



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

ENGAGEMENT OF CONSULTANT FOR Global Fund RSSH Consultant (Health Product Management)

September 2023

Letter of Invitation

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Engagement of Consultant to support Health Product Management- RSSH**

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 Zinginchor 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

Background

The consultant HPM position is designed to support the timely implementation of all the project's Health Product Management (HPM) system strengthening objectives. S/he will support the overall attainment of project objectives. H/her primary focus will be on ensuring project targets and deliverables related operations are of topmost quality and effectiveness.

KEY RESPONSIBILITIES

1. Provide technical input in the development of an integrated project plan in collaboration with the Senior Technical Specialist.
2. Provide hands-on technical support to the Sub-Recipients (SR) supporting the HPM strengthening module, ensuring highest level of project management skills are applied to the overall grant management results
3. Support the implementation of the activities of the program of the Resilient and Sustainable Systems for Health (RSSH).
4. Support the SR to develop concept notes and guidance documents in relation to interventions and activities
5. Lead SR to conduct periodic programme reviews and development performance improvement plans
6. Support capacity building for the corresponding HPM system strengthening sub-recipient (SR) staff and the state staff.
7. Support the implementation of the project learning agenda for improved outputs and outcomes.
8. Document programmatic status and achievements and feedback to the Senior Technical Specialist on a monthly, quarterly and annual basis.
9. Support the development of communication products including but not limited to success stories, fact sheets, technical briefs, abstracts and publications.
10. Represent the project within the state and local HPM stakeholders' community.
11. Support Nigeria Health Logistics Management Information System (NHLMIS) Laboratory content development and upgrade and development of SCMS-related data use products.
12. Participate in national Supply Chain Management Systems (SCMS) technical working group [TWG] meetings and other coordination platforms.
13. Support strengthening of Logistics Management Coordination Unit (LMCUs)
14. Participate in any other activities related to the above functions.

QUALIFICATION

1. Bachelor's degree in pharmacy, health sciences, supply chain/logistics; Plus Master's degree in Public Health, Supply Chain Management, natural and sciences or other related fields.
2. Minimum of 5 years' field level professional experience managing supply chain of disease programs.
3. At least 3 years' experience in program management; SR and stakeholder management

4. Good understanding of national HPM systems and practices.
5. Experience in logistics and supply chain data management and use.
6. Strong experience using the LMIS tools [electronic and paper-based] in Nigeria. Hands-on experience with NHLMIS will be an added advantage.
7. Experience working in complex stakeholder environments especially characterized by multiple tiers of governments, variety of implementers, Significant Donor presence
8. Experience designing lab/medicine logistics systems.
9. Strong analytical and verbal communication skills.
10. Excellent written and spoken communications skills in English.
11. Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
12. Experience using web-based applications (email, browsing, and literature retrieval).

Duration- Four Months (4Months)

5. Additional Documentation Required:

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

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 to Support HPM-RSSH”** 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 20th 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.

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 Zinguinchor Street, Beside AEDC Office, Wuse zone 4, Abuja
OR
Email: procurement@naca.gov.ng

9. GLOBAL FUND CODE OF CONDUCT

Fraud and Corruption

The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the selection process or in contract execution;
- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) “collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;
- (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a Contract.
- (v) The Purchaser shall reject a proposal for award if it determines that the Supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

Code of Conduct

“The Global Fund Code of Conduct for Suppliers”

Suppliers are advised to get acquainted with the global fund code of conduct for suppliers via the link provided below:

https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf

**Whistle blowing
and channel of
reporting
grievances and
infractions.**

“Whistle blowing Policy”

Suppliers are encouraged to send information on any infraction or grievances to the dedicated email account: ispeakoutnow@naca.gov.ng

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 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 (Methodology, workplan, experience)	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.