to the extent required, SFH Rwanda will send a Notice of Award to the winning bidder and will inform unsuccessful bidders that they have not been selected.

12. Notification of Tender Award

The bidder whose proposal attains the highest score, in accordance with the evaluation criteria in the present request for proposals shall be selected for award, subject to satisfactory conclusion of negotiations if deemed necessary.

The procuring entity shall notify the successful bidder of its selection results and at the same time inform other unsuccessful bidders of the decision. In the absence of a challenge by any other bidders within seven (7) days of the notice, the contract shall be signed by both parties.

13. PAYMENT TERMS

SFH Rwanda undertakes to offer different Local Purchase Service Orders with Task orders specifying the service needed during the Frame work consultancy period of 12 months;

However, the payment percentages will be agreed at the contract negotiation stage to determine level of %age for every advance request of the Contract Value; **Phase 1: Inception report is presented and accepted by the project lead supported with an EBM invoice as advance; Second Instalment** shall be paid upon presentation of a draft report and a EBM invoice of the total contract value and approval of Final report that is approved by both teams of SFH Rwanda and RBC.

HOW TO APPLY: Submission and Contact Information

Interested organizations should submit their expressions of interest in **TWO HARD COPIES** (ONE Original and ONE Copy) in one envelope composed of copies of both TECHNICAL AND FINANCIAL PROPOSALS submitted at SFH Rwanda reception located at **Gahanga – Nunga Cell**; no later than the submission deadline of **26th March 2026, at 11:00am local time and public opening** of sealed bids on the same date of **26th March 2026, at 11:20am local time in SFH Rwanda Conference Room at Gahanga – Nunga Cell**, Road Opposite Gahanga market towards Gakinjiro site on KK15RD - KK 52 AVE.

Any Inquiry regarding this tender can be through only the contact email procurement@sfrwanda.org **or call 0788305685**

SFH Rwanda welcomes your bid in this competitive process,

Approved by: **Janepher TURATSINZE**
Chief Operating Officer