



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

ENGAGEMENT OF LAB CONSULTANT (NISRN, Project Stellar)

July , 2021

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Engagement of Lab Consultants (NISRN Project Stellar)** . The purpose of this assignment is as follows: The consultant will provide technical support to key NiSRN activities under the Laboratory Systems component of the RSSH II grant.

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: Procurement Unit at National Agency for the Control of AIDS (NACA) Ground Floor No. 3 Zinginchor 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 Lab Consultant (Project Stellar)

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: Laboratory Systems Team Lead

1. Background

This role will focus on the implementation of key NiSRN activities under the Laboratory Systems component of the RSSH II grant. This would involve the implementation of a specimen referral network through Nigeria Postal Services (NIPOST) in the two pilot states of Abia and Taraba. In addition, this role would also support the coordination of Project Stellar and the implementation of the recommendations of the GlobalFund based on the LFA review of the upgrade of 74 laboratories done under RSSH I.

This position reports to the Senior Technical Specialist, Laboratory Systems NACA/RSSH Program Management Unit.

To this end, NACA will engage Lab Consultant (Project Stellar)

2. Goal and Objectives

- Drives the implementation of the recommendations of the NiSRN evaluation.
- Supports the strategic design and monitors the implementation of the operational plan for pilot of integrated specimen movement through NIPOST in Abia & Taraba states.
- Supports the integration of all diseases of public health importance into the national integrated specimen referral network.
- Directly monitors and manages the consultancy firm that would be engaged to handhold NiPOST.
- Supports the development of concept notes and guidance documents in relation to NiSRN interventions and activities.
- Supports the operationalization of standard biosafety and biosecurity practices in the laboratory and at the NIPOST facilities as it is required in the guidelines and manual.
- Supports the senior technical specialist in monitoring and tracking the sustainability plan for NiSRN under RSSH II grant

- Set up and monitors the SLAs and services provided by the 3PL that would be responsible for the transportation of EID and Viral Load specimens for bi-annual retesting from molecular laboratories to the National External Quality Assessment Laboratory (NEQAL).
- Monitors and supervise the renovation and other related activities at the supported 74 laboratories.
- Works with the TSOs in the implementation of the Project Stellar workplan as approved by the GF.
- Coordinates meetings of stakeholders on Project Stellar.
- Contributes to developing communication products including but not limited to success stories, fact sheets, technical briefs, abstracts and publications.
- Represents the project within the laboratory stakeholder's community.
- Perform other duties as may be assigned

Expected deliverables:

- a. Inception report with first two weeks of commencement of the consultancy.
- b. Monthly progress report (linked to (i) milestones on the final workplan for the NiSRN improvement activities, (ii) milestones on the workplans for the NEQAL activities and (iii) milestones on the workplan for Project Stellar) throughout the duration of the consultancy.
- c. Final report on the pilot of integrated sample referral in Abia and Taraba states.
- d. Final report on the renovation and other related activities at the supported 74 laboratories.
- e. SLA with engaged vendor for the transportation of EID and Viral Load specimens retesting from molecular laboratories to the National External Quality Assessment Laboratory (NEQAL)

Qualification and work experience

1. BMLS or Bachelor's degree in Medical Laboratory Science; Plus, Master's degree in Public Health, Medical Laboratory Science or other related fields
2. Current practicing license with the Medical Laboratory Science Council of Nigeria
3. At least six (8) years post-qualification experience working on laboratory systems strengthening, of which at least three (3) years must be related to integrated specimen referral network.
4. Knowledge of standard biosafety and biosecurity practices is essential.
5. Experience working on a nationwide laboratory system strengthening project is essential.
6. Experience working on a Global Fund or donor funded laboratory system strengthening project.
7. Understanding of global public health issues, systems and stakeholders in Nigeria, and of laboratory system strengthening activities in the context of a health system strengthening effort.
8. Experience managing, supervising and teaching laboratory staff.

9. Experience in specimen management and logistics as it relates to Laboratory system strengthening interventions in HIV, TB & Malaria programs.
10. Experience in documentation of programmatic outcomes through operational research would be an advantage.
11. Ability to travel to project sites as may be required.
12. Strong analytical and verbal communication skills.
13. Excellent written and spoken communications skills in English.
14. Strong skills in using word processing, spreadsheet, database and presentation software

3. Duration:

The duration of the consultancy is Twelve Months.

4. Number of Consultant Required-One (1)

5. 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

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 **“Lab Consultant (Project Stellar)”** 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 Thursday 12 noon of 9th August , 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.

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 /Months in (currency)</i>	<i>Number of Months</i>	<i>Total (currency)</i>
	12	

(3) *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 - First 5 days
2. Progress Reports - Every Month
3. Draft Final Report - One Month before contract expiration
4. Final Report - One week after Expiration of expiration

**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%

QCBS method will be applied for contract award.