



**FEDERAL REPUBLIC OF NIGERIA**

**REQUEST FOR PROPOSALS**

for

**Individual Consulting Services**

Time-Based Payments

**Engagement of Procurement Consultant**

**May2023**

## 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 an illustrator /graphics designer for the consolidated service delivery guideline on HIV and STI programme for key populations (KP)** . The purpose of this assignment is as follows: To work on the graphics of the consolidated service delivery guideline and produce a print ready PDF copy of the document.

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 Zinguinchor 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 Procurement Consultant

**Grade:** Consultant

**Project / Program:** RSSH/C19RM

#### Background

National Agency for the Control of AIDS coordinates the National HIV/AIDS response, providing guidance to all implementing entities, coordinating and reporting on the attainment of national objectives of the response while ensuring that resources are used in the most efficient manner. NACA's mandate is to ensure efficient and effective coordination of the national response leading ultimately to the attainment of universal access to HIV prevention, treatment, care and support services for all Nigerians.

NACA is the Principal Recipient of the C19 RM funding. This funding is largely focused on the procurement of goods and services and in order for the Agency to meet up with the increasing target, it has become paramount to engage 2 procurement consultants to support the timely completion of every procurement process with appropriate documentation.

#### Scope of work:

- Work with NACA Procurement, GFA, User unit in ensuring timeline are adhered to by all parties.
- Upon completion of every procurement process by the procurement unit, the consultant will update the procurement tracker as well as the procurement record.
- The consultant on directive of the Head of procurement, update the database of prequalified vendors.
- Develop and monitor procurement dashboard on current activities and projected timelines of completion.
- Support the preparation and review of all procurement plan and records.
- Work with Procurement unit to ensure timely completion of all procurement activities. Particularly, the Consultant must immediately develop dashboard on the following areas of delays:
- Duration between timeline indicated in the procurement plan and eventual initiation by the user department.

- Monitors and reports on contract performance against KPIs and requirements, identifying and undertaking corrective action as required
- Undertake other procurement-related activities that may be assigned by the Head Procurement unit.

## **2.1 Deliverables**

- Update procurement tracker
- Up-to-date database of prequalified vendors
- Procurement dashboard developed and maintained
- Up-to-date procurement plans and records
- Supported development of various procurement documents

## **2.2 Qualifications:**

- Minimum of First degree (BSc/HND) in Business Administration, Law, Engineering, Procurement, Social science, Scientific course, Economics, Public Health, or other related fields.

## **2.3 Skills/Experience:**

- A minimum of 3 years working experience in providing procurement support and advice to the preparation and implementation of programs and projects financed by the donors or any other similar institution in developing countries. Experience in public health will be an added advantage.
- Good networking skills and judgment are required while working within teams and when building professional relationships with procurement staffs and GF Grant PMUs.
- Ability to communicate effectively (written and oral) in English. Competence with standard MS Office software (Word, Excel, PowerPoint), preferably combined with knowledge and experience of SAP operations.
- Ability to meet tight deadlines and to work effectively in a multi-cultural environment.
- Experience and Ability in the development of dashboard and IT skills.

## **1.4 Duration of Consultancy**

- Six Months

## 6. Documents:

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience (max 2 page) and relevant supporting document.
- Detailed methodology and conceptual framework with expected deliverables and timelines, man days required (3-5 pages).
- Recent CV

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in installments based upon key outputs/deliveries (mentioned under payment schedule above).

## 7. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

## 8. GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

The detailed Proposal must be in English Language and submitted in two (2) hard copies each (**one original & One copy**) of the requested documents and proposal. The documents shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner “**Engagement of Procurement Consultant**” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgement to NACA office at the address below.

**Deadline for Submission:** The deadline for the submission of proposal should not be later than 12 noon of 2<sup>nd</sup> June , 2023. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

## 9. ADDRESS FOR INFORMATION AND SUBMISSION OF PROPOSALS

**Attention:**

**Head Procurement**

National Agency for the Control of AIDS (NACA)

Ground Floor Room 1.08

No. 3 Zinguinchor Street, Beside AEDC Office, Wuse zone 4, Abuja

## 10. GLOBAL FUND CODE OF CONDUCT

You shall get acquainted with the global fund code of conduct for suppliers using this link below:

[https://www.theglobalfund.org/media/3275/corporate\\_codeofconductforsuppliers\\_policy\\_en.pdf](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)*

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**

Monthly report is required before processing of payment

**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	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40

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

**Note: The Consultant with the most Quality Proposal will be considered for engagement. The Evaluation committee may adopt interview with shortlisted candidates should the need arise before award.**