



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

CONSULTANT TO ADAPT THE NATIONAL HEALTH POLICY FOR ANAMBRA STATE and
CONSULTANCY FOR THE DEVELOPMENT OF E-REFERRAL DIRECTORY FOR HEALTH FACILITIES IN
GOMBE STATE

October, 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 Consultant for CSS Activities in states**

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 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,

A.I. Waziri
Head Procurement
For Director General

POSITION1- CONSULTANT TO ADAPT THE NATIONAL HEALTH POLICY FOR ANAMBRA STATE

POSITION 2- CONSULTANCY FOR THE DEVELOPMENT OF E-REFERRAL DIRECTORY FOR HEALTH FACILITIES IN GOMBE STATE

A. TERMS OF REFERENCE

CONSULTANT TO ADAPT THE NATIONAL HEALTH POLICY FOR ANAMBRA STATE

The Anambra State health policy framework will be developed to reflect current realities and trends in the state health and socio-economic indices and provide direction for attaining Universal Health Coverage (UHC) for the indigenes and work towards contributing immensely to the National achievement of the Sustainable Development Goals (SDGs). The Policy is imperative to addressing emerging health issues, especially epidemics in the state in alignment with provisions of National Health Act 2014, the new PHC governance reform of bringing PHC Under One Roof (PHCUOR), and Nigeria's renewed commitment to provisions of the 2019 Global Political Declaration on achieving Universal Health coverage by 2030. It has also become imperative to develop strategies to respond adequately to, climate change, environment health issues within the context of rising insecurity in the state and Southeast region and its corresponding impact on the State health system.

Likewise, the Federal Ministry of Health has recommended that all states and LGAs should adapt the National Health policy, suiting it to their contexts and develop their corresponding strategic health development plans for the implementation of their State Health Policy. The plan also is expected to provide policy direction towards attaining the health agenda as contained within the Anambra State Strategic Development Plan (2017-2021). Outlining the courses of action (and inaction) that affect the formal and Informal Health institutions, Multisectoral Government organizations, Non-Governmental Organizations, Health services and funding arrangements of the health care system (both public and private).

2. Specific Objectives:

- a. To develop a proper situation analysis of the current landscape of the health sector in Anambra State
- b. To develop the policy directions per disease program in line with Anambra State policy thrusts
- c. To adequately describe the monitoring process for the health policy framework

3. Scope of Work

Engaging a State Lead Consultant for the development of the health Policy framework: The development of the Anambra State Health Policy framework will require the engagement of a technical consultant for a period **Fifteen working days**. The consultant is expected to develop the Health Policy Framework document, in collaboration with key actors in the state through:

1. Desk reviews: The technical consultant is expected to carry out desk reviews of State strategic development plans, Health strategic development plans, Annual Plans, Situation Analysis of the Health sector, National and Global Health Policy documents.
2. Revision of the Anambra State Health Situation analyses of 2020: The Situation Analysis that was done in the year 2020 will need to be updated with current realities. The consultant is expected to work with state actors to get this done and revise the situation analysis report.
3. Development of a zero draft Health Policy framework: The consultant is expected to develop a zero draft of the State Health Policy framework in collaboration with relevant state actors identified by the Honorable Commissioner of Health from the SMOH, UN agencies and NGOs working in the state.
4. Consultation with relevant key stakeholders in the state regarding content of the health policy framework will be done by the HCoH and the Technical Consultant to foster ownership and comprehensiveness of the document. Outcomes from this meeting will inform the revision and finalization of this document by the technical consultant.
5. Validation meeting by key state actors. A one-day validation meeting of key state actors will take place for final review and acceptance of the contents of the health policy framework.
6. Dissemination of the finalized Health Policy at the Health Care Summit is the final process to ensure the awareness and wide availability of this document is ensured. Printed copies of the document will be shared to key stakeholders from health institutions, NGOs, Line Ministries, Health Agencies, Implementing partners and representatives of multilateral organizations resident in the state etc.

4. Expected Outputs

- Revised Situation Analysis Report
- Anambra State Health Policy Framework

5. Duration of Consultancy

- Fifteen (15) working days

6. Number of Consultants Required

- One consultant

7. Reports to

- PCU Coordinator

8. Required Qualification /Experience:

- An established health policy expert with over 5 years cognitive experience in Health policy drafting and systems strengthening
- MBBS or Master's degree in Public Health, medical sciences or social sciences or other related fields. This must be evidenced with all necessary certificates.
- At least 5 years of experience working in the state health system..
- Ability to lead and guide strategy development with the State Ministry of Health (SMOH) and Civil Society networks, manage technical implementation of proposed project initiatives, as well as ability to supervise, mentor and coach project and government staff. This must be evidenced with proof of assignment.
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred). This should be evidenced with all necessary certificates obtained.
- Experience using web-based applications (email, browsing, and literature retrieval).

B- TERM OF REFERENCE

CONSULTANCY FOR THE DEVELOPMENT OF E-REFERRAL DIRECTORY FOR HEALTH FACILITIES IN GOMBE STATE

1. Background

The Global Fund to Fight AIDS, Tuberculosis, and Malaria assists resource-limited countries in carrying out national programs and meeting health objectives in order to attain Universal Health

Coverage (UHC). The Global Fund Resilient and Sustainable Systems for Health (RSSH) award to Nigeria and the selected states is intended to strengthen healthcare systems. Gombe State is one of the seven states chosen for this initiative, and NACA is the primary recipient of the Global Fund RSSH Grant.

The RSSH Project focuses on building health systems and empowering governments to plan, organize, manage, and monitor HIV/AIDS, tuberculosis, and malaria services (ATM). Gombe state will be implementing a range of interventions across 7 modules namely: Project Management, Community Systems Strengthening, Health Management Information Systems/Monitoring and Evaluation (M&E), Health Products Management Systems, Health Sector Governance and Planning, Integrated Service Delivery/Quality Improvement and Laboratory Systems which will contribute to ATM-related results and health outcomes.

Under the Integrated Service Delivery/Quality Improvement Module, the RSSH Project seeks to strengthen modalities for harvesting feedback on service quality from clients in secondary and primary facilities for improved program planning and coordination. As such, it intends to Institute an e-referral system (leveraging on the directory developed as part of GoHealth's e-referral system) to strengthen two-way referrals across health facilities.

2. Goal and Objectives

1. To build a functional and scalable digital system that facilitates two-way referrals across health systems.

3. Scope of work

The Consultant will:

- Map secondary and primary health facilities; in addition to WDCs in the 5 targeted LGAs for referral and linkage purposes;
- Develop a system that captures basic data and generates reports for decision making;
- Develop Standard Operating Procedures (SOPs) to guide use, roll-out and analysis of data generated from the use of the application.

Reports to: RSSH PCU Coordinator

4. Expected deliverables

- A functional and operational simple electronic referral software for the health facilities

5. Duration of the consultancy

- The consultancy shall be for a period of 15 days

6. Number of Consultants Required

- One consultant in Gombe State

7. Required Qualification /Experience:

- Bachelor's degree in Computer Science, Information Technology or related degrees
- Experience in implementing and creating GIS enabled software, especially in relation to public health services in rural and urban services. This must be evidenced with all necessary certifications.
- At least two years' experience in public health and public health sector, developing data collection or other web-based applications systems. This must be evidenced with relevant proof of work in this particular field.
- Good knowledge on developer operations (DevOps). This must be evidenced with all necessary certifications.
- Familiarity with Gombe state is required. This must be evidenced in letter of engagement and proof of work.
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred). This must be evidenced with all necessary certifications
- Experience using web-based applications (email, browsing, and literature retrieval).

5. 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
- It is very important to note that candidates can only apply for only one position. Violation of this instruction will result to disqualification

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).

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 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 “ **Engagement of Consultants (Specify the Position)**” 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 19th October , 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

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.

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

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*

*Rate /Days
in (currency)*

Number of Days

Total (currency)

(3) *Reimbursables*

Rate

Units/Days

Total

(a) (International)

(Local)

Travel + Taxi

(b) Local

Transportation

(c) Communications

(d) Hotel Accommodation

Sub-total (2)

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

Total points for criterion (I & ii): 100

Note: The Minimum technical requirement is 70%

QBS method will be applied for contract award.