Request for Proposal
for Market Analysis of Tuberculosis (TB) Medicines in the Private Sector in Bangladesh

1. Background:

The USAID PQM plus (PQM+) program, implemented by the USP, in collaboration with the Directorate General of Drug Administration (DGDA) and National Tuberculosis Control Program (NTP) seeks to conduct a comprehensive market analysis of TB medicines within the private sector, focusing on production, import, sales volume, and quality management practices throughout the supply chain. The study aims to gain insights into the Good Pharmacy Practice (GPP), rational use of TB medicines at the retail level, estimate patient numbers based on sales data, and understand the policy and regulatory landscape involving the DGDA and the NTP.

The U.S. Pharmacopeial Convention (USP) is a scientific nonprofit organization that sets standards for the identity, strength, quality, and purity of medicines, food ingredients, and dietary supplements manufactured, distributed, and consumed worldwide. USP's drug standards are enforceable in the United States by the Food and Drug Administration, and these standards are used in more than 140 countries.

2. Objectives:

- Assess the production and import volumes of TB medicines in Bangladesh.
- Analyze sales volumes and distribution practices in the private sector and private service providers.
- Evaluate the quality management practices at different levels of the supply chain including the Good Pharmacy Practices at the retail medicine shops.
- Understand the rational sales of first line TB medicines at the retail level.
- Analyze and estimate the number of patients purchasing TB medicines in the private sector.
- Explore policy and regulatory aspects involving DGDA and NTP.
- Develop a technical brief including policy recommendations based on the market analysis of TB medicines in Bangladesh private sector.

3. Statement of work

The USAID PQM+ will hire a consultant (Individual or Independent Research Organization) to conduct the assessment. The consultant will prepare assessment design, select, and train a team of data collectors, prepare schedule, and complete the data collection, and prepare study report for submission.

A. Design of Assessment Instrument/tool

- Review available assessment reports.
- Discuss information needs with relevant stakeholders.
- Prepare draft questionnaire, solicit feedback, finalize the questionnaire.

B. Methodology and Assessment Design

The Independent Research Organization (IRO)/ Individuals are expected to employ a mixed-methods approach, combining quantitative and qualitative research methods. This will include data collection from relevant industry reports, government records, interviews with key stakeholders, and site visits to assess supply chain nodes.

- A detailed research plan outlining the approach, methods, sample size determination, and timeline. In consultation with PQM+ program, the research methodology and questioner finalization.
- Finalization of activities with specific time and ensure the availability of resources.
- The study population would be medicine manufacturers, importers, medicine seller/distributors, private service provider, drug shops, private practitioners, and private medical colleges.
- Both quantitative and qualitative methods would be used for data collection.

C. Train personnel on data collection and field supervision and Pre-test

- Prepare and deliver training for a team of data collectors.
- Lead the assessment design, select, and train a team of field data collectors, prepare schedule and complete data collection, prepare study report, and disseminate the result to the select stakeholders.

D. Oversee/provide supervision of data collection, transportation, handling, and data management.

- Oversee data collection and provide guidance and feedback to the local team.

E. Analyze data and Present Results

- Analysis of data and preparation of a report with recommendations for interventions as appropriate. The Independent Research Organization (IRO)/ Individuals are expected to share the data analysis plan beforehand with PQM+ for USAID clearance which broadly includes data analysis objectives, the expected outcomes of the analysis and the outline of interpretation of the results in the context of research questions/specific objectives.
- Prepare a technical brief on the assessment findings with applicable policy recommendations.

4. Geographical settings:

Around 200 sites (Medicine shops, depots, warehouses) in all 8 division of the country. The final number may vary based on the final sample size calculation.

5. Deliverables:

The consultant will be responsible for delivering the following key outputs:

1. **Submission of assessment report (soft copy and color printed copy 5).**
   The report should cover but not be limited to
   - Insights into quality management practices at different levels of the supply chain including the GPP at the retail medicine shops.
   - Analysis of rational use of first line TB medicines at the retail level.
   - Estimation of the number of patients purchasing TB medicines in the private sector.
   - Overview of policy and regulatory aspects involving DGDA and NTP
2. **A technical brief based on the market analysis to safeguard against use of SF TB medicines.**
3. **Submission all collected raw and cleaned data and documents on production, import, and sales volumes of TB medicines.**
4. **Participating in disseminating the report to the relevant stakeholders, including NTP and DGDA.**

Note: All data and reports will remain as the property of USAID's PQM+ program and must not be published or passed on to a third party without written permission from USAID's PQM+ program

6. Timeline:

- The assignment is expected to end by August 2024.
- The expected starting date of the assignment by May 2024.

7. Qualifications:

The consultant firm should have experience to demonstrate expertise in pharmaceutical market analysis, supply chain evaluation, and have prior experience in conducting similar research/assessment in the healthcare sector. Strong knowledge of TB medicines, regulatory frameworks, and collaboration with government health programs is highly desirable.

8. Roles of USAID's PQM+ program:

- Provide financial resources and other logistics needed to execute the study.
- Identify and assign technical staff to guide and participate in the study.
- Provide a comprehensive overview of the assessment design.
- Provide technical guidance and inputs and monitor progress/issues/challenges.
- Assist consultant to identify indicators and questionnaire.
- Assist consultant with the necessary introductions to different stakeholders.
- Reviewing the report and providing feedback.
- Assist collection of the list of first line anti-TB medicine, List of anti-TB products registered by DGDA for domestic manufacturing or import.

9. Requirements:

Language: All documents submitted in response to this RFQ, as well as all correspondence in connection with the RFQ, shall be in the English language.

Form and Content of Quotes: All quotes must be in writing, in the English language, and signed and dated by an authorized employee of the bidder.

10. Evaluation Criteria:

The application should consist of a:

1. **Technical proposal, that includes the following:**
   a. Firm/consultant(s) Information: Name of the firm/consultant(s), contact information of person responsible for the proposal including email address, postal address and phone number; web address (if available);
   b. Relevant Experience: Information on the history of the firm/consultant(s) and its work related to:
      i. designing and implementing qualitative, qualitative and mix-method research/assessment, including key informant interviews, and in-depth case studies; and
      ii. integrating and synthesizing into one report the findings and analysis from both the quantitative and qualitative data components.
   c. Assessment Plan outlining the overall understanding of the SOW, including:
      i. Proposed assessment/research questions.
      ii. Proposed methodology, including suggested data sources, data collection methods and sampling sizes and procedures.

iii. Proposed team composition, structure, and staff schedule
iv. Data analysis framework
v. Work plan with estimated timelines.

d. CVs of key team members

2. **Financial proposal with a budget that outlines the fees and associated costs in Bangladesh Taka. The firm/consultant(s) must budget for all relevant costs (including Tax) and provide explanatory notes.**

The following criteria will be used to assess all proposals received:

Criteria for Evaluating Proposals	Weight
Technical soundness of proposed approach	30%
Proven experience in past five years and qualifications to undertake the assignment, including quantitative data collection, qualitative data collection, and mixed-data integrated analysis.	20%
Financial proposal	50%

This Scope of Work outlines the key components of the market analysis project and serves as a guideline for potential Independent Research Organizations to submit comprehensive proposals aligned with the objectives of the study.

3. Rejection and Award Procedure:

USP is not bound to accept the lowest or any quote and reserves the right to accept any quote in whole or in part and to reject any or all quotes without assigning any reason there for and to Contract on any of the terms offered or on different terms. Circumstances in which rejection of all quotes may occur include, without limitation, the following: (1) none of the quotes are adequately responsive to the specifications, (2) there is evidence of insufficient competition, or (3) the lowest quote exceeds the estimated value or funds available by a significant amount.

USP will send a Notice of Award to the winning bidder.

All USP purchases are subject to USP'S Purchasing terms and conditions, available at www.usp.org/purchasingterms.html. Special Note to Suppliers: All Donor-Funded purchases are subject to additional terms and conditions, available https://www.usp.org/legal-notices/purchasingterms/donor-funded-requirements

The terms and conditions of any award and Contract resulting from this RFQ will be based on this Terms and Conditions

11. Proposal Submission:

Interested parties are requested to submit their detailed proposals, including a project plan, timeline, methodology, geographical settings, research team qualifications, and a comprehensive budget.

- **Inquiries:** All inquiries concerning this RFQ, and any return quote(s) must be submitted in writing. Such inquiries shall be sent by email to **GPHBANGLADESHRECRUITMENT@USP.ORG** no later than **Tuesday April 23, 2024.**

- **Proposal Submission:** Quotes are to be submitted via e-mail to**, Email:** GPHBANGLADESHRECRUITMENT@USP.ORG **with copy to** zillur.rahman@usp.org **and subject line "Market Analysis of Tuberculosis (TB) Medicines in the Private Sector" by Saturday May 4, 2024.**
- **Validity of Quotation**: 60 days
- Suppliers are under no obligation to prepare or submit offers in response to this RFQ and do so solely at their own risk and expense. USP will not reimburse any costs incurred related to this RFQ.

12. Payment Terms:

Payment will be made on net 30 days after submission of invoice and service confirmation. TAX and VAT will be deducted as per the government policy.

USP is proud to be an equal employment opportunity employer (EEOE) and affirmative action employer. We are committed to creating an inclusive environment in all aspects of our work from the standards we make to the partnerships and conversations we cultivate. An environment where every employee feels fully empowered and valued irrespective of, but not limited to, personality, race, ethnicity, physical and mental abilities, education, religion, gender identity and expression, life experience, sexual orientation, country of origin, regional differences, work experience, and family status. We are committed to working with and providing reasonable accommodation to individuals with disabilities.

Note: USP does not accept unsolicited resumes from 3rd party recruitment agencies and is not responsible for fees from recruiters or other agencies except under specific written agreement with USP.

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