



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

**ENGAGEMENT OF DRUG MANAGEMENT SYSTEM CONSULTANT
AND NPSCMP PROGRAM MANAGER**

JANUARY, 2023

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 Drug Management system and NPSCMP Program Manager**. The purpose of this assignment is as follows: The consultant will provide technical support to key NEQAL 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 Zinguinchor 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,

Isah Waziri
Head Procurement
For Director General

A. TERMS OF REFERENCE

Engagement of NPSCMP Program Manager

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: RSSH HPMS Focal Person

Background

The Federal Ministry of Health through the National Product Supply Chain Management Programme (NPSCMP) of the department of Food and Drug Services in collaboration with implementing partners developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025. Some of the aims of this strategic plan are to optimize the performance of NPSCMP, the change driver for the strategic plan, integrate management of essential medicines and public health commodities, increase ownership and capacity at state levels as well as performance improvement in all Procurement and Supply Chain Management (PSM) areas.

NPSCMP is committed to optimizing health product supply chain services through strengthening capacities of every function area of the supply chain underpinned by a leadership that utilizes strategic information for learning and innovation.

In collaboration with implementing partners, NPSCMP recently developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025.

The Country will use the strategy to institute a government-led sustainable supply chain system that is responsive, reliable, agile and cost-friendly. This will be anchored on a mission to empower governments at the three levels to function effectively as stewards of the supply chain, collaborating to implement a single channel of service to the client. The supply chain design is to harness the strengths of existing health supply systems known as DRF/SMSS/DMA/SDSS and federal-managed public health supply chain programme system in a new model that fosters the integration of systems.

The task to drive the health supply chain in the new strategic direction and manage public health products (for HIV/AIDS, TB, Malaria, Family Planning etc.) in an integrated manner with essential medicines for an effective and efficient last mile delivery requires tremendous capacity and resources to implement. This will require amongst many others, excellent contract, financial, data and project management skills at all levels of governance. This is the basis for preparing NPSCMP on a set of new roles it must play as the lead programme in the country's supply chain management for healthcare products

Description and purpose of assignment

NPSCMP is currently building up her technical capabilities for new roles as the change driver for the strategic plan and the integrated management of public health products and essential medicines. This will lead to increased government ownership and performance

management of all supply chain functions. Therefore, NPSCMP is seeking to engage the services of Technical Assistants in

Project Management Expert will work as a part of the NPSCMP human resource and build capacity of the staff to increase the national resource pool of experts in managing the transition to the integrated model.

Their services will be needed to strengthen the existing state health supply system and capacitate state supply chain experts until the new model that fosters the integration of supply chain systems within the state is achieved as prescribed in the national SMSS guidelines.

He/she is expected to travel extensively within Nigeria or reside for a period within selected states and engage with relevant stakeholders. This engagement will be from January 2023 to December 2023, i.e. 12months.

Reporting line

The Project Management Expert, will work under the directive of the National Coordinator, through the relevant technical leads in NPSCMP to build the capacity of NPSCMP staff and other relevant stakeholders at the federal level and support the programme in achieving its set goals and mandate as it transit into the new strategic direction of National Health Products Supply Chain Strategy and Implementation Plan 2021-2025.

These consultants will work under the directive of the National Coordinator, through the relevant technical leads in NPSCMP, in collaboration with stakeholders in the states to strengthen the existing state health supply system in line with the national SMSS guidelines.

Scope of work:

i. Project Management Expert

- Stakeholder engagement and meeting
- Facilitation of meeting, workshop and seminars
- Desk review
- Needs assessment of NPSCMP
- Mobilize resources needed for the maturing of NPSCMP
- Act as the medium through which NPSCMP transmits all the needed capacities and other support to the states, ensure proper implementation and return feedback to NPSCMP
- Support state to conduct a situation analysis of the state health supply system
- Detect inadequacies in the state health supply system and recommend corrective actions.
- Mobilize resources needed for the maturing of the state health supply system
- Map out stakeholders and engage extensively.
- Development of training curricular/manual and supply chain and financial documents
- Development and Review of guidelines, SOP, manual and other relevant document with NPSCMP.

- Support conduct of training of national participants Consult technical team to identify and reach targeted health facilities in terms of coverage
- Support states to put systems in place that will ensure compliance to standards in managing health commodities.
- Monitor compliance to the recommendations outlined in the strategy and guideline
- Report writing
- Submit technical report to NPSCMP
- Any other duty that may be assigned by the National Coordinator, NPSCMP

Services to be provided

- a) This involves enormous organizational capacity optimization for NPSCMP and coordination of all the supply chain management system
- b) Support the development of a training curricular/manual
- c) The technical expert will monitor the program landscape for risks, and opportunities to optimize the use of the resources through quality-centric approaches, continuous and contingent resourcing, alignment of grant implementation methodologies based on fitness to budget, expected target, implementation climate and stakeholders' considerations.
- c) Provide technical support to the PIU in the preparation and effective response to crises through managing stakeholders by engagement, strategic communication, collaboration, agreement and consensus so as to maintain core functions and re-organize in response to specific conditions.
- d) The Project management expert will work in collaboration with the Senior PSM Specialist Expert and support the NPSCMP specifically on mainstreaming every operational efficiency of the program towards achieving organizational growth and goals, while providing strategic direction and support for the procurement and supply chain management (PSM); and strengthening activities of the NPSCMP.
- e) Provide in-house hand holding to the team in all dimension of implementation to align all the deliverable to targets through mainstreaming all the short term technical assistance provided on the grant.
- f) Demonstrate capacity to plan and organize one's work effectively, including support to design, planning and implementation of projects, management of data and reporting.
- g) Strong analytic skill and strategic thinking including a sound understanding of the framework of PSM and project management.
- h) Ability to use knowledge and reasoning to identify the strength and weaknesses of alternate solutions, conclusions and approach to problem.
- i) Submit technical report of the exercise to NPSCMP.

Duration of work: September 2021 to December 2023.

Output of deliverable:

1. Report of the Technical Assistance by Project Management Expert and Senior PSM Specialist Expert in a format provided by NPSCMP
2. Monthly Report of the technical support provided to NPSCMP and states in a format provided by NPSCMP

3. Development of relevant documents

Qualification

The prospective candidate for this assignment shall possess the required minimum education

▪ **Project Management Expert:**

- a) a university degree in Public Health, Pharmacy, Bioscience/Sciences, Project management, Clinical Pharmacy, Health Economics or Management
- b) Master's degree in public health, Bioscience/Sciences, Project management or related field. (Please you need to be very clear on the minimum qualification).
- c) requisite professional certification (Please be precise on the specific certification required). A minimum of Ten (10) years cognate experience in public and/or private sector including health organizations is highly desirable. (Desired years of experience in what field?)
- d) Experience / understanding in establishing DRF schemes or significant experience in operating, managing and evaluating DRF schemes in Nigeria or other sub-Saharan African countries. (What is the minimum years?)
- e) A minimum of ten (10) years of progressively responsible professional level experience in Health Logistics, Hospital Pharmacy practice, Medication management
- f) Knowledge of the major issues affecting health products supply chain management and financing in Nigeria. (How can you measure or ascertain this?)
- g) Good experience in strategic planning, operations management, organizational and change management, policy formulation and development are required
- h) Experience in working with government partners and other stakeholders in public sector development programs
- i) In-depth knowledge of Nigeria health system with emphasis on Essential Medicines Management, supply chain systems, National Drug Policy, public health etc.
- j) Competence in Logistics system design
- k) Experience of working effectively within a matrix management / project management environment
- l) Experience in the development of national tools and documents. (Please be precise with the kind of national tools).
- m) Experience of working on donor funded projects = Global Fund, PEPFAR etc. (How many years precisely)
- n) High proficiency in IT
- o) At least 7 years of experience in supply chain project management
- p) Past experiences in similar assignment Fluent in English (written and oral communication)
- q) Skills in IT
- r) Fluent in English (written and oral communication)

3. 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).

A. TERMS OF REFERENCE

Engagement of Drug Management System Consultant

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: NPSCMP Program Manager

Background

The Federal Ministry of Health through the National Product Supply Chain Management Programme (NPSCMP) of the department of Food and Drug Services is driving the set-up of a client-oriented supply chain system across states as a pathway to achieving optimal efficiency and effectiveness in the delivery of medicines and other health products to Nigerians.

In collaboration with implementing partners, NPSCMP recently developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025.

The Country will use the strategy to institute a government-led sustainable supply chain system that is responsive, reliable, agile and cost-friendly. This will be anchored on a mission to empower governments at the three levels to function effectively as stewards of the supply chain, collaborating to implement a single channel of service to the client. The supply chain design is to harness the strengths of existing health supply systems known as DRF/SMSS/DMA/SDSS and federal-managed public health supply chain programme system in a new model that fosters the integration of systems.

In August 2020, under the phase 1 of RSSH grant, NPSCMP supported the survey of the current DRF/SMSS/DMA/SDSS models and operations implemented at various states in Nigeria. This was followed by the development of Guidelines for a Sustainable Medicines Supply System. These Guidelines are to provide direction for States in setting up a Sustainable

Medicines Supply System and launch them on a maturity profile for the integration of public health products and essential medicines and the provision of a more comprehensive package of care under one roof.

Description and purpose of assignment

NPSCMP is looking to hire the services of 1) a drug management system consultant and 2) a finance management system consultant to strengthen the existing state health supply system and capacitate state supply chain experts until the new model that fosters the integration of supply chain systems within the state is achieved as prescribed in the state SMSS guidelines. He/she is expected to travel extensively within Nigeria or reside for a period within selected states and engage with relevant stakeholders. This engagement will be for 24 months.

Reporting line

These consultants will work under the directive of the National Coordinator, through the relevant technical leads in NPSCMP, in collaboration with stakeholders in the states to strengthen the existing state health supply system in line with the state SMSS guidelines.

Scope of work:

Drug management system consultant

- Act as the medium through which NPSCMP transmits all the needed capacities and other support to the states, ensure proper implementation and return feedback to NPSCMP
- Support state to conduct a situation analysis of the state health supply system
- Detect inadequacies in the state health supply system and recommend corrective actions.
- Mobilize resources needed for the maturing of the state health supply system
- Map out stakeholders and engage extensively
- Provide technical support to states to conduct quantification, procurement, warehousing and distribution of PHP and EM
- Support states with determination of exemption policies
- Support states through advocacy to deploy required human resource.
- Support states with appropriate training and capacity building on various aspects of the reform namely; warehouse upgrade, last mile delivery , strong management system, facility upgrade, etc
- Support states with use of appropriate devices and technology (as may be deployed by NPSCMP)
- Consult technical team to identify and reach targeted health facilities in terms of coverage
- Support states to put systems in place that will ensure compliance to standards in managing health commodities.
- Monitor compliance to the recommendations outlined in the strategy and guideline
- Periodically assess state DMAs for strengthening and maturing to pre-set minimal standard for the integration
- To benchmark state DMAs using the score card and DMA maturity tool to know their maturity level
- To develop state road map based on identified gaps for monitoring and facilitate their progress with an aim of strengthening their health supply systems
- Any other duty that may be assigned by the National Coordinator, NPSCMP

Duration of work: 12 months

Output or Deliverable:

1. Monthly Report of the technical support provided to NPSCMP and states in a format provided by NPSCMP

Qualification

Drug management system consultant

The prospective candidate for this assignment shall possess the required minimum education:

- a) University degree in Pharmacy.
- b) A minimum of four (4) years' experience working with National Product Supply Chain Management Program

Required minimum experience:

- a) A minimum of fifteen (15) years cognate experience in public and/or private sector including health organizations is highly desirable
- b) Significant experience / understanding in establishing DRF schemes or significant experience in operating, managing and evaluating DRF schemes in Nigeria or other sub-saharan African countries
- c) A minimum of ten (10) years of progressively responsible professional level experience in Health Logistics, Hospital Pharmacy practice, Medication management
- d) Knowledge of the major issues affecting health products supply chain management and financing in Nigeria
- e) Good experience in strategic planning, operations management, organizational and change management, policy formulation and development are required
- f) Experience in working with government partners and other stakeholders in public sector development programs
- g) In-depth knowledge of Nigeria health system with emphasis on Essential Medicines Management, supply chain systems, National Drug Policy, public health etc
- h) Rich background in health economics/pharmacy-economics
- i) Sound knowledge of Nigeria drug market and public procurement policy
- j) Experience in public health coordination, leadership, governance, innovation and rewards
- k) Competence in Logistics system design
- l) Experience of working effectively within a matrix management / project management environment
- m) Experience in the development of national tools and documents
- n) Experience of working on donor funded projects = Global Fund, PEPFAR etc
- o) High proficiency in IT

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 two (2) hard copies each **(one original & One 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 **“NPSCMP Program Manager or DRF Consultant”** 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 27th January, 2023. 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 Zinginchor 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.

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]

Date : _ _
Day/Month/Year

Full Name of Candidate :

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*

*Rate /Months
in (currency)*

Number of Months

Total (currency)

(3) *Reimbursables*

Rate

Units/Days

Total

(a) (International)

(Local)

Travel + Taxi

(b) Local

Transportation

(c) Communications

(d) Hotel Accommodation

Sub-total (2)

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%