



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

**ENGAGEMENT OF A CONSULTANT TO DEVELOP A
TRAINING MANUAL AND FACILITATOR'S GUIDE ON
CLINICAL MENTORING FOR HIV PROGRAMME IN
NIGERIA**

May 2021



NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR PROPOSAL (RFP) FOR THE ENGAGEMENT OF CONSULTANT FOR DEVELOPMENT OF TRAINING MANUAL AND FACILITATOR'S GUIDE ON CLINICAL MENTORING FOR HIV PROGRAMME IN NIGERIA

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 a Training Manual and Facilitator's Guide on Clinical Mentoring for HIV Programme In Nigeria

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 Training Manual and Facilitator's Guide on Clinical Mentoring for HIV Programme In Nigeria***" 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 19th 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 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja

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

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

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 or 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:

1. The Federal Ministry of Health through the National AIDS/STIs Control Programme is working towards meeting the global 90-90-90 goal by the end of December 2023: **Engagement of a Consultant to Develop a Training Manual and Facilitator's Guide on Clinical Mentoring for HIV Programme in Nigeria**. The purpose of doing the assignment is to develop a training manual and a facilitator's guide on clinical mentoring that will be state specific to ensure quality healthcare service delivery in all health facilities across the states.

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

ENGAGEMENT OF A CONSULTANT TO DEVELOP A TRAINING MANUAL AND FACILITATOR'S GUIDE ON CLINICAL MENTORING FOR HIV PROGRAMME IN NIGERIA

Job Title:	Individual Consultancy for the development of a training manual and facilitator's guide on clinical mentoring for HIV Programme in Nigeria.
Location:	FCT, Abuja
Expected start date:	May 2021
Duration of assignment:	17 working days

1. Background

The Federal Ministry of Health through the National AIDS/STIs Control Programme is working towards meeting the global 90-90-90 goal by the end of December 2023, and to support this, a clinical mentorship programme needs to be embraced at national and sub-national levels to help revitalize the health care delivery system as well as improve access to high quality health care at both facility and community levels by PLHIV.

Clinical mentoring is a concept of continuing education that is being recommended by the WHO to support scale up of HIV care and treatment in resource-constrained settings. It helps to build successful regional and district networks of trained health care workers for HIV care and treatment in low and middle income countries (LMIC). These patients who are on long life treatment will continue to require comprehensive quality health care. This can be achieved by training relevant health care workers (HCW) on clinical mentoring using standardized training materials to improve their skills and knowledge of HIV prevention, treatment and care. The manual will also provide practical tools that can be used by HCWs to design, conceptualize, implement and evaluate a clinical mentorship programme at regional level.

2. Objective and Scope of Work

To develop a training manual and a facilitator's guide on clinical mentoring that will be state specific to ensure quality healthcare service delivery in all health facilities across the states.

- This training manual will close the gaps in patient clinical outcomes, decentralization of health care delivery with high quality of care, problem solving and clinical decision skills of the HCWs and capacity building in managing complicated HIV cases.
- The training manual will also contain introduction, goals/objectives and development of clinical mentorship programme at the national, state and local government levels as well as its implementation. Mentoring and evaluation including practical steps in implementing clinical mentoring site visits at health facilities will be included.

3. Duties and Responsibilities of the Consultant

The Consultant will do the following:

- Develop a time-defined road map of the methodology he/she aims to use to undertake the task
- Develop a training manual

- Develop a facilitator guide to accompany the training manual
- Identify and engage relevant stakeholders to contribute to/review the draft manual and facilitators guide
- Finalize the training manual and facilitators guide based on the inputs received and
- Submit a finalized and printable manual and facilitators guide to NASCP

4. Duration of the Contract

The consultancy is expected to take 17 working days

5. Outputs/Expected Deliverables by Days

Days	Task to be performed	Deliverables/Outputs
1 - 5	Engagement of NASCP staff and methodology for the work	Report of engagement and well defined road map methodology determined
6 - 10	Development of the training manual	Draft training manual developed
11 - 15	Development of the facilitators guide	Draft facilitators guide developed
16 - 17	Review of both draft documents (training manual and facilitators guide)	Incorporation of contributions made by Government, Partners, Stakeholders.

6. Institutional Arrangement

This will take place in two stages:

- After development of the clinical mentoring manual and the facilitators guide by the consultant, there will be a three (3) day virtual review meeting with relevant stakeholders to further review the work done by the consultants and also make their inputs. Inputs from this meeting will be collated and harmonized by the consultant.
- The documents will thereafter be finalized and edited by the consultant with assistance from NASCP staff, this will be a day's meeting in NASCP office.

7. Qualifications/Requirements

- Advanced degree in medical sciences, public health, or related area. A medical degree and postgraduate fellowship will be an added advantage.
- A minimum of eight (8) years' experience in provision of HIV care and treatment; at least five (5) years' experience working in organizational development, leadership and management within the HIV programme.

- Deep understanding of the HIV/AIDS programme in Nigeria
- Previous experience in the development of training manuals
- Excellent English writing skills;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.
- Ability to meet tight deadlines and to work effectively under pressure, including in a multi-cultural environment;

8. Location

The duty station for this work is in the Federal Capital Territory, Abuja and NASCP will provide an office space for the consultant to carry out this assignment.

9. Contracting and remuneration

The consultant shall be paid the consultancy fee upon completion of the work after the 17 working days.

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 - Report of engagement and well defined road map methodology determined.
2. Progress Reports and Draft training manual developed
3. Draft facilitators guide developed
4. Draft Final Report and
5. Incorporation of contributions made by Government, Partners, Stakeholders.
6. 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:	30
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%