



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

### Time-Based Payments

**Engagement of Contract management training for public health supply chain stakeholders in Nigeria**

**August, 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 Contract management training for public health supply chain stakeholders in Nigeria**

. The purpose of this assignment is as follows: Conduct a needs assessment to identify knowledge gaps in contract management

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 Contract management training for public health supply chain stakeholders in Nigeria

**Grade:** Consultant

**Project / Program:** RSSH

### Background

Nigeria is a top-priority country within the Global Fund (TGF) portfolio. It faces an extreme disease burden across all three diseases, with trailing health outcomes. The country has the world's greatest malaria burden and the second-largest burden of HIV and TB in Africa. The country is classified as a high MDR-TB burden country.

The current HIV, Malaria, and TB grants (2021-2023) seek to build on the results achieved through previous grants while contributing directly to the attainment of the National HIV, TB, and Malaria Strategic Plan goals and objectives by expanding access to prevention, treatment, care, and support interventions for both general and key populations. The National Supply Chain Strategy provides an overarching framework to guide investments to improve access to essential medicines and medical supplies to support health programs.

NPSCMP is currently building up her technical capabilities for new roles as the change driver for the strategic plan and the integrated management of public health products and essential medicines. In a bid to increase government ownership and performance management of all supply chain functions, there is a need for NPSCMP to empower the states to engage Third-Party logistics providers for supply chain functions, particularly the last mile distribution. The country is strengthening state infrastructure and systems to take an active and sustainable model for the supply chain management. Therefore, the Global Fund is seeking to engage a service provider to design and deliver structured and tailored contract management training for selected public health supply chain personnel (NPSCMP, program, and states).

### 1. Objectives

The service providers will work under the directives of the National Coordinator, through the relevant technical leads in NPSCMP to:

- Conduct a needs assessment to identify knowledge gaps in contract management.
- Design a tailored contract management training curricular/manual addressing identified gaps for public health supply chain stakeholders
- Coordinate and deliver training sessions for public health supply chain stakeholders for 5 days
- Coordinate a 4-weeks post-training support for NPSCMP participants to apply concepts from the training session.

## 2. Deliverables

The expected deliverables include:

- A capacity assessment report detailing gaps and training needs on capacity assessment
- Contract management training curriculum/manual
- Training report

**3. Timeline:** Given the urgency to rapidly implement the planned RSSH grant activities to realize benefits during the current implementation period, we expect the selected Service Provider to begin work plan implementation by **October 2023** for a period of 30-40 working days. This support is deliverable-based and a contract payment plan that will be agreed upon with the Global Fund, NACA, and NPSCMP at the start of implementation. The exact start and end dates of work plan implementation may vary slightly.

## 4. Requirements

The selected Service Provider will be a supply chain expert with the following qualifications and experience:

- At least a bachelor's degree in supply chain management, public health, or a related field from a recognized university .
- Supply chain certifications (CIPS, APICS, CSCP, or similar).
- At least ten (10) years post-qualification experience working in a supply chain of which five (5) years must have been in a senior management position with thorough understanding of health systems and public health issues in the Nigerian context. Legal background or experience will be a bonus.
- Experience working with the Global Fund, major donors, Principal recipients and/or other partners (USG, USAID, World Bank, BMGF, etc.) of diverse backgrounds.
- Experience designing and implementing health products supply chain interventions
- Good operational experience handling end-to-end supply chain processes for health commodities (from customs clearing procedures to use at service delivery points).
- Strong understanding of health supply chain systems and key health supply chain stakeholders in Nigeria.
- At least 5 years of experience working on nationwide health supply chain strengthening efforts, including projects supported by development partners is essential.
- The prospective service provider must, in addition, be very conversant with the National Supply Chain Strategy and Implementation plan 2021 - 2025
- Ability to communicate effectively in a cross-cultural environment both orally and written in English.

## 5. Technical Direction

The selected Service Provider will work under the overall guidance of the NACA and NPSCMP, with remote support from The Global Fund Supply Chain Team and the Nigeria Country Team.

Number of Participant- 35 persons

## 6. Scope of training

<b>Contract Management</b>
1. Public procurement

2. The sourcing process
3. Tender and Bid management
4. Understanding the healthcare supply chain including manufacturers, distributors, healthcare providers, and patients
5. Develop contracts including procurement contracts, service level agreements, and distribution contracts
6. Monitoring contracts including tracking deliverables, monitoring contract timelines, and identifying deviations from the contract
7. Managing contracts between different parties in the healthcare supply chain
8. Risk management including how to identify, assess and mitigate risks in the healthcare supply chain
9. Dispute resolution including mediation, arbitration, and litigation

## 1. DURATION OF CONSULTANCY

The consultant shall work over a period of 30-40 days

## 2. REMUNERATION

He/she will be paid after confirmation of completion of job by the user

Number of Consultant Required-One (1)

Location of Training: Nassarawa State

## 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 Contract Management 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 Thursday 12 noon of 4<sup>th</sup> September, 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 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

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

## 10. GLOBAL FUND CODE OF CONDUCT AND WHISTLE BLOWING POLICY

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). <http://www.theglobalfund.org/en/oig/>

Accepting this invitation shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

If the circumstances are such that reporting a suspicion as above is inappropriate, or if the person to whom it is reported is unable to assist, the issue may be reported to the NACA confidential helpline. This helpline is monitored by the Internal Auditor and is accessed as follows E-mail: [ispeakoutnow@theglobalfund.org](mailto:ispeakoutnow@theglobalfund.org) Free Telephone Reporting Service: +1 704 541 6918 Telephone Message - 24-hour voicemail: +41 22 341 5258 Fax - Dedicated fax line: +41 22 341 5257

## 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*

*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 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 (Methodology and work Plan)	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**