



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

Engagement of Consultants (x2) as TAs for development of Guidelines for engaging Third Party Logistics (3PL) providers, Service Level Agreement (SLA) and Accountability framework

May, 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: **TAs for development of Guidelines for engaging Third Party Logistics (3PL) providers, Service Level Agreement (SLA) and Accountability framework.** The purpose of this assignment is as follows: 1) two health commodity supply chain management systems expert that will support the development of Guidelines for engagement of Third-Party Logistics company (3PL), Service Level Agreements (SLAs) and Accountability Framework for Last Mile delivery (LMD) services and/or warehousing in 36 States plus FCT.

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 Costed 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 two TAs for development of Guidelines for engaging Third Party Logistics (3PL) providers, Service Level Agreement (SLA) and Accountability framework

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: NPSCMP

1. Background

The Federal Ministry of Health through the National Product Supply Chain Management Programme (NPSCMP) of the department of Food and Drug Services has the mandate to coordinate all health sector supply chain activities in the country. In achieving this mandate NPSCMP is disposed to partnering with competent private sector organizations to deliver supply chain services in all the states. **This PPP model is in alignment with the National Health product strategic plan 2021-2025 and guided strictly by the 2022 integrated LMD Framework of the FMOH.**

2. Context

In conducting this assignment, considerations will be given to the following, amongst others:

- a) The National Health PSM strategy 2021-2025 and its Blueprints
- b) Definition of “state-ownership of LMD”
- c) State adoption/adaptation of standards (templates)
- d) The transitional state of the national supply chain system including LMD
- e) Standards that are realistic while aligning with Donor’s aspirations regarding the conveyance of products funded through their support.
- f) The synergistic benefits tied to LMD for the PHC level.
- g) Adoption of LMD models by states
- h) Lessons from the 4PL management of Malaria and HIV products within the public health programmes and lessons from ownership of LMD by the TB programme
- i) Integration of the public health programmes (PHP) with essential medicines. This calls for the benchmarking of PHP costs with standard Essential medicines – with regard to cost parity
- j) LMD efficiency drivers

3. The standards

The use of the right tool for contracting 3PL providers, developing Service level agreements (SLAs), performance tracking, correctly undesirable trends and resolving issues/conflicts, holding stakeholders accountable, etc. - is an essential component of this model in optimizing the role of transforming governments as the chief steward of supply chain.

4. Description and purpose of assignment

NPSCMP wants to engage the services of two (2) health commodity supply chain management systems experts that will support the development of Guidelines for engagement of Third-Party Logistics company (3PL), Service Level Agreements (SLAs) and Accountability Framework for Last Mile delivery (LMD) services and/or warehousing in 36 States plus FCT. The assignment will consider the context presented above. The guideline will specify the critical decisions to make and factors to consider when engaging 3PLs, SLAs will focus on integrated management of public health products and essential medicines, storage at various state Central Medical Stores, Last Mile Distribution to health facilities, LMD route mapping for commodities. This agreement is between State governments and 3PLs. The accountability framework is to monitor the integrated management system with focus on the required infrastructure, management, stakeholder coordination, accountability etc

5. Reporting line

These TAs will work under the directive of the National Coordinator, through the relevant technical leads in NPSCMP, in collaboration with state and national stakeholders to develop Guidelines for engagement of 3PL, SLA and accountability framework for states to adopt or adapt.

6. Scope of work:

- ✓ Planning meeting with NPSCMP
- ✓ Desk review
- ✓ Development of draft documents
- ✓ Presentation of draft to NPSCMP
- ✓ Support NPSCMP in a 3-day stakeholders' sensitization meeting involving state and national participants
- ✓ Consolidate documents
- ✓ Report writing
- ✓ Submission of report and consolidated documents to NPSCMP

7. Total number of days 30 days

- ✓ Health commodity supply chain management systems expert – 15days each.

8. Services to be provided

- i. Draft a 30-day workflow chart for the above activity for approval by management of NPSCMP
- ii. Engage relevant stakeholders at national and sub-national levels for their views, input, and general approach in developing these documents
- iii. Support NPSCMP in the development of draft documents
- iv. Support the Conduct of a 3-day stakeholders' sensitization meeting for the review of the draft Guidelines, SLA and Accountability framework

- v. Consolidate all input and generate a clean copy of the Guidelines, SLA and Accountability framework
- vi. Submit Guidelines, SLA and Accountability framework to NPSCMP
- vii. Submit technical report of the exercise to NPSCMP

9. Output of deliverable:

- a) Draft Guidelines, SLA and Accountability framework
- b) Report of the Technical Assistance in a format provided by NPSCMP

10. Qualification

- The prospective candidates for this assignment shall possess the requisite academic qualification in the relevance field of expertise with a minimal of Bachelor of Science degree or its equivalent
- Requisite supply chain related certification such as Health Logistics, ISCEA, Fundamentals in Supply Chain (MIT), Supply Chain Dynamics (MIT)
- At least six years' experience in project management.
- At least seven years past experience in managing complex stakeholders and projects within Nigeria's public health space - will be a primary requirement for consideration
- English language and other skills in IT will be needed.
- The candidate must, in addition, be very conversant with the National Supply Chain Strategy and blueprints; the latter's provisions for Integrated LMD; and experience in the implementation of the Strategy and Blueprint in at least four states of the federation.

11. 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 (max 2 page) and relevant supporting document.
- Detailed methodology and conceptual framework with expected deliverables and timelines, man days required (3-5 pages).
- Recent CV.
- Cover Note dully signed by the consultant

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).

12. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

13. 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 “**TA FOR NPSCMP**” 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.

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Monday 12 noon of 1st June, 2022. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

14. 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

15. 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.

16. 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)

Activity (Work)

periods

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

ANNEX B
CONSULTANTS REPORTING REQUIREMENTS

Reports

Date

- a) Finalized Guidelines, SLA and Accountability framework
- b) Report of the Technical Assistance in a format provided by NPSCMP

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%