



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

Engagement of a Scientific Editor for the professional review and editing of the national key populations (KP) HIV and STI consolidated service delivery guideline

February, 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 a Scientific Editor for the professional review and editing of the national key populations (KP) HIV and STI consolidated service delivery guideline.** The purpose of this assignment is as follows:

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,

Isah Waziri
Head Procurement
For Director General

A. TERMS OF REFERENCE

Engagement of a Scientific Editor for the professional review and editing of the national key populations (KP) HIV and STI consolidated service delivery guideline

Location: Abuja

Grade: Consultant

Project / Program: HIV

Reports To: CPCS Department

Background

The 2018 Nigeria AIDS Indicator and Impact Survey (NAIIS) showed that the national HIV prevalence is higher among key populations than in the general population. It is as high as 46% for female sex workers (FSW), 37% for men who have sex with men (MSM) in certain locations, while people who inject drugs (PWID) account for up to 9% of new HIV infections in Nigeria. HIV prevalence among FSW is 15.5%, MSM 25.0%, PWID 10.9% and transgender persons 28.8% (IBBSS 2020). The overall HIV prevalence was 2.8% among people in prison – double that reported in the general population, which is 1.3% (National Assessment of HIV and AIDS and Health Services Situation in Nigerian Prisons, 2018).

NACA worked with stakeholders providing interventions for Key populations in Nigeria in the development of the national key populations (KP) HIV and STI consolidated service delivery guideline. This guideline is part of government's efforts and commitment to dealing with the negative societal and programmatic impact of drug use, sex work and same sex practice among men, including driving the sexually transmitted infections and HIV. It underscores and outlines the key service delivery strategies and factors for considerations in key population service delivery (access, acceptability and affordability).

1. OBJECTIVES OF THE CONSULTANCY

- To scientifically edit the developed national key populations (KP) HIV and STI consolidated service delivery guideline.

2. DELIVERABLES

- To produce a reviewed and edited copy of the document for printing.

3. EXPERIENCE/ ELIGIBILITY CRITERIA

- Master's Degree in public health or social sciences
- Minimum of 8 years' experience in HIV programming and must be familiar with health and non-health sector HIV programming in relation to HIV & AIDS.
- Demonstrate with evidence of good understanding of the General HIV/AIDS situation in sub-Saharan Africa and in Nigeria in particular.
- Should have demonstrable writing skills in developing strategic documents and other technical reports and publications.

4. DURATION OF CONSULTANCY

The consultant shall work over a period of 10 days.

5. REMUNERATION

He/she will be paid after confirmation of completion of job by the user

Number of Consultant Required-One (1)

6. 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).

7. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

The Request for Proposal (RFP) can be downloaded from this link;

8. 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 “**Engagement of 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 21st February , 2023. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

9. 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

10. 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 Consultant with the most Quality Proposal will be considered for engagement