



NATIONAL AIDS & STIS CONTROL PROGRAMME

REQUEST FOR PROPOSALS

FOR

Individual Consulting Services

Time-Based Payments

Engagement of Finance Officer to Support NASCP Finance Unit

September 2021

RFQ Ref No.:
NASCP/GF/HIV/FA/DC/20
21/001PQ

2nd September, 2021

Letter of Invitation

Dear Sir/Ma:

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**. 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 further strengthen the Account/Finance Unit of the organization.

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 information concerning this assignment. You may obtain additional information at the following address: National 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 ;

Yours sincerely,



Atu Uzoma

Assistant Director (PSM)
For National Coordinator

TERMS OF REFERENCE FOR A FINANCE OFFICER TO PROVIDE TECHNICAL ASSISTANCE TO NASCP ACCOUNTS/FINANCE UNIT

Job title: Finance Officer to provide Technical Assistance to NASCP Accounts/Finance Unit

Duration: 12 months

Starting Date: October, 2021

Location: Abuja, Nigeria

1.0 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 further strengthen the Account/Finance Unit of the organization.

2.0 Purpose

The objective of the engagement of a Finance Officer is to support the National AIDS and STIs Control Programme (NASCP) to carry out all the Financial procedures required to successfully account for all the funds it receives for implementation of HIV health sector activities.

3.0 Key responsibilities

Support the NASCP Finance Team lead to:

- i. Manage all project assets and stock items, ensuring a satisfactory level of accountability and internal control at all times;
- ii. Monitor accurate cashbooks for all the bank accounts;
- iii. Training, capacity building and transfer of knowledge
- iv. Ensure regular and timely update and payment using Remita platform
- v. Ensure regular and timely bank reconciliation and following up on all reconciling items;
- vi. Review the retirements of advances to staff to ensure that advances are retired with acceptable documentation and vouchers,
- vii. Follow up on staff advances to ensure timely retirement including necessary refund of unspent funds;
- viii. Review existing advance policy for effectiveness and where required, propose new strategies for effective advance management;
- ix. Ensure advances to suppliers do not exceed the stipulated limit in the Procurement manual;
- x. Compare the balance of all unretired advances to the total advances within the period to identify trends and report unusual patterns;
- xi. Regular review of insurance status, particularly for most- at-risk assets e.g. vehicles;
- xii. Analyze monthly expenditure, raising alerts when overspends/under-spends are identified.
 - a. Support the NASCP finance team in Preparation of receipts, payment vouchers and follow up for necessary approval/signature;
 - b. Posting on daily basis, of financial transactions data into the NASCP computerized accounting software;
 - c. Keep accurate record of all books of accounts and ensuring that all accounting records are consistent with generally accepted accounting principles.

- d. Variance analysis and forecasting
- xiii. Any other duties assigned by the Head of the Accounts Unit.

4.0 Deliverables

The key deliverable of the engagement is:

1. Satisfactory level of accountability and internal control maintained at all times
2. Advances retired with acceptable documentation and vouchers
3. Analysis of monthly expenditure, raising alerts when overspends/under-spends are identified

5.0 Qualifications/Requirements

- Minimum of BSC in Accounting
- Minimum of 5 years post NYSC experience in finance/ accounting function
- Professional Accountant with ICAN certification
- Experience with Budget and financial reporting
- Previous experience working on a Global Fund funded project will be an added advantage
- Thorough knowledge and proven experience in accounting and finance
- Strong interpersonal skills and the ability to communicate and work well with people.
- Ability to meet tight deadlines and to work effectively under pressure

6.0 Contracting and accountability

The successful candidate will be accountable to NASCP through the Head of the Accounts Unit.

7.0 Duration: 12 months

8.0 Remuneration

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

9.0 GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- i. A complete set of Proposal documents and Term of Reference (ToR) in the English Language for the **Consultancy to Provide Technical Assistance to NASCP Finance Unit**.
- ii. The detailed Proposal must be in English Language and submitted in three (3) hard copies each (**one original & two copies**) of the requested documents and financial proposal. The original of the **Technical Proposal** with copies in one (1) envelope and the original of the **Financial Proposal** with copies in another envelope, duly marking the envelopes as “Technical” and “Financial.” shall be individually enclosed. The two (2) envelopes shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner **“Consultancy to Provide Technical Assistance to NASCP finance team**, and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgement to NASCP office at the address below.

The deadline for the submission of proposal should not be later than 12 noon of **Friday 17th September, 2021** by **12 noon**. The submission (s) received will be opened immediately after closing at NASCP Conference Room in the presence of representatives that choose to attend.

10. Address for Submission and Information

Attention:

Assistant Director (Procurement Unit)
National AIDS/STIs Control Programme
Edo House,
75 Ralph Shoidende Street,
Central Business District,
Garki, Abuja.

11. 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 acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

12. NOTES/DISCLAIMER

- i. Late submissions will not be accepted.
- ii. NASCP 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.
- iv. NASCP shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- v. This advertisement shall not be construed as a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NASCP.
- vi. NASCP 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.

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] monthly.

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 CONSULTANT ON THE TERMS OF REFERENCE**

1.

2.

3.

4.

5.

LIST OF ANNEXES

1.

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

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

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: **60**
 - 1) Adequacy for the assignment 50
 - 2) Experience working on a Global Fund funded project 10

- (ii) Key professional qualifications and competence for the assignment:40
 - 1) General qualifications 30
 - 2) ICAN Certification 10

Total points for criterion (I & ii): 100