

FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

ENGAGEMENT OF NATIONAL AND SUBNATIONAL CONSULTANTS FOR RESEARCH ON THE SCOPE OF PRACTICE OF NON-FORMAL HEALTH CARE PROVIDERS IN NIGERIA

July 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: National And Subnational Consultants For Research On The Scope Of Practice Of Non-Formal Health Care Providers In Nigeria. 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 A 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 Zinguinchor 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), Technical Approach, Methodology and workplan

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:

Mother-to-child transmission of HIV remains an important public health issue in Nigeria. In 2019, Nigeria accounted for the largest number of new infections among children, with an estimated 22,000 new HIV infections (UNAIDS, 2020a). According to the UNAIDS estimates, only 37% of pregnant women were tested for HIV in 2019, and of those that tested positive, only 43% received ART (UNAIDS, 2020a).

The low uptake of maternal services is one of the factors responsible for the inadequate coverage of PMTCT service in Nigeria. Recent estimates indicate that about 67% of pregnant women receive antenatal care from a skilled provider at least once and 39% deliver in a health facility (NPC & ICF, 2019). Approximately 20% of deliveries are assisted by non-formal providers such as Traditional Birth Attendants (TBAs), with wide variations across the states.

Non-formal health care providers such as TBAs are an important but currently underused resource for PMTCT scale-up in Nigeria. The TBAs play considerable roles in the provision of care for pregnant women in Nigeria, particularly in the rural areas (where two-third of the population lives). TBAs have filled an unmet public health need by providing for pregnant women who cannot or will not access formal health facilities for care. In some countries where TBAs have become well integrated into the healthcare system, they are increasingly involved in providing preventive health services to pregnant women (Chi and Urdal 2018; Saremnto, 2014; Wilunda et al., 2017). TBAs in Nigeria have fully been involved and participated in training on infection control, modern obstetrics, family planning, the use of cell phones to report maternal and child health events which have significantly impacted the quality of services they provide. However, they have been poorly integrated into the formal health care system. A review by Amutah-Onukagha et al of studies done in Nigeria suggest that improving the policy environment would help in harnessing the potential of this underutilized resource in addressing some challenges of maternal and child health

While the need to strengthen the health system to ensure skilled birth attendant for all deliveries is imperative in the long term, the present reality in Nigeria requires intermediate and urgent action. If effectively engaged, TBAs and other non-formal health care providers could bridge the gap between communities and the formal health sector, contributing to the uptake and coverage of PMTCT services. To this end, NACA in collaboration with relevant partners (Department of Family Health and National AIDS and STI Control Program of the Federal Ministry of Health) began the development of a framework for the engagement of non-formal health care actors to improve PMTCT services towards achieving elimination of mother-to-child transmission of HIV.

2. JUSTIFICATION FOR TECHNICAL CONSULTANTS

The finalization of the framework started by NACA and other stakeholders will require the services of competent consultants to carry out the research component of the pending activities. Consultants with the requisite skills and capacity are needed to conduct quality research that will inform the development of a robust and evidence-based framework that will be acceptable to all stakeholders and can guide the effective engagement of non-formal healthcare providers for PMTCT service delivery.

3. OBJECTIVE

To gather quality data on the current scope of practice of non-formal health care providers, including the size, utilization and quality of care delivery and how well they engage in the provision of PMTCT services (referral and linkage) in six states across the six geopolitical zones in Nigeria.

4. SCOPE OF WORK

The national and subnational consultants will work closely with stakeholders, including NACA, the Department of Family Health and the National AIDS and STI Control Program of the Federal Ministry of Health in conducting the research. The specific tasks will include:

(i) National consultant:

- Develop a protocol for the research
- Develop interview guides and questionnaire for the research
- Facilitate the finalization of interview guides and questionnaire with stakeholders
- Conduct training for the field workers/data collectors
- Participate and oversee the data collection
- Analyze the data and interpret the results
- Make recommendations based on the findings
- Present the findings to stakeholders

(ii) Subnational consultant:

- Support the states in the recruitment of the field workers/data collectors
- Conduct training for the field workers/data collectors
- Participate in and oversee the data collection in their respective states
- Support data analysis and interpretation of the results

5. TIME FRAME

(i) National Consultant (1 no.): The engagement will be for 32 days.

- Development of protocol, questionnaires, and tools: 5days
- Training of subnational consultants on protocol, interview guides and questionnaires: 2 days
- Data cleaning, collation and analysis: 20 days
- Report writing: 5 days

(ii) Subnational Consultants (6 no.): The engagement will be for a period of 20 days.

- State Entry and training of data collectors - 4days (2 days per state)
- Field work (data collection): 14 days (7 days per LGA)
- Report writing: 2 days

6. DELIVERABLES

The final deliverables of the consultants will be a detailed report of the research, that will include the executive summary, background, methods, results, and recommendations. The report is to be made available in both soft and hard copies

7. COMPETENCIES REQUIRED

(i) National consultant:

- Advanced degree in medicine, public health, obstetricians and gynaecologists, health planning, health economic, social sciences or other related fields
- A minimum of 10 years' research experience in maternal and child health, prevention of mother-to-child transmission of HIV or other related fields
- Proficiency in quantitative and qualitative data analysis
- Good communication and writing skills

(ii) Subnational consultants:

- Degree in medicine, public health, health planning, health economic, social sciences or other related fields
- A minimum of 5 years' research experience in maternal and child health, prevention of mother-to-child transmission of HIV or other related fields
- Good communication and writing skills
- Familiarity with the study site

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 <u>in reverse</u> 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.

____ Date : ____
[*Signature of consultant*] *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 [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*

Rate /day in (currency)	***Number of Days***	***Total (currency)***

(2) *Reimbursables*

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

TOTAL COST

ACTIVITY SCHEDULE (Consultant to modify accordingly)

Activity (Work)	***periods***											
	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:

		Points
(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	50%
3)	Experience in region	10%
	Total weight:	100%