



FEDERAL REPUBLIC OF NIGERIA

THE NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

INVITATION TO TENDER

for

Individual Consulting Services

Time-Based Payments

ENGAGEMENT OF A CONSULTANT FOR THE EVIDENCE GENERATION
FOR THE PLANNING OF HIGH IMPACT HIV PREVENTION
PROGRAMMES FOR THE MOST VULNERABLE ADOLESCENTS AND
YOUNG PEOPLE AND IDENTIFICATION AND DEFINITION OF FOCUS
AREAS AND INTERVENTIONS FOR SCALE-UP: NEEDS ASSESSMENT,
MAPPING AND PROFILING STUDY OF AGYW IN HIGH INCIDENCE
LOCATIONS IN NIGERIA

June 2022

NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

INVITATION TO TENDER

16th June 2022

A. Preamble

Adolescents and Young People (AYP) aged 10-24 years account for one-third of Nigeria's total populationⁱ. In 2019, over 66 million AYP were estimated to be in Nigeria – one of the largest in the worldⁱⁱ. Adolescents have peculiar needs and characteristics as regards HIV and AIDS. Appropriately responding to those issues and needs will yield triple benefits – for the present, for the future adult lives of AYP, and for the next generation who will be children of current AYP. The justification for focused programming for AYP as part of the overall HIV response in Nigeria is presented below.

The 2018 Nigeria AIDS Indicator and Impact Survey (NAIIS)ⁱ estimated that approximately 180,000 AYP living with HIV in Nigeria with HIV prevalence especially high among females 20-24 years at 1.3% (95%CI: 1.1-1.5). The survey further showed that the level of awareness of HIV status was lowest among AYP (only 29.4% among 20-24 years old and 35.5% among 15-19 years old compared to 47% among older adults). This reflects the low rates of HIV testing.

The Agency is therefore, seeking for qualified professionals in **HIV Prevention Program For the most vulnerable Adolescents and Young People**. In compliance with the provisions of the Public Procurement Act 2007, the Agency, therefore invites reputable consultants to submit their CVs for the immediate implementation of the activity:

B. Pre-qualification requirement

To qualify for consideration, interested consultants are required to submit CVs including the under listed documents:

1. Curriculum Vitae (CV)/Cover Letter
2. Advanced-level qualification in public health, social sciences, especially public policy, gender studies
3. Minimum of 5 years' experience in adolescents and young people research, programming, project management within relevant sectors (Health, Education, Social protection).
4. Experience in research related to adolescents and young people's health
5. Prior experience of conducting need assessment/mapping/population profiling studies
6. Demonstrated relevant technical skills in conducting qualitative research and analyzing qualitative data
7. Experience that demonstrates sensitivity to and understanding of technical issues as well as Nigeria HIV and health data ecosystems preferred.
8. Excellent organization and project management skills
9. Excellent writing, presentation and communication skills
10. Fluency in written and spoken English and good drafting skills

11. Knowledge and experience in HIV programming for AYP in Nigeria would be an asset
12. Knowledge of local language in Abia, Akwa Ibom, Anambra and Benue would be an asset

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 QCBS of individual qualifications (Curriculum Vitae and Experience)

The following forms are attached:

- (a) Terms of Reference;
- (b) Model of Curriculum Vitae;
- (c) Model of bid for submitting the Proposal;
- (d) Form for Observations of the Consultant on the Terms of Reference;
- (e) Breakdown of Activity/cost estimate

A. TERMS OF REFERENCE

Evidence generation for the planning of high impact HIV prevention program for the most vulnerable adolescents and young people and identification and definition of focus areas and interventions for scale-up: Needs assessment, mapping and profiling study of AGYW in high incidence locations in Nigeria

Background

Adolescents and Young People (AYP) aged 10-24 years account for one-third of Nigeria's total populationⁱⁱⁱ. In 2019, over 66 million AYP were estimated to be in Nigeria – one of the largest in the world^{iv}. Adolescents have peculiar needs and characteristics as regards HIV and AIDS. Appropriately responding to those issues and needs will yield triple benefits – for the present, for the future adult lives of AYP, and for the next generation who will be children of current AYP. The justification for focused programming for AYP as part of the overall HIV response in Nigeria is presented below.

The 2018 Nigeria AIDS Indicator and Impact Survey (NAIIS)ⁱ estimated that approximately 180,000 AYP living with HIV in Nigeria with HIV prevalence especially high among females 20-24 years at 1.3% (95%CI: 1.1-1.5). The survey further showed that the level of awareness of HIV status was lowest among AYP (only 29.4% among 20-24 years old and 35.5% among 15-19 years old compared to 47% among older adults). This reflects the low rates of HIV testing.

AYP especially adolescent girls and young women (AGYW) have particular vulnerabilities for HIV in Nigeria that are strongly linked with gender inequalities and harmful practices.ⁱⁱ AGYW have low levels of comprehensive knowledge of HIV, HIV risk perception, and access to appropriate sexual and reproductive health (SRH) services.^v. AGYW are also more likely to engage in risky sexual behaviours compared to older females.ⁱⁱⁱ As such, AGYW are at comparably higher risks of HIV and hence appropriate interventions need to be targeted at them.

Strong evidence would be critical for informing high impact programmes along the 90-90-90 cascade. To expand the evidence base and facilitate targeted investments, and enable take-off of targeted AGYW programmes in 2021, NACA is undertaking a needs assessment, mapping and profiling exercise in four states (Anambra, Abia, Benue and Akwa Ibom). The goal is to profile risk, vulnerability and implementation context for the delivery of HIV programs (prevention, treatment and care) for vulnerable adolescent girls and young women and their male sexual partners to ensure that they have access to services that will reduce their vulnerability and address their needs. Consultants are being sought (one per state) to conduct the needs assessment mapping and profiling study.

Overall scope

The consultant will lead and manage the needs assessment team and hold responsibility for the implementation of the needs assessment mapping and profiling exercise in the state. The needs assessment, mapping and profiling study will be conducted specifically to achieve the following objectives:

1. To identify and document the profiles and risk behaviors of the most vulnerable adolescent girls (15-19 years) and young women (20-24 years, 25-29 years), and their sexual partners/networks in study locations
2. To map and document the geospatial distribution, hotspots and locations of the most vulnerable AGYW in study locations.
3. To identify the contextual factors including sociocultural, environmental and structural exposures such as GBV, FGM, poverty/unemployment, inter-generational sexual relationships that facilitate or hinder the ability of AGYW to access HIV-related information and services
4. To establish a comprehensive description of the nature, type and ramifications of AGYW vulnerabilities in the study locations
5. To map and document existing multi sectoral partnerships and platforms (at state and community levels) for a comprehensive HIV prevention treatment and support program for AGYW.

Scope of work and deliverables:

- Review research/survey reports already available in-country and use findings/lessons learnt to develop well-thought-out discussion guides/ checklist and other data collections tools for the needs assessment mapping and profiling study.
- In close consultation with NACA and Study Oversight Committee, prepare a research design including an appropriate sampling methodology to ensure robust data collection relevant to AGYW and their male sexual partners
- Prepare the data collection tools for qualitative data collection
- Train field researchers on field data collection procedures
- Supervise field operations and manage field teams including scheduling of field visits and interviews.
- Monitor the data collection process and ensure quality data
- Supervise and coordinate transcription and check transcripts for completeness and reliability of collected data.
- Supervise the work of a data analyst for data entry, computerized data cleaning, analysis and tabulation and triangulation with program data.
- Liaise with the GIS specialist and facilitate GIS mapping exercise by providing all required lists and preliminary information to enable the geospatial mapping.

- Work in close collaboration with other three consultants to share experiences and ensure synchronization and contribute to joint presentations/feedback to the study oversight committee
- Based on the analysis, provide recommendations for developing/refining appropriate interventions (as might be required);
- Make programmatic and operational recommendations to increase the benefits of HIV programming for AGYW
- Prepare comprehensive final reports for the needs assessment, mapping and profiling study, to be approved by NACA and the Study Oversight Committee
- Present the findings of the report to stakeholders in a workshop;

Period

The consultancy shall run for a period of 30 working days.

Each consultant will oversee a state team of six (6) local field researchers; one team of two persons (male and female) per LGA. NACA will provide overall leadership and be responsible for coordinating activities. The National Prevention Technical Working Group (AYP subcommittee) will provide technical oversight. SACA will support, facilitate and supervise state-level engagements.

Deliverables

The expected deliverable from this activity is a state-specific report detailing the information below:

- Profiles and risk behaviors of the most vulnerable AGYW and their sexual partners/networks in study locations identified and documented. Findings triangulated with program data and data from other sources for greater insights.
 - Characterize the AGYW and sexual partners of AGYW based on risk behaviors, socializing behaviors, and demographic characteristics in study locations
 - Describe the sexual partnerships among AGYW and their sexual partners in study locations
 - Profile the health-seeking behaviors of sexual partners of AGYW, allowing for targeting of services to this specific population
- Nature and ramifications/extent of adolescent vulnerabilities described/established
- Contextual factors that help or hinder the ability of AGYW to access HIV-related information and services documented
- The geospatial distribution, hotspots and locations of the most vulnerable AGYW (in study locations) mapped and documented
- Focus areas and interventions for scale-up are identified

- Existing multisectoral partnerships and platforms (at state and community levels) for a comprehensive HIV prevention treatment and support program for AGYW identified and documented
- Data gaps identified

Qualifications and experience

This assignment requires the services of a consultant that can demonstrate skills relating to analytical capacity, especially qualitative analysis and relevant gender analysis (especially collection and analysis of gender disaggregated data in the area of HIV/AIDS), adequate reporting and English editing. The following qualifications and experiences are required:

- Advanced-level qualification in public health, social sciences, especially public policy, gender studies
- Minimum of 5 years' experience in adolescents and young people research, programming, project management within relevant sectors (Health, Education, Social protection).
- Experience in research related to adolescents and young people's health
- Five years' experience of conducting need assessment/mapping/population profiling studies
- Demonstrated relevant technical skills in conducting qualitative research and analyzing qualitative data
- Experience that demonstrates sensitivity to and understanding of technical issues as well as Nigeria HIV and health data ecosystems preferred.
- Excellent organization and project management skills
- Excellent writing, presentation and communication skills
- Proven ability to work in teams with other consultants
- Fluency in written and spoken English and good drafting skills
- Knowledge and experience in HIV programming for AYP in Nigeria would be an asset
- Knowledge of local language in Abia, Akwa Ibom, Anambra and Benue would be an asset.

REMUNERATION

The consultants will be paid based on the approved Global Fund budget for all the activities on a basis on a verified report.

GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- a. 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 **"HIV Prevention Program For the**

most vulnerable Adolescents and Young People” 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.

- b. **Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of **Thursday 30th June 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.

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

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.

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]

Full Name of Candidate :

Date : ____
Day/Month/Year

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

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 customization	10
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40

Total points for criterion (I & ii): 100

ⁱ Federal Ministry of Health, Nigeria. Nigeria AIDS Indicator and Impact Survey (NAIIS) 2018: Technical Report. Abuja, Nigeria. October 2019. Page

ⁱⁱ NACA. National HIV Strategy For Adolescents and Young People 2016-2020. <https://naca.gov.ng/national-hiv-strategy-adolescents-young-people/> (Drivers of the epidemic among AYP in Nigeria Pages 12-13)

ⁱⁱⁱ Federal Ministry of Health, Nigeria. Nigeria AIDS Indicator and Impact Survey (NAIIS) 2018: Technical Report. Abuja, Nigeria. October 2019. Page

^{iv} NACA. National HIV Strategy For Adolescents and Young People 2016-2020. <https://naca.gov.ng/national-hiv-strategy-adolescents-young-people/> (Drivers of the epidemic among AYP in Nigeria Pages 12-13)

^v National Population Commission (NPC) [Nigeria] and ICF. 2019. Nigeria Demographic and Health Survey 2018. Abuja, Nigeria, and Rockville, Maryland, USA: NPC and ICF.