



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 THE SERVICES OF A CONSULTANT TO
REVIEW/REVISE TORs FOR POLICE ACTION COMMITTEE ON AIDS
(PACA) TO BE INCLUSIVE OF INTERNAL/EXTERNAL ROLES FOR NPS IN
NATIONAL HIV AND TB RESPONSES.**

AUGUST 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 Zingunchor 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 :

1. (a) Terms of Reference ;
2. (b) Model of Curriculum Vitae ;
3. (c) Model of Letter for submitting the Proposal ;
4. (d) Form for Observations of the Consultant on the Terms of Reference ;
- 5.

Yours sincerely,

Bage Dawuda
Head Procurement
For Director General

Terms of Reference

As the HIV and TB epidemics in Nigeria evolve, certain groups or sub-populations continue to experience high disease burdens, poor health outcomes, human rights violations, poor access to justice and other serious issues despite the significant expansion of the national responses over the last decade. In addition, there are many structural level factors that increase vulnerability to HIV and TB, these include serious challenges related to the protection and promotion of human rights for those most at risk of acquiring HIV or TB, and the significant negative public health consequences this entails individually and collectively. In services provision, components of access to justice are not available in all locations. The law enforcement and other duty bearers need to address stigma and discrimination among other human rights violations in the provision of services.

Key stakeholders across all sectors of the multi-sectoral HIV and TB responses in Nigeria are intensely aware of the presence and effects of human rights and gender-related barriers and are fully engaged in programmes to reduce or remove them. Despite such efforts, however, progress to improve the effectiveness and impact of HIV and TB programmes across all population groups, in all their diversity, remains less than optimal.

In view of these and to ensure greater achievement of the set goals of the national response, there is need for capacity strengthening of the officers of Nigeria Police Service to integrate interventions to remove barriers to HIV and TB services for public health promotion and protection.

1. Objective of the engagement

- To review/revise TORs for Police Action Committee on AIDS (PACAs) to be inclusive of internal/external roles for NPS in national HIV and TB responses.

2. Tasks for the consultants

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

- Sharing of existing GHR-SRT ToR with key stakeholders
- Collation of comments and recommendations.
- Drafting of the revised PACA ToR that is inclusive of internal/external roles for NPS in national HIV and TB responses.
- Sharing and collation of inputs from stakeholders on the draft ToR.
- Finalization of the of the ToR.

3. Expected Deliverable

- Reviewed/revise TORs for Police Action Committee on AIDS (PACAs) inclusive of internal/external roles for NPS in national HIV and TB responses.

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 award or job completion certificate 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
- Good team worker and result-driven
- Excellent facilitation, communication and writing skills is essential
- Excellent analytical skill is essential
- Excellent interpersonal skill is desirable.

5. Duration of consultancy

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

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 "the services of a consultant to review/revise tors for Police Action Committee on aids (PACA) to be inclusive of internal/external roles" 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 **Monday 29th August, 2022 by 12 noon these** Includes two days of making enquiries, The submission 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> |
|------------------------------------|-----------------------|-------------------------|
|------------------------------------|-----------------------|-------------------------|

(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