



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

**ENGAGEMENT OF CONSULTANT FOR REVIEW
OF NATIONAL HIV PREVENTION STANDARD
DOCUMENTS (MPPI, NATIONAL PREVENTION
PLAN, NATIONAL STRATEGY FOR
ADOLESCENTS**

March 2021

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **REVIEW OF NATIONAL HIV PREVENTION STANDARD DOCUMENTS (MPPI, NATIONAL PREVENTION PLAN, NATIONAL STRATEGY FOR ADOLESCENTS)**. The purpose of doing the assignment is as follows: The consultant will lead and manage the review and development of the three national documents. The reviewed national documents shall provide practical strategies to ensure effective and efficient implementation of HIV prevention programs for all populations in Nigeria. They will be used at all levels – national, state and community by key stakeholders, policymakers and HIV program implementers. The documents will align with the goal of the Global Prevention Coalition of ending the AIDS epidemic by 2030, other national policy documents and contain global best practices on HIV/AIDS programming.

2. More details on the requested services are provided in the Terms of Reference in section below

3. The National Agency for the Control of AIDS (NACA) will make available the necessary documents and reports and other information concerning this assignment. You may obtain additional information at the following address: National Agency for the Control of AIDS (NACA) Ground Floor No. 3 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja

4. A candidate will be selected on the basis of comparison of individual qualifications (Curriculum Vitae and Experience).

5. The following forms are attached :

(a) Terms of Reference ;

(b) Model of Curriculum Vitae ;

(c) Model of Letter for submitting the Proposal ;

(d) Form for Observations of the Consultant on the Terms of Reference ;

(e) Draft Contract, to be completed by the Consultant, including the financial proposal ;

Yours sincerely,

Bage Dawuda
Head Procurement
For Director General

A. TERMS OF REFERENCE

1. **Background:**

Prevention remains a key strategy for reversing the HIV epidemic in Nigeria. In recent years, prevention activities have been more targeted to ensure that the greater proportion of the Nigerian population are free of HIV infection and that there is a seamless implementation of the HIV cascade (prevention, treatment, care and support services). To be effective, HIV prevention programs must focus on the critical relationship between the epidemiology of HIV infection, risk behaviors that predispose people to HIV, the cultural, institutional, and structural factors that aid or impede people's ability to access and use HIV services, thus making them more or less vulnerable to HIV infection. The prioritization of prevention in the national response is to ensure the reduction of the rate of new HIV infections. Over the years, prevention programming in the country has been standardized, coordinated and taking cognizance of dosage and intensity effect in stimulating behavior change. Prevention efforts are now context and audience-specific and consider structural factors affecting behavior change and maintenance. Three national documents guiding the National HIV prevention in Nigeria are due for a review. They include:

- The National HIV Prevention Plan (NPP): The NPP derives its basis from existing strategies and normative guides and is shaped by available evidence regarding the epidemic and related epidemiological trends as well as international and national best practices. This is to ensure a well-tailored prevention intervention that responds to diverse local realities and settings. The NPP 2018 - 2021 focuses on addressing three thematic areas of HIV prevention: sexual transmission prevention, HIV testing and counseling services (HTS) and the elimination of mother-to-child transmission (eMTCT) of HIV. It focuses on: combination prevention approach for all populations, strengthened national condom programs using the total market approach (TMA), evidence-informed and human rights-based prevention programs for key populations and enhanced access to pre-exposure prophylaxis (PrEP) for population groups at higher risk of HIV. It emphasizes priority prevention pillars expected to facilitate the reduction of new infections to zero and ending AIDS by 2030 in line with the goal of the Global HIV Prevention Coalition road map. Against this background, the need for a robust and evidence-driven National prevention plan that will serve to provide a directional thrust for prevention programming in the country cannot be overemphasized.
- Minimum Prevention Package of Intervention (MPPI) A simple Implementation Guide: This is the domestic nomenclature for the globally known combination prevention approach. It provides a simplified guide for the implementation of the MPPI as outlined in the National Prevention Plan and was designed to facilitate the standardization and an overall improvement in the quality of prevention interventions within the national response. The approach was to ensure that prevention strategies did not just focus on the reduction of risk but also addresses significant community level and structural concerns. The introduction of MPPI in the national response by the National Prevention Technical Working Group (NPTWG) marked a significant shift from numbers to quality service delivery. Behavioral, biomedical and structural interventions are critical components of the MPPI and a combination of these three interventions is necessary in order to achieve a comprehensive prevention intervention. It contains sessions on the intervention prongs

for the Key Population and the general population including specific activities for each level of intervention. Interestingly successes were achieved as a result of the paradigm shift as shown in the prevalence rate which reduced from 4.6% to 4.1% in 2008 and 2010 respectively (National HIV and Syphilis Sentinel survey of 2008 and 2010) with a further reduction to 1.3% in 2018 (NAIIS 2018). It is envisaged that the effective review of the implementation of the MPPI by partners will serve to enhance behavior change and facilitate harmonization of prevention programming.

- The National HIV Strategy for Adolescents and Young People: Over the past four years, the national response has made concerted efforts to gather evidence from all actors on the implementation of programs focusing on adolescents and young people. Key amongst this was an analysis of the HIV epidemiology and response amongst AYP. The analysis highlighted gaps in the response, including poorly-targeted HCT and condom programming for AYP, weak linkages to treatment, care, and support services for AYP living with HIV, weak participation of AYP in program development, and weak documentation, monitoring, and evaluation. It also highlighted the need for improved coordination of the AYP response, stronger guidance for implementers of HIV programs for AYP, and a clearer definition of roles and responsibilities. Thus, the need for a national strategy to address the gaps and provide clear guidance on what needs to be done in the HIV response for AYP. This strategy when reviewed will guide HIV implementation programs for Adolescents and Young People in Nigeria for the next four years. It will address the needs of AYP through clear, simple, and feasible guidelines which will deliver a well-coordinated HIV response for all categories of AYP.

Overall scope

The consultant will lead and manage the review and development of the three national documents. The reviewed national documents shall provide practical strategies to ensure effective and efficient implementation of HIV prevention programs for all populations in Nigeria. They will be used at all levels – national, state and community by key stakeholders, policymakers and HIV program implementers. The documents will align with the goal of the Global Prevention Coalition of ending the AIDS epidemic by 2030, other national policy documents and contain global best practices on HIV/AIDS programming.

OBJECTIVES OF THE CONSULTANCY

- Assess the progress made over the last four years in the implementation of: (1) The National HIV Prevention Plan (NPP), (2) Minimum Prevention Package of Intervention (MPPI) and (3) The National HIV Strategy for Adolescents and Young People.
- Identify the emerging issues, challenges, constraints and opportunities of the HIV prevention programme.
- Revise the three documents based on the identified emerging issues, challenges, constraints and opportunities of the HIV prevention programme in Nigeria.

1. RESPONSIBILITIES OF THE CONSULTANTS

The two consultants contracted for this assignment would work closely with the Community Prevention Division of NACA to accomplish the following tasks:

- Develop and implement a revision plan for the National HIV Prevention Plan (NPP), Minimum Prevention Package of Intervention (MPPI), and the National HIV Strategy for Adolescents and Young People
- Identify key stakeholders to be invited for the review of the review process.
- Participate in review meetings, as well as editing and production of print-ready copies of all three national documents.

Scope of work and deliverables:

- One consultant shall serve as lead consultant for the (1) National HIV Prevention Plan (NPP) and (2) Minimum Prevention Package of Intervention (MPPI) review; and (3) The National HIV Strategy for Adolescents and Young People review.
- The second consultant shall serve as co-lead consultant for the (1) National HIV Prevention Plan (NPP) and (2) Minimum Prevention Package of Intervention (MPPI) review; and (3) The National HIV Strategy for Adolescents and Young People review
- Develop work plans for approval by the Community Prevention Division of NACA
- Conduct desk reviews on HIV prevention in Nigeria. The desk review will include a quick analysis of the successes and gaps with the current response in Nigeria; and identify opportunities and constraints in the legal, regulatory, and policy environment in Nigeria to provide a supportive environment for the implementation of the revised plans.
- Work with the Community Prevention Division of NACA and related stakeholders including technical working groups (TWGs) in the conduct of the policy dialogue with a focus on the description of current practices that will lead to fostering greater adoption and use of the revised documents and make policy recommendations for leveraging and maximizing HIV prevention and Adolescents and Young People HIV care in Nigeria.
- Produce a revised, print-ready copy of the National HIV Prevention Plan (NPP), Minimum Prevention Package of Intervention (MPPI), and the National HIV Strategy for Adolescents and Young People.

2. EXPERIENCE/ ELIGIBILITY CRITERIA

The consultant is to possess the under listed:

- At least a Master's Degree in public health or social sciences or its equivalent; with experience working on HIV prevention programming for AYP, key and vulnerable populations issues.
- At least 8 years experience in HIV programming and must be familiar with health and non-health sector HIV programming in relation to HIV & AIDS.
- Demonstrate a good understanding of the HIV/AIDS situation in sub-Saharan Africa and Nigeria in particular.
- Have experience with strategic document development.
- Have undertaken at least one similar assignment in the last two years.

3. DELIVERABLES

1. Workplan for the revision of the three documents

2. Develop a protocol that will be submitted to NHREC
3. Development manuscript
4. Draft revised documents
5. Final Policy framework for publication and dissemination
6. Consultancy report

4. DURATION OF CONSULTANCY

The consultants shall work over 25 days to deliver the entire process.

B. FORMAT OF CURRICULUM VITAE (CV)

Name : _____

Complete address :

Profession : ____

Date of Birth : _____

Years of professional experience : ____

Nationality : ____

Membership in Professional Societies : _____

Detailed Tasks Assigned : ____

Key Qualifications :

[Give an outline of your experience and training most pertinent to tasks on assignment. Describe degree of responsibility you held on relevant previous assignments and give dates and locations. One page should be sufficient.]

Education :

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained. A page or less should be sufficient.]

Employment Record :

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages :

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification :

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of consultant]

Date : _____
Day/Month/Year

Full Name of Candidate :

C. PROPOSAL

[*Location, Date*]

To : [*Name and address of Procuring Entity*]

Mr/Mrs. :

I, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Letter of Invitation dated [*Date*].

My fees are [net of taxes, estimated at..., as applicable]

I hereby submit my Proposal, which includes this Technical and Financial Proposal.

I understand that you are not bound to accept any Proposal you receive.

I remain,

Yours Truly,

Name of the Consultant :

Address :

**D. OBSERVATIONS AND SUGGESTIONS
OF THE CANDIDATE CONSULTANT ON THE TERMS OF REFERENCE**

- 1.
- 2.
- 3.
- 4.
- 5.

CONTRACT

THIS CONTRACT (“*Contract*”) is entered into this [*insert date*] by and between [*insert name of Procuring Entity*] (“*the Client*”) having its principal place of business at [*insert place of business of Procuring Entity*] and [*insert name of consultant*] (“*the Consultant*”) having his principal office located at [*insert principle place of business of the consultant*].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows :

1.1 The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Description of Services”).

1.2 The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time periods listed in such Annex,

1.3 The “Cost Estimate of Services”, is listed in Annex A

2.1 The contract shall come into effect on the date [that the advance payment has been received by the Consultant – as applicable]. The Consultant shall perform the Services during the period commencing [*insert starting date*] and continuing throughor any other period as may be subsequently agreed by the parties in writing.

3.1 **Ceiling**—For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of [*insert ceiling amount*]. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant for the duration of the assignment. The payments made under the Contract consist of the Consultant’s remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

3.2 **Payment**—The Client shall pay the Consultant during the period of employment in the following manner :

(a) Rate on a monthly basis ¹ ,

(b) Per day,

(c) Per hour (with a maximum of 8 hours per day) as agreed in Annex A.

3.3 **Reimbursables**—The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to :

- (a) normal and customary expenditures for official travel, accommodation, printing, and telephone charges ; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator ;
- (b) such other expenses as approved in advance by the Client's coordinator.

3.4 (a) Advance payment: the Consultant shall receive an Advance Payment of [*insert amount in agreed currency*]to cover travel and subsistence expenses, which shall be subtracted from the reimbursables.

(b) Payments for the services shall be made in [*insert type of currency*] not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4, and on the basis of paragraphs 3.4 (c) and/or paragraph 4.2 (a).

(c) If Payments are made on the basis of reports submitted, payments shall be made as follows : [*insert reference to Annex B*]

4.1 Coordinator—The Client designates Mr. [*insert name*] as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

4.2 (a) Time-Sheets—During the assignment under this Contract, the Consultant shall furnish time-sheets detailing the time spent on the assignments or individual parts of it or other documents that register the time allocated to the assignment, including the expenditures incurred, as instructed by the Coordinator.

(b) **Record Keeping**—The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. The Consultant will be responsible for taking out any appropriate insurance coverage.

10. The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.

11. The Contract shall be governed by the laws of [insert name of the Beneficiary's country], and the language of the Contract shall be [insert language].

12. Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country [or as otherwise agreed].

13. This contract may be terminated by either party on a 30 day's written notice. During such period, the Consultant shall complete ongoing tasks till the mutually agreed date of termination and the Coordinator shall ensure payment for such tasks and reimbursables – as well as requests for payments already submitted but not yet paid - in accordance with paragraph 3 above.

For the Client

The Consultant

Signed by

Signed by

Title :

Title :

LIST OF ANNEXES

- Annex A : Cost Estimate of Services, and Schedule of Rates.
- Annex B : Consultants Reporting Requirements.
- Annex C : Evaluation Criteria.

ANNEX A

COST ESTIMATE OF SERVICES

(1) *Remuneration*

<i>Rate /day in (currency)</i>	<i>Number of Days</i>	<i>Total (currency)</i>
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(2) *Reimbursables*

	<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
(a) (International)			
(Local)			
Travel + Taxi			
(b) Local			
Transportation			
(c) Communications			
(d) Hotel Accomodation			
			<i>Sub-total (2)</i>

TOTAL COST

ACTIVITY SCHEDULE (Consultant to modify accordingly)

<i>Activity (Work)</i>	<i>periods</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

ANNEX B
CONSULTANTS REPORTING REQUIREMENTS

Reports

Date

1. Inception Report
2. Progress Reports
 - a)* First Progress Report
 - b)* Second Progress Report, etc
3. Draft Final Report
4. Final Report

ANNEX C EVALUATION CRITERIA

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:

	<u>Points</u>
(i) Specific experience of the Consultant relevant to the assignment:	20
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
a) Technical approach and methodology	30
b) Work plan	20
Total points for criterion (ii):	50
(iii) Key professional qualifications and competence for the assignment:	
a) Master's Degree in public health or social sciences or its equivalent	20
b) Strategic document development	10
Total points for criterion (iii):	30

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

1) General qualifications	30%
2) Adequacy for the assignment	60%
3) Experience in region and language	10%
Total weight:	100%