



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

### Time-Based Payments

**Engagement of NATIONAL AND SUBNATIONAL CONSULTANTS FOR RESEARCH ON THE SCOPE OF PRACTICE OF NON-FORMAL HEALTH CARE PROVIDERS IN NIGERIA**

**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 of NATIONAL AND SUBNATIONAL CONSULTANTS FOR RESEARCH ON THE SCOPE OF PRACTICE OF NON-FORMAL HEALTH CARE PROVIDERS IN NIGERIA.**

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 NATIONAL AND SUBNATIONAL CONSULTANTS FOR RESEARCH ON THE SCOPE OF PRACTICE OF NON-FORMAL HEALTH CARE PROVIDERS IN NIGERIA**

Mother-to-child transmission of HIV remains an important public health issue in Nigeria. In 2019, Nigeria accounted for the largest number of new infections among children, with an estimated 22,000 new HIV infections (UNAIDS, 2020a). According to the UNAIDS estimates, only 37% of pregnant women were tested for HIV in 2019, and of those that tested positive, only 43% received ART (UNAIDS, 2020a).

The low uptake of maternal services is one of the factors responsible for the inadequate coverage of PMTCT service in Nigeria. Recent estimates indicate that about 67% of pregnant women receive antenatal care from a skilled provider at least once and 39% deliver in a health facility (NPC & ICF, 2019). Approximately 20% of deliveries are assisted by non-formal providers such as Traditional Birth Attendants (TBAs), with wide variations across the states.

Non-formal health care providers such as TBAs are an important but currently underused resource for PMTCT scale-up in Nigeria. The TBAs play considerable roles in the provision of care for pregnant women in Nigeria, particularly in the rural areas (where two-third of the population lives). TBAs have filled an unmet public health need by providing for pregnant women who cannot or will not access formal health facilities for care. In some countries where TBAs have become well integrated into the healthcare system, they are increasingly involved in providing preventive health services to pregnant women (Chi and Urdal 2018; Saremnto, 2014; Wilunda et al., 2017). TBAs in Nigeria have fully been involved and participated in training on infection control, modern obstetrics, family planning, the use of cell phones to report maternal and child health events which have significantly impacted the quality of services they provide. However, they have been poorly integrated into the formal health care system. A review by Amutah-Onukagha et al of studies done in Nigeria suggest that improving the policy environment would help in harnessing the potential of this underutilized resource in addressing some challenges of maternal and child health

While the need to strengthen the health system to ensure skilled birth attendant for all deliveries is imperative in the long term, the present reality in Nigeria requires intermediate and urgent action. If effectively engaged, TBAs and other non-formal health care providers could bridge the gap between communities and the formal health sector, contributing to the uptake and coverage of PMTCT services. To this end, NACA in collaboration with relevant partners (Department of Family Health and National AIDS and STI Control Program of the Federal Ministry of Health) began the development of a framework for the engagement of non-formal health care actors to improve PMTCT services towards achieving elimination of mother-to-child transmission of HIV.

#### **1. JUSTIFICATION FOR TECHNICAL CONSULTANTS**

The finalization of the framework started by NACA and other stakeholders will require the services of competent consultants to carry out the research component of the pending activities. Consultants with the requisite skills and capacity are needed to conduct quality research that will inform the development of a robust

and evidence-based framework that will be acceptable to all stakeholders and can guide the effective engagement of non-formal healthcare providers for PMTCT service delivery.

## **2. OBJECTIVE**

To gather quality data on the current scope of practice of non-formal health care providers, including the size, utilization and quality of care delivery and how well they engage in the provision of PMTCT services (referral and linkage) in six states across the six geopolitical zones in Nigeria.

## **3. SCOPE OF WORK**

The national and subnational consultants will work closely with stakeholders, including NACA, the Department of Family Health and the National AIDS and STI Control Program of the Federal Ministry of Health in conducting the research. The specific tasks will include:

(i) National consultant:

- Develop a protocol for the research
- Develop interview guides and questionnaire for the research
- Facilitate the finalization of interview guides and questionnaire with stakeholders
- Conduct training for the field workers/data collectors
- Participate and oversee the data collection
- Analyze the data and interpret the results
- Make recommendations based on the findings
- Present the findings to stakeholders

(ii) Subnational consultant:

- Support the states in the recruitment of the field workers/data collectors
- Conduct training for the field workers/data collectors
- Participate in and oversee the data collection in their respective states
- Support data analysis and interpretation of the results

## **4. TIME FRAME**

(i) National Consultant: The engagement will be for 32 days.

- Development of protocol, questionnaires, and tools: 5days
- Training of subnational consultants on protocol, interview guides and questionnaires: 2 days
- Data cleaning, collation and analysis: 20 days
- Report writing: 5 days

(ii) Subnational Consultants: The engagement will be for a period of 20 days.

- State Entry and training of data collectors - 4days (2 days per state)

- Field work (data collection): 14 days (7 days per LGA)
- Report writing: 2 days

## 5. DELIVERABLES

The final deliverables of the consultants will be a detailed report of the research, that will include the executive summary, background, methods, results, and recommendations. The report is to be made available in both soft and hard copies

## 6. COMPETENCIES REQUIRED

(i) National consultant:

- Advanced degree in medicine, public health, obstetricians and gynaecologists, health planning, health economic, social sciences or other related fields
- A minimum of 10 years' research experience in maternal and child health, prevention of mother-to-child transmission of HIV or other related fields
- Proficiency in quantitative and qualitative data analysis
- Good communication and writing skills

(ii) Subnational consultants:

- Degree in medicine, public health, health planning, health economic, social sciences or other related fields
- A minimum of 5 years' research experience in maternal and child health, prevention of mother-to-child transmission of HIV or other related fields
- Good communication and writing skills
- Familiarity with the study site

### Position Available

- One National Consultant
- 6 Sub National Consultants

## 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 Consultant National/Sub National**” 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 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 Zingunchor 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 Days*

*Total (currency)*

(3) *Reimbursables*

*Rate*

*Units/Days*

*Total*

(a) (International)

(Local)

Travel + Taxi

(b) Local

Transportation

(c) Communications

(d) Hotel Accomodation

*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:	<b>60</b>
1) Adequacy for the assignment ,Workplan, Methodology	60
(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>

**Note: Quality Based Selection will be adopted as procurement method**