



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

ENGAGEMENT OF CONSULTANT FOR CSS

April, 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 Consultant for CSS Jigawa, Ekiti, Nasarawa, Gombe, Kaduna and Cross River State**. The purpose of this assignments are as follows:
 - To develop, validate and disseminate an Advocacy Communication and Social Mobilization Framework for Community Based Health Insurance in line with Jigawa state approved work plan of the RSSH grant (2021-2023)
 - To support the Jigawa, Nasarawa, Gombe and Kaduna state RSSH Programme Coordination Unit to implement state-led health systems strengthening activities
 - To domesticate, validate and disseminate the Nigerian National Framework for Community Based Health Insurance in line with Jigawa state approved work plan of the RSSH grant (2021-2023)
 - To support Ekiti state in the implementation of state-led activities
 - The LGA Coordinators will work with facilities/ LGA/PHC team in Cross River State to support referral coordination in each selected LGA, to build the capacity of Community and facility structures to improve referral coordination and Capacity Building Plan implementation as well as entrench quality service delivery and general project coordination in the selected LGA.
 - To support the Programme Coordination Unit (PCU) for timely implementation of M&E activities in Abi, Boki, Obudu, Odukpani and Yala LGAs of Cross River State
 - To conduct an End-line evaluation/assessment survey of the SSHDP II in Nasarawa State

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

POSITION AVAILABLE FOR CONSULTANCY

- Jigawa State Consultant For The Development Of Advocacy Communication And Social Mobilization Framework And Advocacy Toolkit
- Jigawa State RSSH Technical Specialist.
- Jigawa State Consultant For Domestication Of Community Based Health Insurance Framework
- State Engagement Advisor Ekiti State
- Nasarawa State RSSH Technical Specialist
- Gombe State RSSH Technical Specialist
- Kaduna State RSSH Technical Specialist
- M&E consultant in Cross River State to support private facility integration in the provision of HIV/AIDS, TB and Malaria services.
- LGA consultant coordinator (private facilities) across five selected LGAs of Odukpani, Abi, Boki, Yala and Obudu In Cross River State.
- Consultant to conduct an End-line evaluation/assessment survey of the SSHDP II in Nasarawa State

A. TERMS OF REFERENCE

JIGAWA STATE CONSULTANT FOR THE DEVELOPMENT OF ADVOCACY COMMUNICATION AND SOCIAL MOBILIZATION FRAMEWORK AND ADVOCACY TOOLKIT

1. Background

As an approach to achieving the set targets of the key performance indicators of the Jigawa state work plan on Community Based Health Insurance in fourteen (14) selected Local Government Areas (LGAs) for a Resilient and Sustainable System for health, a frame work is needed for Advocacy, Communication and Social Mobilization (ACSM). The framework is to serve as an important tool that will ensure the buy-in of all the relevant stakeholders and as well facilitate positive policy direction by the state and local governments towards sustaining and scaling up the Community Based Health Insurance to all the communities in the state. The ACSM framework therefore, essentially should provide the foundation for covering the larger proportion of unemployed population who do not have access to formal sector health insurance in line with the Sustainable Development Goals and achieving universal health coverage.

2. Goal and Objectives

1. To develop, validate and disseminate an Advocacy Communication and Social Mobilization Framework for Community Based Health Insurance in line with Jigawa state approved work plan of the RSSH grant (2021-2023)
2. To develop and validate an Advocacy Toolkit for Community Based Health Insurance in line with Jigawa state approved work plan of the RSSH grant (2021-2023)

3. Scope of work

The consultant will support the Programme Coordination Unit (PCU) for the timely development, validation and review of ACSM Framework and Advocacy Toolkit as detailed below.

- Lead the development of the Community Based Health Insurance ACSM Framework
- Facilitate the validation and dissemination of the framework that can strengthen ACSM activities in line with the socio-cultural peculiarities of the state
- Provide an orientation to ACSM committee members to understand how to link and coordinate demand generation and ACSM activities for Community Based Health Insurance.
- Support the state in the development and finalisation of advocacy toolkit that will promote acceptability, scalability and sustainability of community based health insurance

Reports to: The consultant will report to the director program JICHMA on technical matters, and to the PCU Coordinator on contractual and operational matters.

4. Expected deliverables

- ACSM framework for CBHI developed
- Advocacy tool kit for CBHI developed
- Process report

5. Duration of Consultancy

- Eight (8) days

6. No of consultant required

- One consultant in Jigawa

7. Required Qualification /Experience:

- Master's degree in one of the following or related fields: Public health, health promotion and/or communication. International public health, or other social sciences.
- At least 5 years of experience working in the state health system
- Experience developing and validating ACSM tools and framework
- Strong analytical and report-writing skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval).

**TERM OF REFERENCE (TOR)
JIGAWA STATE RSSH TECHNICAL SPECIALIST**

1. Background

The Global Fund through NACA is supporting Jigawa State to scale up Community Based Health Insurance. As an approach to achieving the set targets of the key performance indicators of the Jigawa state work plan on Community Based Health Insurance in fourteen (14) selected Local Government Areas (LGAs) for a Resilient and Sustainable System for health, a technical specialist on community-based health insurance is needed to provide the needed technical support to the state. The success recorded in the piloted LGAs is critical for the sustainability of the intervention and can also provide the basis for scaling up to other LGAs.

The consultant “Technical Specialist” will focus on providing technical support for programme activity processes, support the PCU to set up the tools and system that will ensure accurate, timely and complete reporting of programmatic information on the Global Fund grant to Jigawa State, including the progress update and disbursement requests, and other task assigned by the PCU Coordinator and reporting to the NACA Global Fund team.

2. Goal and Objectives

To support the state RSSH Programme Coordination Unit to implement state-led health systems strengthening activities.

3. Scope of work

The State RSSH Technical Specialist will support the Programme Coordination Unit (PCU) for the timely implementation of activities as detailed below.

- 1) Provide technical and programmatic support for the high-quality implementation of approved grant activities in accordance with the approved work plan, budget and national/state guidelines and in compliance with the policies and procedures of the Global Fund.
- 2) Take responsibility for meeting the Global Funds routine programme reporting requirements for the state. And ensure accurate, timely and complete reporting of programmatic information on the Global Fund grants to the PR including the PUDRs and other reporting to the Global Fund.
- 3) Provide strategic information analytic support to the PCU. H/She is expected to be skilled in program/project management, visualization and transforming data into readable, goal-driven reports to support health system response
- 4) Lead and facilitate Monitoring, Evaluation and Learning activities
- 5) Produce working papers, articles, success stories, and newsletters related to RSSH grant activities.
- 6) Work with the PCU to strengthen implementation of grant activities. He/she will work closely with other PCU members and state M&E staff (as appropriate) to ensure development of technical capacity.
- 7) Provide technical support to the PCU for tracking the KPI as identified in the M&E framework
- 8) Provide necessary support to the state in the preparation of disbursement requests and retirements of activities
- 9) Provide necessary support to the state in the preparation of periodic progress updates on Global Fund grant activities as required
- 10) Participate in any other activities related to the above functions and handle other project-related duties assigned by the PCU Coordinator

Reports to: PCU Coordinator

4. Expected deliverables

- Monthly activities report in line with the KPIs for project activities
- Timely retirement of all the implemented project activities
- Quarterly presentation to the state stakeholders on the progress of the project

5. Duration of Consultancy

- One consultant in Jigawa

6. No of consultants required

- Nine months

7. Required Qualification /Experience:

- Degree in Health Sciences, MBBS, Public Health, Statistics, Epidemiology or equivalent
- Minimum 6 years' experience in monitoring and evaluation of Malaria or TB or HIV programs and experience in the management information systems in the public sector
- Training and experience in logical framework, project management and setting up of program evaluation systems in health programs
- Demonstrated experience in designing and implementing M&E systems, performance frameworks, project management, and program/project evaluations within the health sector
- Experience in the monitoring and implementation of Global Fund grants is an added advantage.
- Familiarity with the MoH health management information system is an added advantage
- Familiarity with planning and management of health insurance or health finance programs/schemes is an added advantage
- Ability to work independently and within a team and interact effectively to meet deadlines
- Strong management and planning skills of project tasks and budgets.
- Strong analytical and report writing skills.
- Excellent organizational skills and ability to work under pressure and to meet tight deadlines.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval)

TERM OF REFERENCE (TOR)

JIGAWA STATE CONSULTANT FOR DOMESTICATION OF COMMUNITY BASED HEALTH INSURANCE FRAMEWORK

1. Background

In an effort to pilot the community based health insurance in Jigawa state, a National guideline is needed to serve as a framework that can provide the state the needed guidance using appropriate national strategies for implementation of community based health insurance in the fourteen (14) selected Local Government Areas (LGAs) for a Resilient and Sustainable System for health. The

framework is to serve as an important tool that will guide the state to implement the community based intervention in line with the National strategies and guideline for implementation, that can go a long way in significantly improving the health indices of the unemployed section of the population that are not covered by the formal health insurance scheme. The framework therefore, essentially should provide the foundation and direction in line with the National strategies for covering the larger proportion of unemployed population who do not have access to formal sector health insurance in line with the Sustainable Development Goals and achieving universal health coverage.

2. Goal and Objectives

To domesticate, validate and disseminate the Nigerian National Framework for Community Based Health Insurance in line with Jigawa state approved work plan of the RSSH grant (2021-2023)

3. Scope of work

The consultant will support the Programme Coordination Unit (PCU) for the timely domestication and dissemination of the framework as detailed below.

- Desk review of studies, reports, key policies and the country's' strategic thematic documents, containing relevant information aligned with the community based health insurance, to identify potential Strategic Priority Areas, outcomes and outputs, for drafting the CBHI document.
- Drafting the full CBHI document and per the National Guidelines and templates, including the executive summary with a synthesis of the agreed Strategic Priority Areas (SPA), outcomes and outputs.
- Facilitation throughout the process of drafting and finalizing the CBHI framework document.
- Preparation of presentations for the CBHI finalization/validation meeting
- Support the validation and dissemination of the framework.
- Participate in any other activities related to the above functions assigned by the PCU coordinator

Reports to: The consultant will report to the director program JICHMA on technical matters, and to the PCU Coordinator on contractual and operational matters.

4. Expected deliverables

- Development of Jigawa State framework for Community Based Health Insurance including guidelines and necessary templates.
- Power point presentations for validation and finalization meeting

5. Duration of Consultancy

- 10 days

6. No of consultant required

- One consultant in Jigawa

7. Required Qualification /Experience:

- Master's degree in one of the following or related fields: Public health, health promotion and/or communication. International public health, or other social sciences.
- At least 5 years of experience working in the state health system
- Experience developing/domestication and validating framework either at the National or state level
- Familiarity with key public documents, strategies related to health insurance in Nigeria and globally
- Experience with HIV, TB & Malaria programs
- Leadership experience in management of health insurance programs and relationship with state government and civil society networks at leadership strategic level.
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval).

TERMS OF REFERENCE (TOR)

STATE ENGAGEMENT ADVISOR EKITI STATE

1. Background

The State Engagement approach of the RSSH grant 2021-2023 is designed to contribute to strengthening the health system through targeted interventions at the states for improved health outcomes. State engagement as an approach will involve empowering states and building states' capacity to plan, coordinate, manage and monitor ATM-related services and health systems strengthening efforts. States will also be supported to implement a package of CSS and ISD/QI interventions that will contribute to ATM-related results and health outcomes. Supported states will also benefit from the activities of modules I (PSM), II (HMIS), and III (Laboratory) that take place at state level, and some of these activities will even be intensified and/or scaled up. Ekiti state have been selected as one of the seven states to receive the RSSH support.

2. Goal and Objectives

- To support the state in the implementation of state-led activities

3. Scope of work

The State Engagement Advisor will support the Programme Coordination Unit (PCU) for timely implementation of activities as detailed below.

- Assist the PCU lead in providing technical and managerial leadership for grant implementation and coordination, ensuring highest level of project management skills are applied to achieve timely results.
- Work within project strategy and policy guidelines and makes accountable decisions concerning work responsibilities.
- Ensure that planned activities are implemented as approved, on schedule and meet technical requirements of the state, PR, country and the Global Fund.
- Ensure total compliance to the grant agreement between the PR and state government.
- Review state's quarterly workplans, budgets and activity concept notes ensuring they are of highest quality.
- Provide technical input for reprogramming exercises.
- Facilitate the process of timely submission of disbursement request by the state to NACA
- Track and ensure timely submission of retirement documents by the state
- Review Monitoring and Evaluation (M&E) data reports on a monthly, quarterly and annual basis and flag action areas to the PR.
- Ensure routine programme reporting requirements are met. And ensure accurate, timely and complete reporting of programmatic and financial information on the GF RSSH grant to the PR including the PUDRs and other reporting to the Global Fund.
- Coordinate and take responsibility for compilation of project report, including closeout report, to the PR, Global Fund and to national authorities as appropriate.
- Provide clear documentation of programmatic achievements and work with state and PR to publish best practices.
- Provide mentorship and coordinate capacity strengthening of PCU and relevant stakeholders in the states for optimum project performance
- Participate in any other activities related to the above functions

4. **Reports to:** RSSH PCU Coordinator

5. **Expected deliverables**

- Disbursement request (bi-monthly) submitted to NACA timely
- Adequate retirement documents submitted
- Routine progress reports on project activities
- Project Closeout report
- Minimum of three abstracts communicating the state's experiences related to RSSH investments

6. **Duration of Consultancy**

- Six months

7. **Number of Consultants Required**

- One consultant in Ekiti state

8. **Required Qualification /Experience:**

- MBBS or Master’s degree in Public Health, medical sciences or social sciences or other related fields.
- At least 10 years of experience working in the state health system
- Experience working on international donor-funded programs (Global Fund preferred) is added advantage.
- Experience designing and implementing health systems strengthening interventions
- Experience with HIV, TB & Malaria programs
- Leadership experience in management of public health programmes and relationship with state government and civil society networks at leadership strategic level.
- Strong leadership competencies in both the mobilization of teams on one hand; the design, development and mainstreaming of new processes or procedures, on the other hand.
- Experience at organizing and facilitating systems strengthening, capacity development and mentoring processes
- Ability to lead and guide strategy development with the State Ministry of Health (SMOH) and Civil Society networks, manage technical implementation of proposed project initiatives, as well as ability to supervise, mentor and coach project and government staff.
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval).

TERM OF REFERENCE (TOR)

RSSH TECHNICAL SPECIALIST (NASARAWA, KADUNA AND GOMBE STATE)

1 Background

The State Engagement approach of the RSSH grant 2021-2023 is designed to contribute to strengthening the health system through targeted interventions at the states for improved health outcomes. State engagement as an approach will involve empowering states and building states’ capacity to plan, coordinate, manage and monitor ATM-related services and health systems strengthening efforts. States will also be supported to implement a package of CSS and ISD/QI interventions that will contribute to ATM-related results and health outcomes. Supported states will also benefit from the activities of modules I (PSM), II (HMIS), and III (Laboratory) that take place at state level, and some of these activities will even be intensified and/or scaled up. Nasarawa, Kaduna, Jigawa and Gombe states are among the selected states to benefit from the above support. The selected states have developed state specific work plans to be implemented during the grant period. A technical specialist is needed to provide the needed technical support to states (Nasarawa, Kaduna and Gombe) in the implementation of their respective state work plans.

The consultant “Technical Specialist” will focus on providing technical support for programme activity processes, support the PCU to set up the tools and system that will ensure accurate, timely and complete reporting of programmatic information on the Global Fund grant to the State, including the progress update and disbursement requests, and other task assigned by the PCU Coordinator and reporting to the NACA Global Fund team.

2 Goal and Objectives

To support the state RSSH Programme Coordination Unit to implement state-led health systems strengthening activities.

3 Scope of work

The State RSSH Technical Specialist will support the Programme Coordination Unit (PCU) for the timely implementation of activities as detailed below.

1. Provide technical and programmatic support for the high-quality implementation of approved grant activities in accordance with the approved work plan, budget and national/state guidelines and in compliance with the policies and procedures of the Global Fund.
2. Take responsibility for meeting the Global Funds routine programme reporting requirements for the state. And ensure accurate, timely and complete reporting of programmatic information on the Global Fund grants to the PR including the PUDRs and other reporting to the Global Fund.
3. Provide strategic information analytic support to the PCU. H/She is expected to be skilled in program/project management, visualization and transforming data into readable, goal-driven reports to support health system response
4. Lead and facilitate Monitoring, Evaluation and Learning activities
5. Produce working papers, articles, success stories, and newsletters related to RSSH grant activities.
6. Work with the PCU to strengthen implementation of grant activities. He/she will work closely with other PCU members and state M&E staff (as appropriate) to ensure development of technical capacity.
7. Provide technical support to the PCU for tracking the KPI as identified in the M&E framework
8. Provide necessary support to the state in the preparation of disbursement requests and retirements of activities
9. Provide necessary support to the state in the preparation of periodic progress updates on Global Fund grant activities as required
10. Participate in any other activities related to the above functions and handle other project-related duties assigned by the PCU Coordinator

4 Reports to: PCU Coordinator

5 Expected deliverables

- Monthly activities report in line with the KPIs for project activities
- Timely retirement of all the implemented project activities
- Quarterly presentation to the state stakeholders on the progress of the project

6 Duration of Consultancy

- Nine months

7, No of consultants required

- One consultant each in Nasarawa, Kaduna and Gombe State

8. Required Qualification /Experience:

1. Degree in Health Sciences, MBBS, Public Health, Statistics, Epidemiology or equivalent
2. Minimum 6 years' experience in monitoring and evaluation of Malaria or TB or HIV programs and experience in the management information systems in the public sector

3. Training and experience in logical framework, project management and setting up of program evaluation systems in health programs
4. Demonstrated experience in designing and implementing M&E systems, performance frameworks, project management, and program/project evaluations within the health sector
5. Experience in the monitoring and implementation of Global Fund grants is an added advantage.
6. Familiarity with the MoH health management information system is an added advantage
7. Ability to work independently and within a team and interact effectively to meet deadlines
8. Strong management and planning skills of project tasks and budgets.
9. Strong analytical and report writing skills.
10. Excellent organizational skills and ability to work under pressure and to meet tight deadlines.
11. Excellent written and spoken communications skills in English.
12. Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
13. Experience using web-based applications (email, browsing, and literature retrieval)

TERM OF REFERENCE (TOR)

ENGAGEMENT OF LGA CONSULTANT COORDINATOR (PRIVATE FACILITIES) ACROSS FIVE SELECTED LGAS OF ODUKPANI, ABI, BOKI, YALA AND OBUDU IN CROSS RIVER STATE.

1. Background

NACA the PR of the Global RSSH grant 2021-2023 has engaged some selected states to strengthen its health system through implementation of targeted intervention at the states for improved health outcome. The engagement is aimed at empowering the states and building the states' capacity to plan, coordinate, manage and monitor ATM-related services and health systems strengthening efforts.

In view of the above, the Government of Cross River State has received financing from the Global Fund/NACA for the Resilient and Sustainable Systems for Health (RSSH) Project in the State. The State has prioritized the RSSH investment and shall use the funding to support strengthening the integration of private health facilities in HIV/AIDS, TB and Malaria (ATM) services in Cross River State. Private health facilities are poorly funded, under-supervised and poorly coordinated for any meaningful intervention in ATM service delivery. In this particular RSSH project that requires close collaboration between primary healthcare facilities with the private sector facilities, the LGA/PHC departments will require adequate capacity and strengthening for monitoring, coordination and supervision of private facilities if the objectives of the RSSH project are to be met. The Cross River State Resilient and Sustainable Systems for Health Programme Coordination Unit (PCU) intends accordingly to engage the Consultancy Services for 5 LGA Coordinators (One per LGA) for Abi, Boki, Obudu, Odukpani and Yala LGAs. The LGA Coordinators will be engaged in accordance with the Procurement process of the Global Fund/NACA.

The LGA Coordinators will work with facilities/ LGA/PHC team to support referral coordination in each selected LGA. The LGA Coordinators are expected to build the capacity of Community and facility structures to improve referral coordination and Capacity Building Plan implementation as well as entrench quality service delivery and general project coordination in the LGA.

2. Objectives

- To support referral activities at facilities, establishing and standardizing systems and procedures for ATM services.
- To maintain ongoing tracking and appropriate documentation on referrals to promote team awareness and ensure patient safety
- To ensure complete and accurate registration of patient referral at the facilities
- To build capacity of LGA and facility staff on referral coordination

3. Scope of work

The LGA Consultant Coordinators (Private Facilities) (one per LGA) will support the Programme Coordination Unit (PCU) for timely implementation of referral activities as detailed below:

- Maintain ongoing tracking and appropriate documentation on referrals to promote team awareness and ensure patient safety
- Organize patient information, ensuring complete and accurate registration, and providing appropriate clinical data in the facilities
- Support supervision and referral operations at facilities, establish and standardize systems and procedures for the use of ATM services
- Provide technical assistance to private facilities on referral coordination.
- Build the capacity of Community and facility structures to improve referral coordination and CBP implementation.
- Provide hands-on technical support to facility/LGA/PHC team to ensure quality service delivery and general project coordination in the LGA.
- Support strengthening of the private facility/LGA/PHC team and relevant stakeholders in each LGA.
- Submission of timely project reporting
- Participate in any other activities related to the above functions.

Reports to: PCU Coordinator

4. Expected deliverables

- Tracking of referrals in the selected LGAs of Abi, Boki, Obudu, Odukpani and Yala LGAs
- Establishment of standardized structures for referral coordination and CBP implementation.
- Strengthening and coordination of Private facilities to provide quality service in the selected LGAs
- Development and submission of monthly quality and timely project reports

5. Duration of Consultancy

- Six months

6. Number of Consultants Required

Five (One LGA Consultant Coordinator per LGA) in Odukpani, Abi, Boki, Yala and Obudu LGAs in Cross River State

7. Required Qualification /Experience:

- Degree or Diploma in Public Health, or social sciences or other related fields.

- At least 2 years of experience working in the LGA/state health system
- Experience working on international donor-funded programs (Global Fund preferred) is added advantage.
- Experience implementing health systems strengthening interventions
- Experience with HIV, TB & Malaria programs
- Experience at organizing and facilitating systems strengthening, capacity development and mentoring processes
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).

TERM OF REFERENCE (TOR)

ENGAGEMENT OF M&E CONSULTANT IN CROSS RIVER STATE TO SUPPORT PRIVATE FACILITY INTEGRATION IN THE PROVISION OF HIV/AIDS, TB AND MALARIA SERVICES.

1. Background

NACA the PR of the Global RSSH grant 2021-2023 has engaged some selected states to strengthen its health system through implementation of targeted intervention at the states for improved health outcome. The engagement is aimed at empowering the states and building the states' capacity to plan, coordinate, manage and monitor ATM-related services and health systems strengthening efforts.

In view of the above, the Government of Cross River State has received financing from the Global Fund/NACA for the Resilient and Sustainable Systems for Health (RSSH) Project in the State. The State has prioritized the RSSH investment and shall use the funding to support strengthening the integration of private health facilities in HIV/AIDS, TB and Malaria (ATM) services in Cross River State.

Private health facilities are currently poorly funded for ATM and have very poor monitoring and data performance tracking systems. The Cross River State Resilient and Sustainable Systems for Health Programme Coordination Unit (PCU) therefore requires the services of a Monitoring and Evaluation Officer. The consultant will be engaged in accordance with the Procurement process of the Global Fund/NACA.

The M&E Consultant will support the Programme Coordination Unit (PCU) for timely implementation of M&E activities in Abi, Boki, Obudu, Odukpani and Yala LGAs of Cross River State. She/he will monitor associated timelines of the project and ensure milestones are tracked, met and delivered. Support facilities with the provided data capturing tools to report performance data. Report data on referrals to and from private facilities, enrollment, service inputs/outputs, and share between facilities, LGAs, PCU and NACA. Support PCU, LGA team to conduct performance review meeting with all stakeholders and LGA leadership. And conduct capacity building as well as peer learning LGA/PHC team and relevant stakeholders in the 5 selected LGAs (Abi, Boki, Obudu, Odukpani and Yala) of the project.

2. Objectives

- Monitor associated timelines of the project and ensure milestones are tracked, met and delivered.

- Collate and report on monthly basis Performance data on the utilization of ATM services in private facilities, patient outcomes, etc.
- Support PCU to document Project progress reports including lessons learnt and the impact of RSSH investments in supported facilities.
- Provide technical assistance to the State, LGA/PHC departments and facilities for effective M&E service delivery

3. Scope of work

The M&E Consultant will support the Programme Coordination Unit (PCU) for timely implementation of monitoring and evaluation activities as detailed below.

- Report Performance data on the utilization of ATM services in private sector, patient outcomes, etc
- Document Project progress reports, lessons learnt and show the impact of RSSH
- Work with private facilities to ensure timely tracking by the facility and community workers
- Conduct capacity building as well as peer learning for LGA/PHC team and relevant stakeholders in the 5 selected LGAs (Abi, Boki, Obudu, Odukpani and Yala) of the project.
- Report the number of patients enrolled in the private sector service delivery to the PCU
- Support the Programme Coordination Unit (PCU) to implement CRS RSSH M&E plan
- Support LGA/PHC team and relevant stakeholders in each LGA on all M&E related activities
- Carry out other duties and responsibilities related to M&E as assigned by PCU Coordinator
- Participate in any other activities related to the above functions

4. Reports to: PCU Coordinator

5. Expected deliverables

- Track and report on the utilization of ATM services in the private sector.
- Document Project progress reports, lessons learnt and the impact of RSSH Abi, Boki, Obudu, Odukpani and Yala LGAs.
- Capacity building as well as peer learning for LGA/PHC team.

6. Duration of Consultancy

- 6 months

7. Number of Consultants Required

- One M&E Consultant

8. Required Qualification/Experience:

- Degree in Public Health, physical or social sciences or other related field.
- Minimum of two years of professional experience in the development of M&E systems and/or performance-based management as well as working in the LGA/state health system
- Experience working on international donor-funded programs (Global Fund preferred) is added advantage.
- Experience with HIV, TB & Malaria programs

- Leadership experience in management of public health programmes and relationship with LGA and civil society networks at leadership strategic level.
- Experience at organizing and facilitating systems strengthening, capacity development and mentoring processes
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval).

Terms of Reference

End-Line Evaluation Survey Consultant

1. Background

Health indicators in Nigeria remain poor, hence the National Council on Health (NCH) resolved and recommended five years Strategic Health Development Plan (SHDP) as an approach towards tracking and improving the entire country's health indices and outcomes, as part of the Government's overall strategy for development of the health sector.

Sequel to the above, the Federal Ministry of Health, in collaboration with State Ministries of Health, FCT Health & Human Services Secretariat (FCT-HHSS), and other stakeholders developed the second National Strategic Health Development Plan (NSHDP-II) 2018-2022. This Plan, which is the operational framework to the National Health Policy, is the guide to planning and implementation of health activities at the national and sub-national levels. Federal Departments, Agencies, and Parastatals (DAPs) as well as State Ministries of Health (including FCT-HSS) and their DAPs are to develop their Annual Operational Plans (AOPs) with respect to the NSHDP-II.

The Nasarawa State Ministry of Health through the RSSH II project with support from Global Fund and NACA is to conduct the Joint Annual Review (JAR) and Mid-Term Review (MTR) of NSHDP-II to assess/track the progress of implementation of the NSHDP-II against set milestones and targets for 2018-2022, identify key bottlenecks/challenges in the implementation, document best practices, and provide information for necessary decision making. The findings are to also generate evidence towards improving health sector performance.

2. Goal and Objectives

The objectives of the End-line evaluation/assessment survey of the SSHDP II in Nasarawa State are outlined as follows:

- i. To evaluate/assess the plan against the SSHDP II criteria in Nasarawa State and provide a narrative summary against each one and a score indicating the extent to which the plan has met each criteria;
- ii. To measure the outcome/impact indicators and the corresponding output as stated in the project results framework of the SSHDP II that are relevant to Nasarawa State;
- iii. Determine the level of progress made in the plan implementation based on the needs assessment outcomes;
- iv. Evaluate/assess the SSHDP II impact (both positive and negative) on cross cutting activities: PSM, HMIS, Laboratories and other ATM-related services in Nasarawa State

- v. To juxtapose policy briefs with planned output/impact to measure the extent of conformity of implementation to designs and guides

3. Scope of Work

The end-line evaluation/assessment survey is expected to be carried out within the context of the following criteria: relevance, effectiveness, efficiency, impact, and sustainability. The evaluator shall examine the following detailed activities within the context of the stated criteria:

i. **Relevance**

- Did the planned targeted intervention activities address the prioritized needs based on the SSHDP II designs in Nasarawa State?
- Were there adaptations in implementation plan/road map due to changing context in the core areas of the SSHDP II in Nasarawa State?

ii. **Effectiveness (project management arrangement)**

- Based on project monitoring data and achievement of indicator targets, to what extent has each of the expected planned -outcomes and their related outputs been achieved according to the work plan?
- How adequate is the management and monitoring arrangement of the SSHDP II?
- How have the various roles and responsibilities been able to collaborate and work together? Is there a clear understanding of roles and responsibilities by all parties involved?
- How effectively has the management and relevant stakeholders monitored SSHDP II performance and results?
- What has been the level of administrative, technical and policy support from the PCU?
- How effective is the SSHDP II monitoring system put in place? Is relevant information and data systematically collected and collated?

iii. **Efficiency**

- How efficiently have resources such as human resources, time, expertise, funds etc. been allocated and used to provide the necessary support and to achieve the broader SSHDP II objectives?
- To what extent are the SSHDP II activities carried out in consonance with the work plan as approved by the relevant authorities?
- To what extent are the disbursements and SSHDP II expenditures in line with expected budgetary plans for the core areas of RSSH (PSM, HMIS, laboratories, etc.) in Nasarawa State?

iv. **Impact**

- How has this SSHDP II applied the RSSH project design principles? Especially the key targeted intervention activities around the RSSH core areas (PSM, HMIS, Laboratories, etc.)
- What are the obvious and direct benefits that have accrued to the core areas of the RSSH (PSM, HMIS, Laboratories, etc.) from the SSHDP II activities?
- How have the SSHDP II activities implemented changed the functionality, operational procedures and speed, ease of access, proficiency, and other performance and operational indicators in the core areas of RSSH in Nasarawa State?
- How have the SSHDP II activities implemented created the incentives/need for human resource and operational capacity building in the core areas of RSSH in Nasarawa State?
- To what extent has the SSHDP II led to practice and behavioural change in the core areas of RSSH in Nasarawa State?

- What impact has the SSHDP II had on Professional and Non-professional personnel involved in the core areas of RSSH in Nasarawa State?

v. Sustainability

- How has the SSHDP II targeted intervention activities implemented empowered key staff and other health workers in the core areas of the RSSH in Nasarawa State?
- How have the SSHDP II activities implemented helped to support lasting impact on the community of users of the services provided in the core areas of the RSSH with special reference to new equipment introduced/refurbished, current software/technologies deployed?
- How were local stakeholders in the core areas of SSHDP II in Nasarawa State carried along throughout the project activities cycle?
- How sustainable are the benefits of the implemented targeted intervention activities of the SSHDP II in the core areas of the RSSH in Nasarawa State?
- What are the steps to be taken to enhance the sustainability of the impact of the SSHDP II in the core areas in Nasarawa State?

Terms of Reference for the consultant:

- Develop and finalize detailed proposed evaluation approach, methodology, sampling techniques, data collection tools and report writing format, work plan/timeline and key team members to be used in the evaluation survey. Provide overall leadership and technical support throughout the evaluation process (planning, data collection and analysis, synthesis of finding, recommendation and report writing)
- Facilitate meeting of the key stakeholders related to the evaluation.
- Present findings and recommendations for discussion and validation at a stakeholders' validation meeting
- Develop report containing finding, recommendations and priorities for the national response.
- Use inputs from the stakeholder's validation meeting to develop a final, clear and concise report that will form the consolidated report.
- Submit a process report on the consultancy highlighting achievements, lessons learned, challenges and recommendations for future exercises

4. Deliverables

- A detailed report of the findings of the evaluation survey of the core areas of SSHDP II in Nasarawa State using the prioritized areas for intervention as the bench mark (hard and electronic copies)
- The report should contain a comprehensive methodology used for the survey with special attention paid to the details of data collection instruments/tools of analysis used, sampling method applied (where necessary)
- A detailed results framework with end-line evaluation data entered in the relevant sections showing each indicator of impact, outcome and output
- An inception report that explain the understanding of the terms of reference (TORs), and objectives
- Data files of the statistical analysis and infographics shared in a retrievable electronic form

5. Reports to

- The PCU coordinator

6. Duration of consultancy

- 20 days

7. No of consultants required

- One (1) consultant required in Nasarawa state

8. Qualification/Relevant Experience

The end-line evaluation consultant shall possess the listed qualifications and have the relevant experience summarized below

- Master's in Public Health, Social sciences, Statistics or any relevant field
- 10 years of applied experience in quantitative and qualitative research skills and design, monitoring and evaluation (applicants should provide a copy of baseline/evaluation reports carried out previously)
- Proficiency in statistical software applications with proven skills in infographics design
- Strong background in participatory designs, evaluation methodologies and knowledge of evaluation results frameworks
- Excellent communication, writing and analytical skills
- Experience in working on international donor-funded programs is added advantage
- MUST possess strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred), capacity to present data using current infographics
- Experience using web-based applications (email, browsing, and literature retrieval).

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
- Candidates are expected to bid for only one position. Candidate who apply for more than one position will be disqualified

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 for CSS (State the position of application)**” 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 April, 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

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*

<i>Rate/Months/Days (Specify in (currency)</i>	<i>Number of Months</i>	<i>Total (currency)</i>
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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	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40

Total points for criterion (I & ii): 100

Note: Candidate will be assessed and awarded based on the most quality technical scores obtained.