



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

CONSULTANT TO ASSESS CAPACITY TO CREATE RESPONSIVE, SCIENCE-SHAPED, DATA-DRIVEN, AND CONTEXT-SPECIFIC COMMUNICATIONS FOR COVID-19 AND EPIDEMIC-PRONE DISEASES AT SUB-NATIONAL LEVELS

March, 2022

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: CONSULTANT TO ASSESS CAPACITY TO CREATE RESPONSIVE, SCIENCE-SHAPED, DATA-DRIVEN, AND CONTEXT-SPECIFIC COMMUNICATIONS FOR COVID-19 AND EPIDEMIC-PRONE DISEASES AT SUB-NATIONAL LEVELS. The purpose of this assignment is as follows: Assess capacity to create responsive, science-shaped, data-driven, and context-specific communications for COVID-19 and epidemic-prone diseases at sub-national levels

The product of this assignment shall be Identified state-specific gaps and challenges and Findings will inform the development of state-specific training curriculum for Risk communication

More details on the requested services are provided in the Terms of Reference in section A below

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.

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 CONSULTANT TO ASSESS CAPACITY TO CREATE RESPONSIVE, SCIENCE-SHAPED, DATA-DRIVEN, AND CONTEXT-SPECIFIC COMMUNICATIONS FOR COVID-19 AND EPIDEMIC-PRONE DISEASES AT SUB-NATIONAL LEVELS

Location: Abuja

Grade: Consultant

Project / Program: CRM19

1. Background

The ongoing to the COVID-19 pandemic response has shown that right information delivered in the right way to the right audience and at the right time can promote positive response and adherence to public health recommended safety measures. It has been noticed that the states have limited capacity to use data to drive risk communication campaigns at the subnational levels and as such, training is necessary to build the needed skills to use data to inform risk communication activities. In other for the training to be effective, there is need to carry out a risk communication capacity need assessment to assess and develop state-specific training curriculum and train the team to create responsive, science-shaped, data-driven, and context-specific communications for COVID-19 and epidemic-prone diseases at the sub-national levels.

The assessment will help to identify priorities in terms of preparedness to respond positively to reduce risks, identify gaps and requirements to inform risk communication efforts that can produce efficient results and a tangible impact during a public health event.

Job Description:

Specific Duties for this role will include the following:

- Develop questionnaire to assess the state's capacity to create data-driven, and context-specific communications for COVID-19 and epidemic-prone diseases
- Develop FGD guide to assess the state's capacity to create data-driven, and context-specific communications for COVID-19 and epidemic-prone diseases
- Participate in training RCCE officers in NCDC to collect data
- Travel to supervise data collection process in the States
- Analyze and develop report of the assessment

- Present result to the NCDC team

Expected outcomes

- Identified state-specific gaps and challenges
- Findings will inform the development of state-specific training curriculum for Risk communication

Qualification and Experience

- Minimum of MSc in social sciences, public health, Information Systems, or any other related field of study
- Minimum of 3 years' progressive experience relevant to project management.
- Experience in implementing Global fund or any other donor funded project(s)
- A knowledge and evidence of standard software packages (Microsoft package) and the ability to learn project-specific software if required

Essential skills

- Strong IT, administrative and data analysis skills
- Good written & oral communication /presentation skills
- Organizational skills & ability to multitask
- Excellent inter-personal skills as well as working well within a team environment
- Good Data Management & Analysis

3. Duration:

14 days within a 3-month period.

The activity is planned for implementation 12 states as follows: Taraba, Benue, Cross River, Kebbi, Ondo, Adamawa, Katsina, Nasarawa, Rivers, Ebonyi, Imo and Ekiti. The consultant may be required to travel to anyone of the 12 states as may be determined during implementation.

4. Documents:

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience and relevant supporting document.

- Detailed methodology and conceptual framework with expected deliverables and timelines, man days required (3-5 pages).
- Recent CV

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in installments based upon key outputs/deliveries (mentioned under payment schedule above).

6. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

7. 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 TO ASSESS CAPACITY TO CREATE RESPONSIVE, SCIENCE-SHAPED, DATA-DRIVEN, AND CONTEXT-SPECIFIC COMMUNICATIONS FOR COVID-19 AND EPIDEMIC-PRONE DISEASES AT SUB-NATIONAL LEVELS**” 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 and alternatively send to procurement@naca.gov.ng . **Deadline for Submission:** The deadline for the submission of proposal should not be later than Tuesday 12 noon of 12th April, 2022. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

8. 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

9. 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.

10. 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**

- 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 – First week of engagement
2. Final Report- One week after completion of exercise

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	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
Total points for criterion (I & ii):	100

Note: The Minimum technical requirement is 70% to qualify for quality cost based selection process