



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

ENGAGEMENT OF STATE CONSULTANTS ANAMBRA, EKITI, GOMBE AND KADUNA STATE

June, 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 State Engagement consultants . The purpose of this assignment is as follows: The State Engagement Advisor will support the Programme Coordination Unit (PCU) to conduct needs assessment, develop an implementation plan, M&E plan as well as concept notes in relation to interventions and activities to be implemented under the RSSH 2021-2023 grant. S/He will work for an initial period of three months and provide the necessary support to relevant state structures for timely implementation of activities.

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 Zingunchor 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 and Cover letter with reference to state of interest ;

(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 STATE CONSULTANTS

Location: Anambra, Ekiti, Gombe and Kaduna

Grade: Consultant

Project / Program: RSSH

Reporting to : Senior Technical Specialist CSS, ISD/QI.

1. Background

The State Engagement Advisor will support the Programme Coordination Unit (PCU) to conduct needs assessment, develop an implementation plan, M&E plan as well as concept notes in relation to interventions and activities to be implemented under the RSSH 2021-2023 grant. S/He will work for an initial period of three months and provide the necessary support to relevant state structures for timely implementation of activities.

Key responsibilities

1. Lead the conduct of a capacity and needs assessment of the health system with a focus on the RSSH core areas (PSM, HMIS, LabS, CSS, ISD/QI) and produce a detailed report of findings
2. Lead the state implementation planning and workplan development workshop and support key stakeholders to use the findings from the needs assessment to identify priority needs and design targeted interventions to respond to them.
3. Provide technical assistance in the development of a comprehensive implementation plan, monitoring and evaluation (M&E) framework and budget, within the ceiling allocated to each state, for the period of the RSSH grant
4. Provide hands-on technical support to the PCU supporting the state engagement component, ensuring highest level of project management skills are applied to achieve timely results
5. Support the PCU to develop concept notes in relation to interventions and activities
6. Support strengthening of PCU and relevant stakeholders in the states
7. Document the status and achievements and feedback to relevant state authorities and the PR
8. Participate in any other activities related to the above functions.

Experience and Qualification

1. MBBS or Master's degree in Public Health, medical sciences or social sciences or other related fields.
2. At least 10 years of experience working in the state health system

3. Experience working on international donor-funded programs (Global Fund preferred) is added advantage.
4. Experience designing and implementing health systems strengthening interventions
5. Experience with HIV, TB & Malaria programs
6. Leadership experience in management of public health programmes and relationship with state government and civil society networks at leadership strategic level.
7. Strong leadership competencies in both the mobilization of teams on one hand; the design, development and mainstreaming of new processes or procedures, on the other hand.
8. Experience at organizing and facilitating systems strengthening, capacity development and mentoring processes
9. Ability to lead and guide strategy development with the State Ministry of Health (SMOH) and Civil Society networks, manage technical implementation of proposed project initiatives, as well as ability to supervise, mentor and coach project and government staff.
10. Strong analytical and verbal communication skills.
11. Excellent written and spoken communications skills in English.
12. Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
13. Experience using web-based applications (email, browsing, and literature retrieval).

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
- Certification on Data Management & Analysis

3. Duration:

- Two months (with the possibility of an extension)

Number of consultants required: One in each state. Consultant to be resident in state of application.

3. 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 and Cover letter. Any submission without cover letter will not be treated.

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 “**Engagement of state Consultants**” 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. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Wednesday 12 noon of 1st July, 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*

*Rate /day
in (currency)*

Number of months

Total (currency)

(2) *Reimbursables*

Rate

Units/Days

Total

(a) (International)

(Local)

Travel + Taxi

(b) Local

Transportation

(c) Communications

(d) Hotel Accomodation

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

Reports

Date

1. Inception Report - Week 1
2. Progress Reports - Weekly
3. Draft Final Report - Third week in the Month 2
4. Final Report- Last week in month 2

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