



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

**ENGAGEMENT OF CONSULTANT PROVIDING
TECHNICAL SUPPORT FOR THE ESTABLISHMENT OF THE
STATE HEALTH WORKFORCE REGISTRY IN KOGI STATE**

September 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: **Establishment of the State Health Workforce Registry in Kogi State**. The purpose of this assignment is as follows: The consultant will provide technical support to the Operations research implementation with specific deliverables. The report of this study shall provide practical strategies to ensure effective and efficient implementation of HIV prevention programs for all populations in Nigeria. The findings will be used at all levels – national, state and community by key stakeholders, policymakers and HIV program implementers. The findings 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 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), 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 ;

Yours sincerely,

Bage Dawuda
Head Procurement
For Director General

A. TERMS OF REFERENCE



NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

ENGAGEMENT OF CONSULTANT PROVIDING TECHNICAL SUPPORT FOR THE ESTABLISHMENT OF THE STATE HEALTH WORKFORCE REGISTRY IN KOGI STATE.

1. Background:

Human Resources for Health (HRH) planning and management remains a major challenge to health sector development in Nigeria. To achieve UHC, improvement in access to quality health care provided by trained, skilled and motivated health workers is essential. Health workforce information is needed for evidence-based planning, and this is not readily available mainly due to multiplicity of systems which are not interoperable and readily accessible by the health planners at national and sub-national levels, non-availability of standard data collection and collation tools, weak data flow processes and lack of infrastructure and equipment needed for data management and transmission.

In order to address this challenge, the Federal Ministry of Health has resolved in line with the National Health Act 2014 and the *Global strategy for Human Resources for Health: Workforce (GSHRH) 2030*, to establish the National Health Workforce Registry (NHWR) to provide the HRH information for evidence-based decision making. The NHWR is the single and authoritative source of health workforce information that can provide accurate count of all health care personnel at all tiers of government and private health sector, as well as diaspora. It is a web-based enabled database developed using iHRIS software.

Owing to the fact that the NHWR is a web database, the services of an IT consultant is therefore needed to support the data entry into an excel template, do the data cleaning, standardization, analysis and upload of the data into the Registry.

2. The specific roles and responsibilities of the consultant are as follows:

- i. Provide the necessary support during the data entry exercise (extraction of health workers data from the hard copy tools into MS Excel template)
- ii. Cleaning and adjustment of the health workforce information and bringing the data into a common format that allows for research, large-scale analytics
- iii. Cleaning and aggregation of health workforce data
- iv. Standardize health workforce data to align with DHIS2
- v. Analyse and produce health workforce profile and e-bulleting
- vi. Provide necessary support for the upload of the standardized data into the National Health Workforce Registry platform.
- vii. Produce reports

3. Other Responsibilities are:

- i. Supervise the day-to-day activities of the state HRH information systems and data entry.
- ii. Record and process health workforce data.
- iii. Support management on structural policy matters related to the HRHIS.
- iv. Maintain data integrity in systems by regularly analyzing data.
- v. Work alongside the IT department to perform regular assessments and improvements to the HRHIS.
- vi. Design user-friendly processes, guidelines, and documentation.
- vii. Oversee all system upgrades and system additions in partnership with the Information Technology (IT) department.
- viii. Ensure all HRH-related systems are compliant with data protection laws.
- ix. Train the trainers on advance use of the registry

4. Deliverables of the Consultant:

- i. Ensure health workforce data are duly entered into HWR Excel template,
- ii. Data cleaned, standardized to align with DHIS2
- iii. Data analysed
- iv. Health workforce profile and e-bulleting produced
- v. Provided support for the upload of the standardized data into the National Health Workforce Registry platform.
- vi. Upload of data to the NHWR supported
- vii. Reports produced

5. Requirements:

- i. Bachelor's degree in Statistics, Information Technology or any other relevant field. (ICT Professional certificate will be an added advantage)
- ii. A minimum of 7 years' experience working on HRHIS software, data analysis and Information and Communication Technology.
- iii. Practical experience with HRHIS database administration, data analysis and data visualization.
- iv. Good experience in HRHIS, ICT and data analysis training of trainers (ToT) will be an added advantage
- v. Good communication and organizational skills.

6. Duration:

The duration of the consultancy is Forty-two (42) days

7. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

The Request for Proposal (RFP) can be downloaded from this link;

8. GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- a. 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 proposal. The documents shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner “**Establishment of the State Health Workforce Registry in Kogi State**” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgement to NACA office at the address below.
- b. **Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of **Wednesday 29th September 2021**. The submission (s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

9. ADDRESS FOR INFORMATION AND SUBMISSION OF PROPOSALS

Attention:

Head Procurement

National Agency for the Control of AIDS (NACA)

Ground Floor Room 1.08

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

Email: procurement@naca.gov.ng

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

10. 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

Accepting this invitation shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

11. 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 be construed 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 reason.

Signed
Management.

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.

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>
------------------------------------	-----------------------	-------------------------

(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)

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:

	<u>Points</u>
(i) Specific experience of the Consultant relevant to the assignment:	60
1) Adequacy for the assignment	50
2) Experience in region	10
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
Total points for criterion (I & ii):	100