



FEDERAL REPUBLIC OF NIGERIA

THE NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

INVITATION TO TENDER

for

One National Consultant and Three State Consultants Services

Time-Based Payments

ENGAGEMENT OF A CONSULTANT FOR THE END TERM EVALUATION
OF THE PMTCT-RMNCAH+N INTEGRATION PILOT PROJECT IN THREE
STATES: AKWA IBOM, ANAMBRA, AND KADUNA

MARCH, 2023

NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

INVITATION TO TENDER

21st March, 2023

A. Preamble

Nigeria has the highest burden of mother-to-child transmission of HIV worldwide. With an estimated 22,000 new HIV infections among children (0-14 years) in 2019, Nigeria accounted for 15 percent of the global HIV infections among children. 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 antiretroviral therapy. The prevention of mother-to-child transmission of HIV (PMTCT) program in Nigeria is primarily based in health facilities with little or no linkage between facility and community structures. Also, a significant percentage of pregnant women deliver outside formal health facilities.

While the PMTCT programme, as envisaged by World Health Organization (WHO), has four (4) prongs, the Nigeria programme over the years has placed much emphasis on prong three (3) with less attention to other prongs. Efforts at the integration of reproductive, maternal, newborn, child and adolescent health and nutrition (RMNCAH+N) and PMTCT are still at its lowest ebb as there are few facilities and health care workers (HCWs) with the capacity to deliver expected services that will ensure integration.

In the bid to close this gap, the PMTCT-RMNCAH+N integration project in three states (Abia, Anambra, and Kaduna) was supported by Global Fund through the National Agency for Control of AIDS, with the overall goal of increasing the uptake and retention in care along the entire PMTCT cascade. The activities under project include: Inauguration of national and state levels technical committee and periodic committee meetings; diagnostics and programme intelligence gathering, development and production of training curriculum, manuals and SOPs/job aids; Selection and capacity building for health care workers and community volunteers (CHIPS Agents); Demand generation for PMTCT and RMNCAH+N Services; Referral, follow up and tracking of clients.

The Agency is therefore, seeking for qualified professionals in **End Term Evaluation of the PMTCT-RMNCAH+N Integration Pilot Project in three States: Akwa Ibom, Anambra, and Kaduna States**. In compliance with the provisions of the Public Procurement Act 2007, the Agency, therefore invites reputable consultants to submit their CVs for the immediate implementation of the activity:

B. Pre-qualification requirement

To qualify for consideration, interested consultants are required to submit CVs including the under listed documents:

National consultants:

1. Curriculum Vitae (CV)/Cover Letter
2. Advanced degree in medicine, public health, obstetricians and gynaecologists, health planning, health economic, social sciences or other related fields
3. A minimum of 10 years' experience in evaluation of public health interventions
4. Proficiency in quantitative and qualitative data analysis
5. Good communication and writing skills
6. Technical Approach, Methodology and workplan

State consultants:

- Curriculum Vitae (CV)/Cover Letter
- Bachelor's degree in medicine, public health, health planning, health economic, social sciences or other related fields
- A minimum of 5 years' experience in evaluation of public health interventions
- Good communication and writing skills
- Familiarity with the state
- Technical Approach, Methodology and workplan

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: 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 QCBS of individual qualifications (Curriculum Vitae and Experience)

The following forms are attached:

- (a) Terms of Reference;
- (b) Model of Curriculum Vitae;
- (c) Model of bid for submitting the Proposal;
- (d) Form for Observations of the Consultant on the Terms of Reference;
- (e) Breakdown of Activity/cost estimate

TERMS OF REFERENCE

END TERM EVALUATION OF THE PMTCT-RMNCAH+N INTEGRATION PILOT PROJECT IN THREE STATES – BL89

1. BACKGROUND AND CONTEXT

Nigeria has the highest burden of mother-to-child transmission of HIV worldwide. With an estimated 22,000 new HIV infections among children (0-14 years) in 2019, Nigeria accounted for 15 percent of the global HIV infections among children. 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 antiretroviral therapy. The prevention of mother-to-child transmission of HIV (PMTCT) program in Nigeria is primarily based in health facilities with little or no linkage between facility and community structures. Also, a significant percentage of pregnant women deliver outside formal health facilities.

While the PMTCT programme, as envisaged by World Health Organization (WHO), has four (4) prongs, the Nigeria programme over the years has placed much emphasis on prong three (3) with less attention to other prongs. Efforts at the integration of reproductive, maternal, newborn, child and adolescent health and nutrition (RMNCAH+N) and PMTCT are still at its lowest ebb as there are few facilities and health care workers (HCWs) with the capacity to deliver expected services that will ensure integration.

In the bid to close this gap, the PMTCT-RMNCAH+N integration project in three states (Abia, Anambra, and Kaduna) was supported by Global Fund through the National Agency for Control of AIDS, with the overall goal of increasing the uptake and retention in care along the entire PMTCT cascade. The activities under project include: Inauguration of national and state levels technical committee and periodic committee meetings; diagnostics and programme intelligence gathering, development and production of training curriculum, manuals and SOPs/job aids; Selection and capacity building for health care workers and community volunteers (CHIPS Agents); Demand generation for PMTCT and RMNCAH+N Services; Referral, follow up and tracking of clients.

2. JUSTIFICATION FOR ENGAGEMENT OF TECHNICAL CONSULTANTS

At the end of the PMTCT-RMNCAH+N integration pilot project, it is important to assess if the project's activities were implemented as intended, if the goals and objectives were achieved, and if the achievements can be attributed to the project. Conducting the end term

evaluation of the PMTCT-RMNCAH+N integration pilot project will require the services of competent consultants. National and state level consultants with requisite skills and capacity are needed to independently assess the success of the project, with the aim of using the evaluation results to inform and advocate for scaling up of the integration.

3. OBJECTIVE

To conduct end term independent evaluation of the PMTCT-RMNCAH+N integration pilot project in three states

4. SCOPE OF WORK

The national and subnational consultants will work closely with stakeholders, including the national and national and state technical committees. The specific tasks will include:

(i) National lead consultant (1)

- Develop a protocol for the process and outcome evaluation
- Develop interview guides, questionnaires and other tools for the evaluation
- Conduct data collection/interviews (especially of the managers of the project at the national level)/documents review
- Analyze the data and interpret the results
- Make recommendation based on the findings
- Present the findings to stakeholders

(ii) State consultant (3)

- Conduct field work/data collection/interviews/documents review
- Analyze the data and interpret the results
- Make recommendation based on the findings

5. TIME FRAME

(i) National lead consultant: The engagement will be for a period of 40 days.

- Development of protocol, questionnaires, and tools: 10 days
- Data collation, cleaning and analysis: data entry and cleaning will be done daily by the national consultant to ensure the quality of the data collated from the states: 21 days
- Report writing: 8 days

- Presentation to stakeholders: 1 day

(ii) State consultants: The engagement will be for a period of 16 days.

- Field work (data collection): 12 days
- Report writing: 4 days

6. DELIVERABLES

- Protocol for the evaluation
- Questionnaires, interview guides and other tools
- Evaluation report
- Dissemination report

7. 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' experience in evaluation of public health interventions
- Proficiency in quantitative and qualitative data analysis
- Good communication and writing skills

(ii) State consultants:

- **Bachelor's** degree in medicine, public health, health planning, health economic, social sciences or other related fields
- A minimum of 5 years' experience in evaluation of public health interventions
- Good communication and writing skills
- Familiarity with the state

8. TERMINATION OF APPOINTMENT

The appointment of the consultant(s) can be terminated at any point without notice if the consultant is found to be incompetent or if he/she carries out other activities that are found deleterious to the progress of the project.

GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- The detailed Proposal must be in English Language and submitted in three (3) hard copies each (**one original & two copies**) 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 "**End Term Evaluation of the PMTCT-RMNCAH+N Integration Pilot Project in three States**" 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.

- b. **Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of **Thursday, 20th 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.

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

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.

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]
Full Name of Candidate :

Date : ____
Day/Month/Year

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 /day in (currency)</i>	<i>Number of Days</i>	<i>Total (currency)</i>
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(2) *Reimbursables*

	<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
(a) (International)			
(Local)			
Travel + Taxi			
(b) Local			
Transportation			
(c) Communications			
(d) Hotel Accomodation			
			<i>Sub-total (2)</i>

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	50
2) Experience in Data Manager	10
(ii) Key professional qualifications and competence for the assignment: 40	
1) General qualifications	10
2) Methodology	10
3) Workplan	10
4) Technical Approach	10
Total points for criterion (I & ii):	100