



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

### Time-Based Payments

**LABORATORY CONSULTANT – TECHNICAL SPECIALIST**

**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: **LABORATORY CONSULTANT –Technical Specialist**  
The Technical Specialist (Lab Systems) position is designed to support the timely implementation of all the project's laboratory system strengthening objectives. S/he will support the strengthening of laboratory competencies and performance across the national, state and LGA levels of the health system. S/he will support project level data management including performance tracking of key indices.

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,

**A.I. Waziri**  
Head Procurement  
For Director General

## A. TERMS OF REFERENCE

### LABORATORY CONSULTANT – TECHNICALSPECIALIST

**Location:** Abuja

**Grade:** Consultant

**Project / Program:** Nigeria Global Fund RSSH-NACA

**Reports To:** Laboratory Systems Team Lead

#### 1. Background

The Technical Specialist (Lab Systems) position is designed to support the timely implementation of all the project's laboratory system strengthening objectives. S/he will support the strengthening of laboratory competencies and performance across the national, state and LGA levels of the health system. S/he will support project level data management including performance tracking of key indices.

This position reports to the Senior Technical Specialist, Laboratory Systems NACA/RSSH Program Management Unit.

#### **Responsibilities**

- Provide technical input in the development of an integrated project plan in collaboration with the Senior Technical Specialist.
- Provide hands-on technical support to the Sub-Recipients (SR) supporting the laboratory systems strengthening module, ensuring highest level of project management skills are applied to the overall grant management results
- Support the implementation of the activities of the laboratory program of the Global Fund Resilient and Sustainable Systems for Health (RSSH) grant that supports delivery of comprehensive prevention, care and treatment services.
- Support the Project on baseline and follow-on assessment of targeted Global Fund-supported laboratories enrolled into the Continuous Quality Improvement (CQI) program and quality management system
- Take responsibility for the day-to-day of the laboratory Monitoring & Evaluation (M&E) system.
- Support the SR to develop concept notes and guidance documents in relation to interventions and activities

- Lead SR to conduct periodic programme reviews and development performance improvement plans
- Support capacity building for the corresponding laboratory systems strengthening SR staff and the state staff.
- Support the implementation of the project learning agenda for improved outputs and outcomes.
- Provide technical support to all implementing health facilities.
- Document programmatic status and achievements and feedback to the Senior Technical Specialist on a monthly, quarterly and annual basis.
- Support the development of communication products including but not limited to success stories, fact sheets, technical briefs, abstracts and publications.
- Support the strengthening of laboratory management information systems as well as laboratory commodity logistics systems in country.
- Represent the project within the state and local laboratory stakeholders' community.
- Participate in any other activities related to the above functions.

**Expected deliverables:**

- a. Inception report within the first two weeks of commencement of the consultancy.
- b. Monthly progress report throughout the duration of the consultancy.
- c. Monthly project implementation plan and implementation/burn rate tracker
- d. Monthly reports on the implementation of the eN-LIS activities
- e. Reports of the NLTWG and supported SLTWG meetings
- f. Reports of the NMLSP and NMLStr.P dissemination meetings

**Qualification and work experience**

- Bachelor's Degree in Medical Laboratory Sciences or other Related Field, Post-graduate degree and/or certification in Supply Chain Management will be an added advantage.
- Minimum of 5 years' field level professional experience in managing laboratory component of supply chain management
- Experience working with the key stakeholders within the Nigerian lab services landscape including government and implementing partner landscapes.
- Experience in designing and implementing Laboratory system strengthening interventions in HIV, TB & Malaria programs.
- Experience developing or supporting the development of laboratory systems guidance documents, strategic frame works, concept notes, SOPs, manuals etc.

- Experience designing and executing capacity building events including the development of training facilitation.
- Strong experience using the Laboratory Information Management System (LIMS) tools [electronic and paper-based] in Nigeria and hands-on experience.
- Working experience in management of public health laboratory commodities pipeline.
- 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).
- Experience using web-based applications (email, browsing, and literature retrieval).
- Ability to work with minimal supervision.

### 3. Duration:

The duration of the consultancy is Two Months.

### 4. Number of Consultant Required-One (1)

### 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

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 **“LABORATORY CONSULTANT – EQA (Support to the NEQAL**

**Laboratory”** 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 19<sup>th</sup> 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](mailto: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](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](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](mailto: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**

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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*

<i>Rate /Months in (currency)</i>	<i>Number of Months</i>	<i>Total (currency)</i>
	12	

(3) *Reimbursables*

	<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
(a) (International) (Local) Travel + Taxi			
(b) Local Transportation			
(c) Communications			
(d) Hotel Accomodation			
			<i>Sub-total (2)</i>

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**

<b>Reports</b>	<b>Date</b>
1. Inception Report -	First 5 days
2. Progress Reports -	Every Month
3. Draft Final Report	One Month before contract expiration
4. Final Report	One week after Expiration of expiration





**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
<b>Total points for criterion (I &amp; ii):</b>	<b>100</b>

**Note: The Minimum technical requirement is 70%**

QBS method will be applied for contract award.