



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments

**ENGAGEMENT OF AN INDIVIDUAL CONSULTANT TO REVIEW AVAILABILITY,
ACCESSIBILITY, ACCEPTABILITY AND QUALITY OF COMPREHENSIVE CARE SERVICES
FOR SURVIVORS OF VIOLENCE WHO ARE KPS, PLHIV AGYW AND OTHER HIV & TB
VULNERABLE GROUPS.**

June 2022

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) *in collaboration with the HIV/AIDS Project under the Global Fund Grant* invites proposals for consulting services for the following assignment: **Consultant to Review Availability, Accessibility, Acceptability And Quality Of Comprehensive Care Services for Survivors of Violence who are KPS, PLHIV AGYW and Other HIV & TB Vulnerable Groups**

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 QCBS.

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 AN INDIVIDUAL CONSULTANT TO DEVELOP CBOS OPERATIONAL TOOLS & TRAINING MODULES FOR COMMUNITY LED MONITORING AND SOCIAL MOBILIZATION AND SERVE AS THE LEAD FACILITATOR IN THE TOT FOR THE ATM NETWORKS AT THE NATIONAL LEVEL

1.1 Background

Key populations (KPs) and other vulnerable persons who experience violence need timely access to emergency contraception, post-exposure prophylaxis for HIV and other STIs, hepatitis B immunization and psychosocial care and support, as well as referrals to police and legal services. HIV prevention, treatment and care should include clinical and community care including psychosocial care and support for survivors of violence, in line with existing national HIV guidelines for comprehensive care for survivors of violence who are KPs, PLHIV AGYW and other HIV & TB vulnerable groups. In view of this, NACA with the support of Global Fund is organizing a national workshop to review availability, accessibility, acceptability and quality of comprehensive care services for survivors of violence who are KPS, PLHIV AGYW and other HIV & TB vulnerable groups. This workshop will therefore need the services of a consultant. The consultant will support in the preparation, facilitation, review and drafting of report.

1.2 Tasks for the consultant

Under the technical guidance and overall supervision of the Gender and Human Rights Care Support Service division, the consultants will:

- Desk review on the current level of availability, accessibility, acceptability and quality of comprehensive care services for survivors of violence who are KPS, PLHIV AGYW and other HIV & TB vulnerable groups in Nigeria
- Development of presentation slides on availability, accessibility, acceptability and quality of comprehensive care services for survivors of violence who are KPS, PLHIV AGYW and other HIV & TB vulnerable groups
- Facilitation of preliminary discussions during the workshop
- Collation of comments and recommendation of participants during the workshop
- Drafting of workshop report reflecting recommendations from **HIV existing national guidelines** on comprehensive care for survivors of violence who are KPs, PLHIV AGYW and other HIV & TB vulnerable groups.

1.3 Expected Deliverable

1. A comprehensive report of the national workshop to review availability, accessibility, acceptability and quality of comprehensive care services for survivors of violence who are KPS, PLHIV AGYW and other HIV & TB vulnerable groups. It should highlight the current realities as revealed by the desk review, critical comments, gaps, recommendations by participants and proposed action plan considering existing national guidelines on comprehensive care for survivors of violence who are KPs, PLHIV AGYW and other HIV & TB vulnerable groups.

1.4 Experience/Qualification of the Consultant

The requisite qualifications of the Consultant shall include the following:

- At least Master's Degree in public health or social sciences with specialization in gender, human rights or sexual and reproductive health
- At least 5 years' experience in HIV / key population must be familiar with health and non-health sector HIV/AIDS, TB and/or Malaria
- Demonstrate good understanding of the HIV/AIDS, KP programming in sub-Saharan Africa and in Nigeria in particular
- Should have undertaken at least one (1) similar assignment in the last two years, with letter of engagement as evidence.
- Ability to communicate ideas in a manner conducive to their practical application and comfortable working as part of a team to add value to collective results

1.5 Duration of consultancy

The consultancy shall work over a period of 10 days to deliver the entire process.

2.0`COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

3.0 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 "**Individual Consultant: Develop CBOS Operational Tools**" 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.

Deadline for Submission: The deadline for the submission of proposal should not be later than **Monday 11th July 2022 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 Zinguinchor 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.

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*

*Rate /Day
in (currency)*

*Number of Days
21*

Total (currency)

(2) *Reimbursables*

Rate

Units/Days

Total

(a) (Local)

Travel + Taxi

(b) Local

Transportation

(c) Communications

(d) Hotel Accommodation

Sub-total (2)

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

TASK/REPORT	Date
1. Finalized Operational tool	days
2. Finalized curriculum/Module development	days
3. Facilitate National Level TOT	days
4. Final Report	day

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