



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

## Time-Based Payments

**Engagement of MONITORING and EVALUATION OFFICER - NiSRN (GF RSSH II)**

**March 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 MONITORING and EVALUATION OFFICER - NiSRN (GF RSSH II)** . The purpose of this assignment is as follows: The consultant will provide technical support to key the Medical Laboratory Services Division of the Federal Ministry of Health (FMOH/MLSD), NCDC, NACA and other key stakeholders on the monitoring and evaluation of key data/indicators on NiSRN activities.

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 Zingunchor 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 M&E Officer for NiSRN-RSSH**

This position reports to the Director, FMOH-MLSD

#### **Responsibilities:**

1. Contribute to the M and E system strengthening processes- documentation of lessons learned and improving data collection, analysis, reporting, and quality assurance processes.
2. Contribute to the development and revision of NISRN's performance frameworks/monitoring plans and other relevant M & E documents in line with best practices.
3. Contribute to and provide timely data for the preparation of routine and periodic programmatic reports for the NiSRN supported activities and other GF programmes especially Laboratory RSSH project in NISRN.
4. Support the preparation of reports e.g., quarterly, annual and other programme reports in a timely manner.
5. Assist in the identification of potential implementation problems and bottlenecks,
6. Develop information products, briefs, and success stories for dissemination to stakeholders.
7. Contribute to assessment, evaluation and operations research design, implementation, and reporting of GF-supported projects.
8. Under the supervision of the DMLS, the M & E officer shall provide training, and technical support to relevant officers at the sub-national and national levels.
9. Under the supervision of the DMLS, undertake on-site monitoring of activities, verify accuracy of data/reports and provide capacity development support.
10. Assist in coordinating and working closely with other departments to support effective monitoring, evaluation, and reporting of project/program activities/result
11. Support M & E-related deliberations and ensure effective result-driven stakeholder engagement processes.
12. Lead in the development and application of basic M&E tools required for effective project implementation

13. Work closely with relevant staff to mentor project staff on M&E activities and deliverables
14. Any other tasks as may be assigned by the Program Coordinator (Global Fund), to support the overall Management, Supervision, Monitoring and Evaluation of the implementation of the Program.

## **Qualifications**

- Bachelor's degree in epidemiology, biostatistics, public health, information management, economics, or relevant subject matter with at least 4 years professional experience in M&E and data analysis in Public
- Knowledge and experience in project-level or state/national-level ME system implementation.
- Experience in implementing GF project would be an added advantage
- Experience in data collection, analysis, management, and development of reports. (Microsoft excel, SPSS, STATA, GraphPad Prism, etc.)
- Experience with health information management systems and relevant platforms, such as the DHIS 2; SORMAS.
- Proven ability to use MS Office software (especially Word, PowerPoint, and Excel) is essential. Experience with other computer programs such as Power BI, SPSS, Epi info, Stata and any other data analysis software would be an advantage.
- Knowledge of health programs in developing countries in general and Nigeria specifically.
- Sensitivity to cultural differences and understanding of the social, political, and ethical issues surrounding public health
- A high degree of proficiency in written and spoken English communication.
- Ability to work well with others - colleagues, consultants; states and private sector laboratories.
- Ability to work remotely, manage tight deadlines and deliver high volumes of work with minimal supervision.

3. Number of Consultant Required-One (1)
4. Duration: April 2023- December 2023

## 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).

## 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 “**Engagement of M&E Officer for NiSRN**” 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 24<sup>th</sup> March, 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 Zinguinchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

Email: [procurement@naca.gov.ng](mailto: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](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**

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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*

*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)

<i>Activity (Work)</i>	<i>periods</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

**ANNEX B**  
**CONSULTANTS REPORTING REQUIREMENTS**

<b>Reports</b>	<b>Date</b>
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:	<b>60</b>
1) Adequacy for the assignment, Workplan and Methodology	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40

**Total points for criterion (I & ii): 100**

Quality Based selection will be adopted as evaluation criteria