



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 CONSULTANT ON THE KP /AGYW
LEARNING COLLABORATION**

OCTOBER 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 Zinguinchor 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 ;

Yours sincerely,

Bage Dawuda
Head Procurement
For Director General

TERMS OF REFERENCE

Learning Collaborative Workshop for Key Populations, Adolescents Girls and Young Women and their sexual partners

- ✓ Facilitate and provide technical leadership for the design, development, planning and implementation of the learning collaboration.
- ✓ Compile a compendium of good/promising practices from the KP and AGYW learning collaborative.
- ✓ Harness and analyze KP and AGYW data to contribute to abstracts, policy briefs, infographics information sheets etc.
- ✓ Produce knowledge products on HIV among KPs and AGYW in Nigeria. Translate work done into abstracts and papers to facilitate evidence dissemination
- ✓ Build the Capacities of implementers and programme planners on HIV programmes for the KP and AGYW
- ✓ Establish communication channels and collaborations for continued learning, knowledge exchange and application
- ✓ Provide a consolidated report for the Learning Collaboration

Key Skills and Experience:

- At least Master's degree in Public Health, social sciences or related field.
- Minimum of three years' experience in programming for KP and AGYW within the sector (Health, Education and social protection)
- Extensive knowledge of reporting procedures, best practices, guidelines and tools for monitoring, evaluation and learning
- Excellent organizational skills
- Excellent writing skills and communication in English
- Experience working with HIV/AIDS National response stakeholders.
- Previous experience working with target population will be a plus
- Ability to work within strict/tight deadlines.

Selection process

The procurement unit in collaboration with the Community Prevention and care services department will obtain three (3) CVs/profiles of reputable consultant using a procurement process to evaluate and select an appropriate consultant for the job.

Reporting

The consultant should unfailingly submit the report to the Director Community Prevention and Care Services through the Deputy Director Community Prevention Division, CPCS Department with seven (7) days of completion of each program component.

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

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 on the KP /AGYW learning collaboration

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.

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of **Thursday 20th October, 2022.** 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 Zinginchor 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