



NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR QUOTATION

FOR THE ENGAGEMENT OF EVENT MANAGEMENT CONSULTANT FOR THE OFFICIAL ANNOUNCEMENT OF THE RESULTS OF THE NAIS TO THE WORLD.



The Federal Government of Nigeria in its continuous efforts to improve the health indices of its populace has just conducted the **Nigeria AIDS Indicator and Impact Survey (NAIS)**. This national household survey will determine the distribution of HIV and Hepatitis B & C in the country. It will also assess the uptake of HIV services at the population level and estimate the prevalence of HIV-related risk behaviors in the 36 states of the Federation and the Federal Capital Territory (FCT).

NAIS was the largest HIV population based survey ever conducted globally. The geographic domains (or strata) of the study for which independent estimates of HIV prevalence and viral load suppression is to be produced are: Abia, Adamawa, Akwa-Ibom, Anambra, Bauchi, Bayelsa, Benue, Borno, Cross River, Delta, Ebonyi, Edo, Ekiti, Enugu, Gombe, Imo, Jigawa, Kaduna, Kano, Katsina, Kebbi, Kogi, Kwara, Lagos, Nassarawa, Niger, Ogun, Ondo, Osun, Oyo, Plateau, Rivers, Sokoto, Taraba, Yobe, Zamfara and the FCT, Abuja. Preliminary data analysis has been concluded and the results are scheduled to be announced in the Month of March, 2019. *(See detail Terms of Reference specification as attached)*

2. For this purpose, you will find enclosed a **schedule of requirements** for the services required. You are requested to complete this schedule providing us your best offer in detailed and conscience form to enable a quick evaluation of your submission. The quotation should be returned not later than **12:00 noon of Tuesday 26 February 2019** in a sealed envelope labelled **“Event Management Services”** and submit at the Head of Procurement Office, Ground Floor, NACA Headquarter, Plot 823, Ralph Shodeinde Street, Central Area, Abuja. The quotations will be opened immediately after close of submission (12:00 noon Tuesday 26 February 2019)

3. Must have a minimum 5 years proven experience as an events planner or organizer
- Impressive portfolio of previously managed events (weddings, meetings, parties, corporate events)
 - Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including form CAC2 and CAC7;
 - Evidence of Tax Clearance Certificate for the last three (3) years (2015, 2016 & 2017)
 - Evidence of current Pension Compliance Certificate valid till 31st December 2018;
 - Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2018;
 - Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2018;
 - Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers (**NDCCSPs**) by submission of Interim Registration Report (**IRR**) expiring on 1/1/2019 or valid Certificate issued by BPP;
 - Company Profile, Area of core competence, Years of experience and experience in Event Management, and detailed Budget, which cover schedule of requirement items.

- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, and Job Completion Certificates.

4. The price of your quotation shall clearly indicate the total price , and the expected time in days required to conclude the assignment. Your quotation should remain valid for 60 days.

5. Clarification can be sought on or before 12:00 noon Monday 25 February 2019 at the Head of Procurement Office, Ground Floor, NACA Headquarter, Plot 823, Ralph Shodeinde Street, Central Area, Abuja.

Yours Sincerely

SCHEDULE OF REQUIREMENT

SN	DESCRIPTION	QTY	UNIT COST	AMOUNT
1	<i>Coordinate and manage the set-up of the event venue and event day programme by liaising with protocol and venue Managers at the Villa (these includes hall decoration, seating arrangement, hostesses, etc.)</i>			
	Hall	1		
	Decoration	1		
	Hostesses	20		
	Multi-Media Equipment	1		
	Charges for Packing and Sanitation	1		
	Band (Entertainment)	1		
	Security	1		
2	<i>Design and print banners, invitation cards and announcement packs for the event</i>			
	Printing of Banners	10		
	Invitation Card	600		
	Announcement Pack	600		
3	Arrange refreshments for all guests (estimated 300)	600		
4	<i>Circulate press release (Presidential committee to develop press release) to all other newspapers, and Organize post event press conference</i>			
	Press Release	1		
	Post Event Press Conference	1		
5	Transportation to and from the Banquet Hall and Hotel of all invited guest from States (250 people)	250		
6	<i>Provision a detailed post event report including pictures and audio visual materials to the Organizing Committee</i>			
	Pictures (4 Album)	4		
	Audio Visual Documentary (4 VCD)	4		
	Report Writing	1		
7	Management Fees	1		
TOTAL				

**TERM OF REFERENCE (TOR) FOR THE ENGAGEMENT OF EVENT MANAGEMENT CONSULTANT
FOR THE OFFICIAL ANNOUNCEMENT OF THE RESULTS OF THE NAIIS TO THE WORLD.**

1. BACKGROUND

The Federal Government of Nigeria in its continuous efforts to improve the health indices of its populace has just conducted the **Nigeria AIDS Indicator and Impact Survey (NAIIS)**. This national household survey will determine the distribution of HIV and Hepatitis B & C in the country. It will also assess the uptake of HIV services at the population level and estimate the prevalence of HIV-related risk behaviors in the 36 states of the Federation and the Federal Capital Territory (FCT). The survey is being conducted under the leadership of the Federal Ministry of Health (FMoH) and the National Agency for the Control of AIDS (NACA). Consequently, National Agency for the Control of AIDS (NACA) through the Research, Monitoring & Evaluation Department and Global Fund Team desire to engaged the services of Event Management Company to coordinate the presidential announcement of the NAIIS survey.

2. JUSTIFICATION

AIDS Indicator and Impact surveys here have been carried out in several countries, including Zimbabwe and Malawi (2015), Zambia, Swaziland, Lesotho, Uganda and Tanzania (2016), and Cameroon, Namibia, Cote d'Ivoire and Ethiopia (2017). However, to date, no national-level, population-based studies have included VLS, pediatric HIV prevalence, or ART coverage. The NAIIS survey and its biomarkers has empowered Nigeria to assess the UNAIDS 90-90-90 treatment targets on a national level. NAIIS will therefore address this gap by estimating HIV incidence, VLS among HIV-positive individuals, and pediatric prevalence. Other HIV-related measures, such as CD4 T-cell count distribution, prevalence of detectable ARV and HIV DR was also assessed to characterize the HIV epidemic in Nigeria and provide greater clarity on the impact of the national HIV program. In addition, the survey collected information on uptake of and access to HIV-related services and characterized behavioral factors associated with HIV acquisition and/or transmission.

The geographic domains (or strata) of the study for which independent estimates of HIV prevalence and viral load suppression is to be produced are: Abia, Adamawa, Akwa-Ibom, Anambra, Bauchi, Bayelsa, Benue, Borno, Cross River, Delta, Ebonyi, Edo, Ekiti, Enugu, Gombe, Imo, Jigawa, Kaduna, Kano, Katsina, Kebbi, Kogi, Kwara, Lagos, Nassarawa, Niger, Ogun, Ondo, Osun, Oyo, Plateau, Rivers, Sokoto, Taraba, Yobe, Zamfara and the FCT, Abuja. Preliminary data analysis has been concluded and the results is scheduled to be announced in the Month of March, 2019.

3. ABOUT THE PROPOSED EVENT

NACA in collaboration with its stakeholders is organizing a presidential announcement of the NAIIS event. This event is expected to provide a platform for the Presidency to present the results of the NAIIS results to the global community. In attendance will be Key international partners and donors, national and state coordinators of HIV/AIDS response, implementing partners, civil society and networks of persons living with HIV.

4. OBJECTIVES

In view of the above, the objective of this event is:

- To announce officially the results of the NAIIS to the world.

5. RESPONSIBILITIES FOR THE EVENT MANAGER

The event Management firm is expected to carry-out the following functions

- 1) Advisory services to the event Organizing Committee with regard the event planning and management
- 2) Coordinate and facilitate the implementation of the decisions of the Organizing Committee
- 3) Operational leadership and support to the committee by showing direction and synchronizing their activities for coordinated planning purposes and results
- 4) Provide updates to the Organizing Committee chair on the event preparation activities
- 5) Support the sub committees/organizing committee in the implementation of the event budget
- 6) Coordinate and manage the set-up of the event venue and event day programme by liaising with protocol and venue Managers at the Villa (these includes hall decoration, seating arrangement, hostesses, etc.)
- 7) Design and print banners, invitation cards and announcement packs for the event
- 8) Arrange refreshments for all guests (estimated 600)
- 9) Circulate press release (Presidential committee to develop press release) to all other newspapers, and Organize post event press conference
- 10) Keep record of attendance of participants, resource persons, and guests.
- 11) Transportation to and from the Banquet Hall and Hotel of all invited guest from States
- 12) Provide a detailed post event report including pictures and audio visual materials to the Organizing Committee
- 13) Provide any other services required for the successful delivery of the event

6. OUTPUTS/ DELIVERABLES:

The Contractor will deliver the following outputs:

- Half day event venue attended by about 600 guests
- Press release circulated to other papers/media

7. CONSULTANT QUALIFICATION/REQUIREMENTS

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