



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## **Individual Consulting Services**

Time-Based Payments

**ENGAGEMENT OF CONSULTANTS FOR STATE  
ENGAGEMENT ADVISOR**

**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: **State Engagement Advisor**. 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

### ENGAGEMENT OF CONSULTANTS FOR STATE ENGAGEMENT ADVISOR

#### 1. Background

The State Engagement approach of the RSSH grant 2021-2023 is designed to contribute to strengthening the health system through targeted interventions at the states for improved health outcomes. State engagement as an approach will involve empowering states and building states' capacity to plan, coordinate, manage and monitor ATM-related services and health systems strengthening efforts. States will also be supported to implement a package of CSS and ISD/QI interventions that will contribute to ATM-related results and health outcomes. Supported states will also benefit from the activities of modules I (PSM), II (HMIS), and III (Laboratory) that take place at state level, and some of these activities will even be intensified and/or scaled up. Three states have been selected for support in Year 1 and they are **Jigawa, Cross River and Nasarawa**.

#### 2. Goal and Objectives

1. To conduct a capacity and needs assessment that will inform the implementation of state-led activities aligned with the core areas of the RSSH grant (2021-2023)
2. To develop an implementation plan, M&E plan for interventions and activities to be implemented under the RSSH 2021-2023 grant
3. To develop concept notes on activities to be implemented under the RSSH 2021-2023 grant

#### 4. Scope of work

The State Engagement Advisor will support the Programme Coordination Unit (PCU) for timely implementation of activities as detailed below.

- Lead the conduct of a capacity and needs assessment of the health system with a focus on the RSSH core areas (PSM, HMIS, LabS, CSS, ISD/QI) and produce a detailed report of findings
- Lead the state implementation planning and workplan development workshop and support key stakeholders to use the findings from the needs assessment to identify priority needs and design targeted interventions to respond to them.
- Provide technical assistance in the development of a comprehensive implementation plan, monitoring and evaluation (M&E) framework and budget, within the ceiling allocated to each state, for the period of the RSSH grant
- Provide hands-on technical support to the Project Coordinating Unit (PCU) supporting the state engagement component, ensuring highest level of project management skills are applied to achieve timely results
- Support the PCU to develop concept notes in relation to interventions and activities
- Support strengthening of PCU and relevant stakeholders in the states

- Document the status and achievements and feedback to relevant state authorities and the PR
- Participate in any other activities related to the above functions

#### **5. Expected deliverables**

- Needs assessment conducted, with a detailed report of core areas using SWOT (Strength, Weakness, Opportunities and Threats) analysis to recommend priority areas for project interventions
- Robust workplan for the state engagement component for project states from 2021 - 2023 that guide the implementation of activities for the state engagement component
- Abstracts and policy briefs developed on the state engagement component of the project.

#### **6. Duration of Consultancy**

- Three months (with the possibility of an extension)

#### **7. Number of Consultants Required**

- One consultant in each of state - Jigawa, Nasarawa, Cross River

#### **8. Required Qualification /Experience:**

- MBBS or Master's degree in Public Health, medical sciences or social sciences or other related fields.
- At least 10 years of experience working in the state health system
- Experience working on international donor-funded programs (Global Fund preferred) is added advantage.
- Experience designing and implementing health systems strengthening interventions
- Experience with HIV, TB & Malaria programs
- Leadership experience in management of public health programmes and relationship with state government and civil society networks at leadership strategic level.
- Strong leadership competencies in both the mobilization of teams on one hand; the design, development and mainstreaming of new processes or procedures, on the other hand.
- Experience at organizing and facilitating systems strengthening, capacity development and mentoring processes
- Ability to lead and guide strategy development with the State Ministry of Health (SMOH) and Civil Society networks, manage technical implementation of proposed project initiatives, as well as ability to supervise, mentor and coach project and government staff.
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.

- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval).

## 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

- 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 **“State Engagement Advisor”** 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.
- 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

- Late submissions will not be accepted.
- NACA shall verify any or all documents and claims made by applicants and will disqualify consultants with falsified documents and claims.
- If it is determined that submitted documents and claims have been falsified, the consultant may face prosecution in a court of Law.
- NACA shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- 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**

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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)**

<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
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>