FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

Engagement of Data analytics (Advanced Excel and SPSS) 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** Conduct capacity assessment to determine data analytics/Excel capacities

. 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 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

Engagement of Data analytics (Advanced Excel and SPSS) training for public health supply chain stakeholders in Nigeria

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 has the second largest burden of both 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) seeks 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 the health programs.

Performance management and data analysis are key components of monitoring and evaluation and enables organizations track program implementation, routinely monitor expected changes over time and to evaluate the overall performance of the programs. The establishment of the National Health Logistics Management System has improved end to end visibility of the public health commodities. Additionally, data from the NHLMIS is used for planning and programming in the Supply Chain Program. The effective management and monitoring of Key Performance Indicators in the NHLMIS database, as well as triangulation of service data from the DHIS, is a critical gap that is needed by the NPSCMP data management, IT and M&E unit to effectively manage and analyze huge volumes of data contained in these databases. In order to translate data usage to improved Supply Chain Outcomes in-country, it is necessary to improve the skills required for effective data management.

As such building skills in data analysis using statistical software like STATA and SPSS is essential to analyze data and draw inferences from the derived data. Therefore, the Global Fund is seeking to engage a service provider to design and deliver a structured and tailored Data analytics (Advance Excel and SPSS) 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 capacity assessment to determine data analytics/Excel capacities.
- Design a tailored data analysis (Advanced Excel and SPSS) training curricular/manual for public health supply chain stakeholders
- Coordinate and deliver Data analysis (Advance Excel and SPSS) training sessions for public health supply chain stakeholders

2. Deliverables

The expected deliverables include:
- Report on capacity assessment detailing capacity gaps and training needs
- Data analysis (Advance Excel and SPSS) 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 with 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 an IT expert with the following qualifications and experience:
- At least a bachelor's degree in information management, research management, data analytics or related field from a recognized university A relevant Masters' degree together with at least 10 years' experience in information management (alternative)
- Relevant IT certifications such as Oracle certification, Microsoft certification or similar software development certification
- At least ten (10) years' experience conducting similar trainings in Advanced excel, SPSS and other data analytics packages.
- Experience working with the Global Fund, major donors, Principal recipients and/or other partners (USG, USAID, World Bank, BMGF, multinationals etc.) of diverse backgrounds.
- Good operational experience handling data, conducting advanced analytics using diverse applications, including MS Excel.
- Ability to communicate effectively in a cross-cultural environment both oral 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.

6. Scope of training

Proposed Content	
	(What is SQL? Purpose of SQL, who should learn SQL? What are the subsets of SQL? Data Definition Language, Data Manipulation Language, Data Control Language, and SQL vs. NoSQL)
1. Introduction	

2. Introduction to Databases and RDMBS	(What is a Database? Database Objects, Database Tables, Table Records, Types of Database Management Systems, Relational Database Management Systems, and SQL/Relational Databases vs. No SQL Databases)
3. Install a Database Engine	(Download MS SQL Server or Oracle or MySQL Database Engine, and Install. Launch SQL Server Management Studio, Select New Query, and launch SQL Query. Type SQL Commands and Execute.)
4. SQL Syntax	(Focus on SQL Syntax, SQL keywords, SQL is not case sensitive, SQL Comments, SQL Commands, and writing SQL Statements.)
5. SQL Data Types	(SQL Numeric data types, Date and Time data types, Character and String data types, Unicode character string data types, Binary data types, and Miscellaneous data types.)
6. SQL Operators	(SQL Arithmetic Operators, Comparison Operators, Logical Operators, and Bitwise Operators)
7. SQL Expressions	(SQL Boolean Expression, SQL Numeric Expression, and SQL Date Expression)
8. SQL Comments	(SQL Comments, Comments are used to explain sections of SQL statements, or to prevent the execution of SQL statements. Single-Line Comments, and Multi-line Comments)
9. SQL – Data Definition Language Commands and Operations.	(SQL Data Definition Language Commands, Create, Alter, Drop, Truncate, and Rename.
	Data Definition Language Operations, create a Database, Use Database, rename a Database, Drop Database, create a Table, Rename Table, add a Column to exiting Table, add multiple columns to existing Table, modify an existing column, rename a Column, drop a Column, truncate a Table, and Drop a Table.)

10. SQL – Data Manipulation Language Commands and Operations	(Data Manipulation Language Commands, SELECT, INSERT, UPDATE, and DELETE.
	Data Manipulation Language Operations, retrieving data from a table, inserting data into a table, updating existing data into a table, and deleting all records from a table.)
13. SQL – Data Control Language Commands	DCL includes commands such as GRANT and REVOKE which mainly deal with the rights, permissions, and other controls of the database system.
14. DCL Operations	(Providing the users, the access or privileges to the database objects, and taking back or cancelling the privileges or permissions previously allowed or denied to the users.)
15. SQL Functions	SQL has many built-in functions for performing calculations on data. SQL Aggregate Functions, SQL String Functions, SQL Date Functions, and SQL Scalar functions.
16. SQL Queries and Sub Queries	A Query is used to traverse over some data that may be of small or large quantity to find the needed information.
17. SQL Clauses	Clauses in SQL are similar to conditionals in high-level languages. We have a large variety in the SQL clauses like the Where clause, Union Close, Order By clause, etc.
18. SQL Joins	The SQL Joins clause is used to combine records from two or more tables in a database. A JOIN is a means for combining fields from two tables by using values common to each.
19. SQL Views	Views in SQL are kind of virtual tables. A view also has rows and columns as they are in a real table in the database. We can create a view by selecting fields from one or more tables present in the database.

20. SQL Indexes	An index is a schema object. It is used by the server to speed up the retrieval of rows by using a pointer. It can reduce disk I/O(input/output) by using a rapid path access method to locate data quickly.
21. SQL Transactions	Transactions are units or sequences of work accomplished in a logical order, whether in a manual fashion by a user or automatically by some sort of database program.
22. SQL Injection	SQL injection, also known as SQLI, is a common attack vector that uses malicious SQL code for backend database manipulation to access information that was not intended to be displayed. This information may include any number of items, including sensitive company data, user lists, or private customer details.
PYTHON	Advanced Excel
Python language basics, IPython, and Jupyter notebooks	**Using logical functions**
Built-in data structures, functions, and files	The IF function
NumPy basics: arrays and vectorized computation	Creating nested IF functions
Getting started with pandas	The IFS function
Data loading, storage, and file formats	AND and OR functions
Data cleaning and preparation	Combining logical functions
Data wrangling: join, combine, and reshape	
Plotting and visualization	**Working with Lookups**
Data aggregation and group operations	The VLOOKUP function
Time series	The HLOOKUP function
Advanced pandas	The XLOOKUP function (365)
Introduction to modeling libraies in Python	INDEX & MATCH
Data analysis examples	
Advanced NumPy	**Data Validation**

More on the IPython system.	Using data validation
	Setting criteria for entry of text, values and dates
	Creating a dropdown list
	PivotTables and PivotCharts
	Creating and rearranging PivotTables
	Using the PivotTable toolbar
	Creating PivotCharts
	Using Slicers to manipulate PivotTables
	Using analytical options
	Using Goal Seek
	Creating, saving and viewing scenarios
	Creating single input data tables
	Creating double input data tables
	Projecting with data tables
	Macros
	Creating macros
	Using the macro recorder
	Viewing and editing macro-VBA code
	Mail Functions – VBA • Using Outlook Namespace • Send automated mail • Outlook Configurations, MAPI • Worksheet / Workbook Operations Merge Worksheets using Macro • Merge multiple excel files into one sheet • Split worksheets using VBA filters • Worksheet copiers

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

Estimated Number of persons to be trained- 35

Number of Consultant Required-One (1)

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 Data Analytic 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 4th September2023 . 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
OR
Email: procurement@naca.gov.ng

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. 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 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 construe 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 <u>in reverse</u> 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.

_____   Date : _
[*Signature of consultant*]   *Day/Month/Year*

Full Name of Candidate :

C. Proposal

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.

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

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 (Methodology, Workplan)   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