



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 CONSULTANTS FOR THE  
REVIEW AND VALIDATION OF GUIDELINES/SOPS,  
HANDBOOK AND OTHER GHR JOB AIDS FOR HIV  
& TB PROGRAMMES BACKGROUND**

August 2022

# NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

## INVITATION TO TENDER

10<sup>th</sup> August 2022

### A. Preamble

The National Agency for the Control of AIDS (NACA) has received funding from Global Fund in continuance of the pursuit of its statutory responsibilities for HIV/AIDS treatment, care & Support and strengthening of health systems in Nigeria by further addressing the gaps in the National HIV prevention and treatment program.

In its efforts to achieve and strengthening of community routine monitoring and surveillance system for the non-health sector the Agency is therefore, seeking for qualified professionals who specialized in **Reviewing and Validation of Guideline/SOP, Handbook and other GHR Job Aids for HIV & TB Programmes**. In compliance with the provisions of the Public Procurement Act 2007, the Agency, therefore invites technical proposal and Priced Quotations from reputable consultants for the immediate engagement of their services:

### B. Pre-qualification requirement

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

The requisite qualifications of the Lead Consultant shall include the following:

- Curriculum Vitae (CV) and cover letter
- Doctorates Degree in the social sciences and/or public health with relevant specialization including gender, human rights, law, psychology, diversity studies, or sexual and reproductive health
- At least 8 years' experience in HIV/ key populations and must be familiar with health and non-health sector in HIV/AIDS and TB programming
- At least 5 years' experience in HIV / key population, must be familiar with safety and security, access to justice, legal literacy, GHR IEC materials development in appropriate languages, expert in online modules respectively.
- 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.

The requisite qualifications of the 5 Consultants shall include the following:

- At least Master's Degree in the social sciences, law, or public health 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 and TB programming
- At least 3 years' experience in HIV / key population must be familiar with safety and security, access to justice, legal literacy, GHR IEC materials development in appropriate languages, expert in online modules based on the area of competency applied for.
- 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

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 QCBS basis of comparison 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**

### **Terms of Reference for Feasibility Study on Medically Assisted Therapy (MAT)**

#### **Background**

It is evident that human rights have serious implications for the spread and impact of HIV on individuals and communities. A lack of respect for human rights fuels the spread and exacerbates the impact of HIV. Thus, the nexus between HIV and human rights is demonstrated in its disproportionate incidence and spread among certain groups which, depending on the nature of the epidemic and the prevailing social, legal and economic conditions, include women, men who have sex with men, people who inject drugs and female sex workers amongst others. With regard to programmes to reduce social-cultural, human and environmental barriers to HIV and TB services, interventions that will improve the knowledge, skills and coordination role of multisector structures (government and private sector levels) on gender, patient rights into institutional programmes and services are required. Addressing these barriers will improve access to and utilization of HIV and TB services by general, key and vulnerable populations. The National Agency for the Control of AIDS (NACA) is collaborating with partners plans to review programming tools for the provision of safety security, access to justice including setting up a functional paralegal system, emergency assistance for KPs, PLHIV, AGYW and other HIV & TB vulnerable groups for accessing shelter, food, clothing, medical and legal services as might be needed in the HIV/AIDS response in Nigeria. Thus, the services of five (5) co consultants are required to cover all the areas of competency and a lead consultant to harmonize and ensure due diligence for all relevant documents.

#### **TASKS FOR THE CONSULTANTS**

Under the technical guidance and overall supervision of the Community Prevention and Care Support Department:

**The Lead Consultant will:**

- a) Facilitate preliminary discussions during the review and validation workshops for all the documents
- b) Ensure the consultants collate comments and recommendations of all relevant stakeholders for all the required programming documents
- c) Work with each consultant, harmonize and ensure due diligence on all the documents.
- d) Drafting of workshops reports reflecting recommendations.

**The Five (5) Co Consultants will:**

- a) Conduct desk review on existing programming tools that covers all their areas of competency (a) safety and security (b) access to justice (c) legal literacy (d) GHR IEC materials in appropriate languages (e) expert in online modules.
- b) Develop the content for the documents to fill the identified gaps covering all areas of competencies as stated in (a) above
- c) Develop the presentation slides covering all areas of competencies for capacity building workshops.

**EXPECTED DELIVERABLES**

- i. Availability of guidelines/SOPs for the provision of safety security, access to justice, legal literacy, emergency assistance funds for KPs, PLHIV & AGYW service providers, service users for KPs, PLHIV & AGYW & other HIV & TB vulnerable groups
- ii. Availability of GHR SBCC materials for KPs, PLHIV & AGYW service providers, service users for KPs, PLHIV & AGYW & other HIV & TB vulnerable groups in communities in appropriate languages and for online trainings

**EXPERIENCE/QUALIFICATION OF THE CONSULTANTS**

**The requisite qualifications of the Lead Consultant shall include the following:**

- Doctorates Degree in the social sciences and/or public health with relevant specialization including gender, human rights, law, psychology, diversity studies, or sexual and reproductive health
- At least 8 years' experience in HIV/ key populations and must be familiar with health and non-health sector in HIV/AIDS and TB programming

- At least 5 years' experience in HIV / key population must be familiar with safety and security, access to justice, legal literacy, GHR IEC materials development in appropriate languages, expert in online modules respectively.
- 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 the requisite qualifications of the 5 Consultants shall include the following:**

- At least Master's Degree in the social sciences, law, or public health 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 and TB programming
- At least 3 years' experience in HIV / key population must be familiar with safety and security, access to justice, legal literacy, GHR IEC materials development in appropriate languages, expert in online modules based on the area of competency applied for.
- 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

#### **DURATION OF CONSULTANCY**

Each consultant shall work over a period of 20 days to deliver on the assigned tasks.

#### **FINANCIAL RESOURCES**

Funding source: Global Fund

#### **Remuneration**

The consultant will be paid based on the approved Global Funds budget for all the activities on a verified report after the completion of the assignment.

## **GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS**

- a. The detailed CV must be in English Language and submitted in one (1) hard copy 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 “**Reviewing and Validation of Guideline/SOP, Handbook and other GHR Job Aids for HIV & TB Programmes**” 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. Position applying for should be indicated either as **lead consultant** or **co-consultant**.
- c. **Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of **Wednesday, 24<sup>th</sup> August, 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 CV**

***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

## **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](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**

- Late submissions will not be accepted.
- NACA shall verify any or all documents and claims made by applicants and will disqualify consultants with falsified documents and claims.
- If it is determined that submitted documents and claims have been falsified, the consultant may face prosecution in a court of Law.
- NACA shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- 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.
- 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: \_

Membership in Professional Societies: \_\_\_\_

Detailed Tasks Assigned: \_\_

Nationality: \_\_\_\_\_

**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:

. 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**

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- 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 Accommodation			
			<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:	<b>60</b>
1) Adequacy for the assignment	50
2) Experience in Opioid Substitution Therapy (OST) Study	10
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
<b>Total points for criterion (I &amp; ii):</b>	<b>100</b>