



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## **Individual Consulting Services**

Time-Based Payments

**ENGAGEMENT OF CONSULTANTS FOR OPERATIONS  
RESEARCH ON COMMUNITY DIRECTED INITIATIVES  
THAT IMPROVE ACCESS TO HIV AND STI SERVICES  
AND RETENTION AMONG AGYW AND KEY  
VULNERABLE POPULATIONS**

**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: **Operations Research on Community Directed Initiatives that Improve Access to HIV and STI Services and Retention among AGYW and Key Vulnerable Populations**. 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 ;

(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 CONSULTANTS ON COMMUNITY DIRECTED INITIATIVES THAT IMPROVE ACCESS TO HIV AND STI SERVICES AND RETENTION AMONG AGYW AND KEY VULNERABLE POPULATIONS

#### 1. Background

The Government of Nigeria under the leadership of NACA in collaboration with the Implementing Partners has received support from Global Fund to conduct an operations research on Community directed initiatives that improve access to HIV and STI services and retention among AGYW and key vulnerable populations. This operation research will primarily be useful for identifying models that work to address some the barriers to access for AGYW and KP including inmates and transgender persons. Identifying strategies that work will inform improvements to program quality and efficiency and effectiveness. It will also complement other M&E activities that will be conducted and together will provide much-needed information about which interventions and service delivery models work or do not work for reaching AGYW and key populations (inmates and transgender).

This document outlines the terms of reference for the conduct of this operation research among the **AGYW and KP** in six states.

#### 2. Goal and Objectives

The goal is to conduct operations research to identify, document and disseminate successful strategies used at the community level to improve access to HIV and STI services and retention among AGYW and key populations including inmates and transgender persons.

##### **Specific objectives**

- To identify, assess and document community directed initiatives that improve access to HIV and STI services and retention among AGYW and KP including inmates and transgender persons.
- To identify, assess and document specific strategies for removing barriers to treatment access and retention for AGYW and KP transgender persons.

#### 3. Scope of work

The Operations research will be taking place in six (6) states of the federation. The Consultants will provide technical support for the activities that include protocol development, questionnaire/tool development, training of data collectors, data management (data collection, data quality assurance, and data analysis), report writing and dissemination of finding. **The consultants** will be directly supervised by the technical core team for the research, with oversight from the RM&E and Community Prevention and Care Service Departments of NACA.

The specific tasks will include the following;

1. The consultants will support the design and implementation of the Operation Research.
2. The consultants will support the development of draft research protocol and data collection tools required for the Operations Research.
3. Facilitate workshop to finalize the research protocol and data collection tools
4. Facilitate the training of data collectors for the study
5. Supervision of field data collection, and ensure compliance with the methodology proposed.
6. Development of data entry template, data analysis and report writing plan and share with the technical core team for approval
7. Responsible for data management (quality check), analysis and interpretation and report writing.
8. Development of factsheets and scientific papers for publication.
9. Build the capacity of NACA staff on data management and scientific writing.

#### **4. Expected deliverables**

1. Inception report with detailed operational workplan and timelines.
2. Provide the technical core team with weekly update throughout the duration of the research (via emails/physical).
3. Submit Data analysis plan.
4. Submit Training and Capacity Building report
5. Prepare and present OR key findings to NACA and key stakeholders in power point presentations
6. Submit a comprehensive/harmonized technical and process report for the Operation Research in both soft and hard copies to NACA.
7. Submit Final data set to the Research Unit of RM&E department, NACA in an acceptable format.
8. Develop draft manuscript.

#### **5. Duration of Consultancy**

The assignment will be undertaken for a period of **Twenty-One (21) working** days.

#### **6. Number of Consultants Required**

**Two consultants will be required for the two** aspects of this study; **AGYW and KP**. Please clearly indicate the aspect you are interested in, as we would like a consultant in each of the respective areas.

## 7. Required Qualification /Experience:

- Must possess at least a Master's degree in Public Health, Epidemiology, Global health/ Infectious diseases or related field. A PhD degree in related field will be an added advantage.
- Minimum of eight (8) years' experience working in the National HIV/AIDS response, and 5-years' experience working with the target population (AGYW/KP).
- Minimum of five (5) years' experience leading in public health programme/project evaluation and /or operations research in Nigeria;
- Ability to design and plan evaluation approaches and research methodologies, including quantitative and qualitative research methods;
- A minimum of three scientific publications in peer-reviewed journals.
- Previous experience in community research/survey related activities.
- Expertise in the use of statistical applications such as Stata, SPSS, RedCap, etc
- Excellent communication, facilitation, writing and capacity building skills
- Ability to work within strict/tight deadlines.

## 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 "**Community Directed Initiatives that Improve Access to HIV and STI Services and Retention among AGYW and Key Vulnerable Populations**" 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. **Please note that there are two aspects of this study; AGYW and KP. Please indicate clearly on the envelop the aspect you are interested in, as we would like a consultant in each of the respective areas.**
- c. **Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of **Monday 20<sup>th</sup> September 2021 by 12 noon**. 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: [info@naca.gov.ng](mailto:info@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](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.

## 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**

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- 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>
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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)**

*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:	<b>60</b>
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
<b>Total points for criterion (I &amp; ii):</b>	<b>100</b>