



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments (Monthly)

Engagement of Consultants to conduct a staff audit, skill appraisal and gap analysis and develop TSTS Training Plan in 3 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: **of Consultants to conduct a staff audit, skill appraisal and gap analysis and develop TSTS Training Plan in 3 states**. The purpose of this consultancy is to support Cross River, Jigawa and Nasarawa states to conduct a staff audit, skill appraisal and gap analysis. The expectation is that the exercise will identify gaps in the required number of human resource for health (HRH) and skill set at the primary health care level. This information will guide the development of recommendation to policy makers and the development of a training plan to address the gaps identified in the required skills set in the delivery of essential PHC services.

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 Consultants to conduct a staff audit, skill appraisal and gap analysis and develop TSTS Training Plan in 3 states

1. Background

The Global Fund Resilient and Sustainable Systems in Health 2021 -2023 (GF-RSSH 2021-2023) was designed to contribute to making foundational efforts to strengthen the Nigerian health system through targeted interventions that aligns with the Federal Government’s policies, strategies, and standards to reduce the burden of HIV/AIDS, Tuberculosis and Malaria (ATM) and other diseases. Specifically, it is supporting planning, monitoring, and review of progress against those standards; and through implementation support and advocacy for state-level commitment to health governance and planning reforms.

This fund is being leveraged upon to support Cross River, Jigawa and Nasarawa states to address the gap in human resource for health (HRH) through the operationalization of the Task Shifting, Task Sharing Policy (TSTS Policy) amongst other interventions. To achieve operationalization of the TSTS Policy, the fund will support the conduct of a staff audit, skill appraisal, gap analysis and the development of a training plan in these three states to address the gap in skill needed to deliver quality essential PHC services.

2. Goal and Objectives

The purpose of this consultancy is to support Cross River, Jigawa and Nasarawa states to conduct a staff audit, skill appraisal and gap analysis and the development of a training plan that will address the identified gap in skills. The expectation is that the exercise will identify gaps in the required number of human resource for health (HRH) and skill set at the primary health care level. This information will guide the development of recommendation to policy makers and the development of a training plan to address the gaps identified in the required skills set in the delivery of essential PHC services.

3. Scope of work

The staff audit, skill appraisal, and gap analysis will take place in 5 LGAs in each of the states of Cross River, Jigawa and Nasarawa. In each of the LGA, data will be collected from all health workers on the payroll in all the Primary Health Care Centres. Twenty (20) officers selected by a committee will collect data from the health workers across the five (5) LGAs in each of the states of Cross River, Jigawa and Nasarawa. Four (4) officers will work in each of the five (5) LGAs and they will spend four (4) days to collect all required data. See the below table for the five LGAs in each of the state

SN	Nasarawa State	Cross River state	Jigawa state
1	Akwanga	Abi	Gwaram
2	Doma	Boki	Roni
3	Karu	Obudu	Sule tankarkar
4	Keffi	Odukpani	Taura
5	Lafia	Yala	Birniwa

Each of the 20 officers will enter the data collected electronically into a tool that will be provided. This will be followed by analysis of the data and the development of a report from the analyzed data which will clearly show the gap in HRH and skill set and recommendations. A training plan will be developed using the outcome of the staff audit, skill appraisal and gap analysis by the consultant.

The consultant is expected to be fully independent while discharging his/her contractual obligations in accordance with the terms of reference (ToR) and s/he is also expected to provide the highest quality technical assistance to the SPHCDA on the following:

- Development of data collection tool for HRH profile, skill appraisal
- Collection of data
- Data entry

The consultant will be solely responsible for

- analysis of the collected data
- skill gap analysis
- Report writing
- Development of a training plan to address the gap in skill

1. Deliverables:

- Analyzed data
- Comprehensive report of the staff audit, skill appraisal and gap analysis
 - Word version
 - Power point version
- A training plan which will detail
 - All the identified gaps
 - The strategy (ies) to correct the gaps
 - Where the training will take place
 - Duration of the training
 - Materials that will be required for the training
 - Training cost

4. Number of Consultants Required

One consultant in each state (Nassarawa, Cross River and Jigawa state)

5. Required Qualification /Experience:

- a. Advanced degree in public health, health economics, policy, or health financing
- b. At least 5 years of relevant experience designing and implementing PHC programs. Experience with Human Resource for Health (HRH) programming, design and implementation is an added advantage.
- c. Good understanding of PHC service delivery and the situation of HRH in Nigeria
- d. Good Knowledge of existing HRH policies and guidelines in Nigeria
- e. Must have skills in Monitoring and Evaluation, data management and analytics
- f. Experience in and access data collection and analysis software
- g. Excellent command of Microsoft Word and PowerPoint
- h. Extensive knowledge of the Nigerian health sector
- i. Excellent, verbal communication and interpersonal relations skills.
- j. Excellent reporting skills, evidence from national, state and/or international experience in skills appraisal, gap analysis and trainings plan design and development.

6. DURATION OF CONSULTANCY

Thirty 30 Days

7. REPORTING LINE

Managerial and Technical Reporting Line: Work with the senior Project manager at the national level and through her/him report to the Executive Director/CEO, NPHCDA.

Through the State Project Management Unit, debrief the Executive Secretary, SPHCBs on the progress of the exercise, copying the HCH in all his/her communications with the State

8. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

9. 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 “ Consultants to conduct a staff audit, skill appraisal and gap analysis and develop TSTS Training Plan in 3 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 Tuesday 16th 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.

10. 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

11. 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.

12. 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**

- 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 30</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-
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

Note: Minimum technical score will be 70%

The award shall be made to the lowest technically qualified candidate.