



**FEDERAL REPUBLIC OF NIGERIA**

**REQUEST FOR PROPOSALS**

**for**

**Individual Consulting Services**

**Fixed-Based Payments (Monthly)**

**ENGAGEMENT OF PROGRAMMING SPECIALIST FOR NHLMIS**

**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: **IT Specialist on NHLMIS.**

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 Zinginchor 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 IT SPECIALIST ON NHLMIS**

#### **1. Background**

2. The Nigeria Product Supply Chain Management Program (NPSCMP) funded by the Global Fund through the National Agency for the Control of AIDS (NACA) under the Resilient and Sustainable Systems for Health (RSSH) Grant is modeled to ensure continued availability of health products at the last mile through total visibility for accountability and control across the HIV, Malaria, and TB space in Nigeria.

NPSCMP as sub-recipient is responsible for implementing the Procurement and Supply Chain Management (PSM) component of the RSSH Grant for which NACA is the Principal Recipient. The aim is to achieve set goals and objectives in a sustainable manner. This also includes gaining the right manpower support for the NPSCMP. We therefore seek the services of competent individual consultants for this task.

#### **Main Purpose of Job**

- The NHLMIS Programming Specialist, brings programming capabilities and is designed to support the upgrade of the national NHLMIS database to meet stakeholder expectations as well as leading NHLMIS database maintenance and support within NPSCMP.
- This position will lead the designs of any customized databases and soft wares to serve the interest of stakeholders, as may be required by FMoH (NPSCMP).

#### **Specific Responsibilities**

- Influence the delivery of a robust NHLMIS software
- Work with stakeholders on the development and roll out of the LMIS tools
- Will lead the design and execution of capacity and skill transfer schemes for stakeholders.
- To provide technical expertise in the development of LMIS related products.
- Support the resolution of all issues arising from the use of NHLMIS across the 36+1 States and National stakeholders.
- Support stakeholders during reporting periods.
- Lead the development of upgrades of the commodity supply chain management database platform.
- Support and review the work of consultants working on project-supported health informatics deliverables including but not limited development of interoperability systems and user-friendly interactive data use products.
- Support the development of guidance documents, training manuals, and SOPs.
- Support the achievement of interoperability of multiple in-country database platforms.
- Support the design, development and execution of capacity transfer systems.

## Qualifications and Experience

- B.Sc./HND in computer Science, Information Technology, Engineering or any other degree with demonstrable expertise on the subject matter.
- Minimum of 3 years designing and deploying diverse database and software systems
- Minimum of 18 months experience on database platforms in-country including but not limited to NHLMIS.
- Minimum of 3 years working with RDBMS in particular MySQL and T-SQL.
- Minimum of 18 months experience working with logistics data and tools specifically for TB, HIV and Malaria programs at the National level
- Experience managing user requirements from multiple stakeholders.
- Experience with development of mobile applications
- Experience designing, developing, executing and or supporting interoperability between databases [eg DHIS2 and other database platforms].
- Experience developing interactive data use products
- Experience designing and executing capacity transfer schemes/exercises.
- Strong experience with Power BI or advanced excel, is an advantage.

## Expected deliverables

- Bimonthly/Quarterly reporting of project indicators available on NHLMIS (Reporting Rate and commodity Availability)
- Continuous support to situation room and users/stakeholders across 36+1 states
- Transfer of skill to the IT and the LMIS unit of NPSCMP
- Conduct routine training on new tools and modules/features
- Provide recommendations for improvement on NHLMIS
- Track key performance indicators for performance measurement
- Monthly report of activities to facilitate payment for services rendered

Duration of Consultancy- 12Months

Payment terms- Monthly

Reporting line – Reports to NACA RSSH - Senior Technical Specialist PSCM

## 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 “ **IT Specialist for NHLMIS** ” 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](mailto:procurement@naca.gov.ng).

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than **16<sup>th</sup> 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](mailto: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](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 [ 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 /month in (currency)</i>	<i>Number of Months 12</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- 1<sup>st</sup> week of reporting for duties
2. Report- Monthly
3. Progress Reports- Quarterly
4. Draft Final Report- December 31st 2022
5. Final Report- 1<sup>st</sup> week of January 2023



## 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

**Total points for criterion (I & ii): 100**

*Note: Score for minimum technical requirement is 70%*

**Award will be made to the lowest priced technically responsive bidder.**