



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments (Monthly)

**ENGAGEMENT OF CONSULTANTS FOR DRUG
MANAGEMENT SYSTEM AND FINACIAL MANGEMENT
SYSTEM IN 12 STATES**

October 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: **Consultants for Drug Management system and Financial Management for Drug Revolving fund in 12 states**. The purpose of this assignment is to strengthen the existing state DRF/DMA in line with the national SMSS guidelines and capacitate state DRF managers to use recommended state-prescribed guidelines to handle health commodities and manage their DRF and monitor

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 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 ;

(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 DRUG AND FINANCIAL MANAGEMENT OF DRF IN STATES

1. Background

The Federal Ministry of Health through the National Product Supply Chain Management Programme (NPSCMP) of the department of Food and Drug Services is driving the set-up of a client-oriented supply chain system across states as a pathway to achieving optimal efficiency and effectiveness in the delivery of medicines and other health products to Nigerians.

In collaboration with implementing partners, NPSCMP recently developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025.

The Country will use the strategy to institute a government-led sustainable supply chain system that is responsive, reliable, agile and cost-friendly. This will be anchored on a mission to empower governments at the three levels to function effectively as stewards of the supply chain, collaborating to implement a single channel of service to the client. The supply chain design is to harness the strengths of existing State-led DRFs/DMA and federal-managed public health supply chain programs in a new model that fosters the integration of systems.

In August 2020, under the phase 1 of RSSH grant, NPSCMP supported the survey of the current DRF/SDSS/SMSS models and operations implemented at various states in Nigeria. This was followed by the development of Guidelines for a Sustainable Medicines Supply System that also aligns with the national strategy. These Guidelines are to provide direction for States in the setting up Sustainable Medicines Supply System and launch them on a maturity profile for the integration of public health products and essential medicines and the provision of a more comprehensive package of care under one roof.

2. Goal and Objectives

NPSCMP is looking to hire the services of 1) drug management system consultants (12) and 2) a finance management system consultant to strengthen the existing state DRF/DMA in line with the national SMSS guidelines and capacitate state DRF managers to use recommended state-prescribed guidelines to handle health commodities and manage their DRF and monitor

1. Scope of work

Drug management system consultant

- Support state to conduct a situation analysis of the state health supply system
- Support states with reliable supply of low-cost and effective essential medicine, locally appropriate fee schedules
- Provide technical support to states to conduct quantification, procurement, warehousing and distribution of PHP and EM
- Support states with determination of exemption policies
- Support states through advocacy to deploy required human resource,
- Support states with appropriate training and capacity building of the state DRF/DMA technical team

- Support states with use of appropriate devices and technology
- Develop full-scale project plans and associated communications documents, and review of high-level deliverables.
- Develop and maximize social marketing strategies based on M&E findings
- Detect inadequacies in the state health supply system and recommend corrective actions.
- Assist monitoring and evaluation team in qualitative and quantitative surveys
- Consult technical team to identify and reach targeted health facilities
- Approach donor agencies and international NGOs as part of business development.
- Support states to put systems in place that will ensure compliance to standards in managing health commodities (distribution, stock management, equipment, premises).
- Any other duty that may be assigned by the National Coordinator, NPSCMP

Finance management system consultant

- Evaluate the DRF operation in the state and identify gaps, weaknesses and strength
- Assess the DRF structure and operations with emphasis on the financial system
- Design a financial system for the DRF operation that will promote sustainable financing for health care services
- Support the states for continued or increasing levels of government funding for health
- Develop a business model for financing and financial management
- Provide business like orientation to personnel
- Institute an efficient and audit wise financial management (effective and transparent fund management) and supply management
- Support the states to ensure strict measures for accountability are in place
- Support to states through advocacy to deploy the required human resource and build capacity for financial management
- Train states on use of appropriate devices and technology e.g. QuickBooks
- Measure for sustainability and ownership
- Any other duty that may be assigned by the National Coordinator, NPSCMP
- Support states to look out for capital & investment opportunities
- Support states in managing and coordinating monthly reporting, budgeting and forecast processes
- Support states in providing back office services such as accounts payable, collection
- Support states in monitoring cash flow
- Support states in ensuring the business meets all its statutory and compliance obligations, including statutory accounting and tax issues
- Support states in keeping track of market trends
- Looking for cost-reduction opportunities

2. Duration of Consultancy

- 24 months

Output /deliverable:

1. Monthly Report of the Technical Assistance in a format provided by NPSCMP

3. Number of Consultants Required

- One Drug System consultant in each state (Kano, Yobe, Adamawa, Nassarawa, Plateau, Imo, Edo, Delta, Akwa-Ibom, Ondo, Ekiti and Lagos (State CMS and FCMS) and One financial Consultant supporting the 12 states

4. The consultant will be paid on a monthly bases upon submission and acceptance of monthly report and time sheet by NACA.

5. Required Qualification /Experience:

Drug management system consultant

The prospective candidate for this assignment shall possess the required minimum education:

- a) A minimum of university degree in Pharmacy B. Pharm, Pharm D.
- b) A masters' degree in clinical pharmacy, Public Health, Health Economics or Supply chain Management will be an advantage

Required minimum experience:

- a) A minimum of Ten (10) years cognate experience in public and/or private sector including health organizations is highly desirable
- b) Significant experience / understanding in establishing DRF schemes or significant experience in operating, managing and evaluating DRF schemes in Nigeria or other sub-saharan African countries
- c) A minimum of ten (10) years of progressively responsible professional level experience in Health Logistics, Hospital Pharmacy practice, Medication management
- d) Knowledge of the major issues affecting health products supply chain management and financing in Nigeria
- e) Good experience in strategic planning, operations management, organizational and change management, policy formulation and development are required
- f) Experience in working with government partners and other stakeholders in public sector development programs
- g) In-depth knowledge of Nigeria health system with emphasis on her public health and supply chain systems; Essential Medicines Management, National Drug Policy etc
- h) Rich background in health economics/pharmacoeconomics
- i) Sound knowledge of Nigeria drug market and public procurement policy
- j) Experience in public health coordination, leadership, governance, innovation and rewards
- k) Competence in Logistics system design
- l) Experience of working effectively within a matrix management / project management environment
- m) Experience in the development of national tools and documents
- n) Experience of working on donor funded projects = Global Fund, PEPFAR etc
- o) Other skills in IT

Finance management system consultant

The prospective candidate for this assignment shall possess the required minimum education:

- a) A minimum of a university degree in accounting/accountancy, economics, management or related disciplines
- b) A masters' degree in business administration, MBA, Health economics or management will be an advantage

- c) A national or international certification in finance, accounting and auditing e.g. ACA, CEA will be an added advantage

Required minimum experience:

- a) A minimum of Ten (10) years cognate experience in public and/or private sector including health organizations is highly desirable
- b) Significant experience / understanding in establishing DRF schemes or significant experience in setting up, operating, managing and evaluating financial system for DRF schemes in Nigeria or other sub-Saharan African countries
- c) A minimum of ten (10) years of progressively responsible professional level experience in financial analysis, audit, administration and financial management
- d) Expert knowledge in health economics and financing
- e) Knowledge of the major issues affecting health products supply chain management and financing in Nigeria
- f) Good experience in strategic planning, operations management, organizational and change management, policy formulation and development are required
- g) Rich background in health economics/Pharmacoeconomics
- h) Sound knowledge of Nigeria drug market and public procurement policy
- i) Experience in public health financing, coordination, leadership, governance, innovation and rewards
- j) Experience of working effectively within a matrix management / project management environment
- k) Experience in the development of national tools and documents
- l) Experience of working on donor funded projects = Global Fund, PEPFAR etc
- m) Excellent IT skill

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 “ **Consultant for Drug Management system and Financial Management for Drug Revolving fund in states** ” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope **and registration of the bids at Procurement office at the address below**. Alternatively, Submission can be made to procurement@naca.gov.ng.

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than **Monday 15th November 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

or

Email: procurement@naca.gov.ng

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 [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 /month in (currency)</i>	<i>Number of Months 24</i>	<i>Total (currency)</i>
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(2) *Reimbursables*

	<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
(a) (Local) Travel + Taxi			
(b) Local Transportation			
(c) Communications			
(d) Hotel Accommodation			
			<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- Within one month report
2. Progress Reports-Monthly
3. Draft Final Report- 23rd Month
4. Final Report- 24th Month

**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
<i>Note: Minimum technical score is 70%</i>	
Total points for criterion (I & ii):	100