



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## **Individual Consulting Services**

Time-Based Payments

**ENGAGEMENT OF A CONSULTANT TO DEVELOP THE  
INFOGRAPHICS FOR THE NASCP/NTPP BULLETIN WHICH  
IS PRODUCED MONTHLY AND CIRCULATED TO  
NATIONAL AND INTERNATIONAL AUDIENCES.**

**May 2021**



## **NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)**

### **REQUEST FOR PROPOSAL (RFP) FOR THE ENGAGEMENT OF CONSULTANT FOR DEVELOPMENT OF INFOGRAPHICS FOR THE NASCP/NTPP BULLETIN WHICH IS PRODUCED MONTHLY AND CIRCULATED TO NATIONAL AND INTERNATIONAL AUDIENCES**

#### **1. Background:**

The core responsibility and mandate of the National AIDS Control Programme (NASCP) is to coordinate the formulation and effective implementation of National Policies, Guidelines and Standard operating procedures for the biomedical prevention and treatment of HIV, STIs and Viral Hepatitis. With the re-establishment of the NTPP and recent selection of NASCP as a sub-recipient of the Nigeria 2021-2023 Global Fund grant, there is a need to engage consultants to Develop the Infographics for the NASCP/NTPP Bulletin which is Produced Monthly and Circulated to National and International Audiences

#### **2. GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS**

- i. The Proposals and Curriculum Vitae (CV) must be in English Language and submitted in four (4) copies (one original & three copies) in a sealed envelope marked at the topmost right corner ***“Development of Infographics for the NASCP/NTPP Bulletin which is Produced Monthly and Circulated to National and International Audiences”*** and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgment to NACA office at the address below. Endeavor to sign in your proposal in the Bid register.
- ii. Submission of application closes on **Wednesday 19<sup>th</sup> May 2021** by **12.00 noon**, and the submissions received will be opened immediately after closing at NACA Conference Room (Ground Floor) in the presence of consultants or their representatives that choose to attend.

#### **6. ADDRESS FOR INFORMATION AND SUBMISSION OF BIDS**

***The proposals should be submitted to the address below.***

**Attention:**

**Head Procurement**

National Agency for the Control of AIDS (NACA)

Ground Floor

No. 3 Zinginchor Street, Beside AEDC Office, Wuse zone 4, Abuja

All clarification questions may be sent to the email below on or before **12noon of Wednesday 19<sup>th</sup> May 2021**

[info@naca.gov.ng](mailto:info@naca.gov.ng)

Tel: +234-9-4613726-9 Fax: +234 94613700

## **7. GLOBAL FUND CODE OF CONDUCT**

You shall get acquainted with the global fund code of conduct for suppliers using this link below:

[https://www.theglobalfund.org/media/3275/corporate\\_codeofconductforsuppliers\\_policy\\_en.pdf](https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf)

Responding to this advert shall serve as an acknowledgment and agreement to abide by the Global Fund Code of Conduct for Suppliers.

## **8. WHISTLE BLOWING AND CHANNEL OF REPORTING GRIEVANCES AND INFRACTIONS.**

Suppliers/Service providers are encouraged to send information on any infraction or grievances to the dedicated email account: [ispeakoutnow@naca.gov.ng](mailto:ispeakoutnow@naca.gov.ng) or [naca.ispeakoutnow@gmail.com](mailto:naca.ispeakoutnow@gmail.com)

## **9. NOTES/DISCLAIMER**

- i. Late submissions will not be accepted.
- ii. NACA shall verify any or all documents and claims made by applicants and will disqualify consultants with falsified documents and claims.
- iii. If it is determined that submitted documents and claims have been falsified, the consultant may face prosecution in a court of Law.
- ii. NACA shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- iii. This advertisement shall not construed as a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NACA.
- iv. NACA is not bound to shortlist any Consultant, and reserves the right to annul the bidding process at any time without incurring any liabilities or providing a reason.

**Signed**  
Management.

## Letter of Invitation

Dear Sir/Ma:

1. The National AIDS and STI Control Programme (NASCP), Federal Ministry of Health is responsible for coordinating the implementation of health sector related activities through the 36 State Ministries of Health (SMOH) and the FCT Health Secretaria: **Consultant to develop the infographics for the NASCP/NTPP Bulletin which is produced monthly and circulated to national and international audiences.** The objective of this consultancy is to build capacity of NASCP team members to develop infographics for NASCP Newsletter and support NASCP during the period

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

3. The National AIDS/STIs Control Programme will make available the necessary documents and reports and other information concerning this assignment. You may obtain additional information at the following address: Programme Coordinator, The National AIDS/STIs Control Programme Plot 75, Edo House, Ralph Shodeinde Street, Central Business District, 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**

### **TERMS OF REFERENCE FOR CONSULTANT TO DEVELOP THE INFOGRAPHICS FOR THE NASCP/NTPP BULLETIN WHICH IS PRODUCED MONTHLY AND CIRCULATED TO NATIONAL AND INTERNATIONAL AUDIENCES.**

Job Title: Infographics Consultant  
Duration: 21 Days (over a 3-month period)  
Location: Abuja, Nigeria

#### **1.0 Background:**

The National AIDS and STI Control Programme (NASCP), Federal Ministry of Health is responsible for coordinating the implementation of health sector related activities through the 36 State Ministries of Health (SMOH) and the FCT Health Secretariat.

As part of its efforts to provide feedback to all stakeholders, NASCP commenced the compilation and circulation of a comprehensive Newsletter in August 2021. The Newsletter contains charts based on data from the National Data Repository (NDR) as well as key programme updates.

There is a need to build capacity within NASCP to develop infographics contained for the newsletter. This is currently being done by external partners. In order to support sustainable systems and approaches to deliver on its mandate NASCP internal capacity in this area is critical.

#### **2.0 Objective of Consultancy:**

The objective of this consultancy is to build capacity of NASCP team members to develop infographics for NASCP Newsletter and support NASCP during the period.

#### **3.0 Task Description**

The Infographics Consultant will undertake the responsibilities below in close collaboration with the NASCP Newsletter development team:

1. Produce infographics for the NASCP Newsletter
2. Build capacity of identified NASCP staff to produce infographics for the NASCP Newsletter

#### **4.0 Deliverables:**

1. Submit monthly activity report to NASCP

#### **5.0 Qualifications/Requirements (General):**

- High competency in Corel Draw and/or Adobe Illustrator
- Diploma in a related course would be an advantage
- 3-5 years similar working experience would be an advantage
- Strong writing and communication skills
- Ability to meet tight deadlines

#### **6.0 Contracting and accountability**

The consultant will be accountable to NASCP through the Head, NTPP.

#### **7.0 Duration of Assignment: 21 Days (7days a month for 3 months)**

## **8.0 Remuneration**

S/he will be paid competitive fees for the agreed duration based on qualification and experience.

## 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 through ....or 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 <sup>1</sup> ,

(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><b>Rate /day in (currency)</b></i>	<i><b>Number of Days</b></i>	<i><b>Total (currency)</b></i>
---	------------------------------	--------------------------------

*(2) Reimbursables*

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

TOTAL COST

### ACTIVITY SCHEDULE (Consultant to modify accordingly)

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

**ANNEX B**  
**CONSULTANTS REPORTING REQUIREMENTS**

**Reports**

**Date**

1. Submit monthly activity report to NASCP

## 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:	<b>20</b>
(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
<b>Total points for criterion (ii):</b>	<b>50</b>
(iii) Key professional qualifications and competence for the assignment:	30
<b>Total points for criterion (iii):</b>	<b>30</b>

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%