



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

LABORATORY CONSULTANT – EQA (Support to the NEQAL Laboratory)

September, 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 – EQA (Support to the NEQAL Laboratory)**

. This role will focus on the strategic development and implementation of key activities related to the strengthening of External Quality Assurance programs under the RSSH II grant in order to build in country capacity for the production of external quality assessment testing panels.

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

A. TERMS OF REFERENCE

LABORATORY CONSULTANT – EQA (Support to the NEQAL Laboratory)

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: Laboratory Systems Team Lead

1. Background

LABORATORY CONSULTANT – EQA (Support to the NEQAL Laboratory)

This role will focus on the strategic development and implementation of key activities related to the strengthening of External Quality Assurance programs under the RSSH II grant in order to build in country capacity for the production of external quality assessment testing panels.

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

Responsibilities

1. Guides strategic development, technical advice and project management of the RSSH II EQA program activities.
2. Ensures the prompt implementation of the equipment deployment plan to ensure all procured equipment is fully functional as soon as it is delivered to NEQAL.
3. Monitors the equipment procured for NEQAL including coordinating and monitoring of the PPM and trainings of NEQAL staff on procured equipment.
4. Coordinate trainings (test/user training, equipment, statistical, logistics and EQA panel preparation).
5. Provides technical support to the NEQAL laboratory in setting up a PCR suite and optimizing the use of installed PCR machine.
6. Coordinates the bi-annual repeat testing for EID, VL and C19.
7. Leads the strategic design and implementation of retesting and rechecking activities for Malaria & TB EQA programs under the RSSH II grant.
8. Drives and coordinates the implementation of the recommendations of the GlobalFund on the provision of support to the NEQAL laboratory.
9. Facilitates the harmonization and development of a harmonized national EQA guideline for the country.

10. Provides technical guidance in the production of proficiency testing panels and associated supply chains by the NEQAL lab
11. Provides technical support to the data analysis and M&E program for EQA at the NEQAL lab
12. Supports the development of concept notes and guidance documents in relation to EQA interventions and activities.
13. Contribute to developing communication products including but not limited to success stories, fact sheets, technical briefs, abstracts and publications.
14. Represent the project within the laboratory stakeholder's community.
15. Supports the senior technical specialist in monitoring and tracking the sustainability plan for national EQA program under RSSH II grant.
16. Performs other duties as may be assigned.

Expected deliverables:

- a. Inception report with first two weeks of commencement of the consultancy.
- b. Monthly progress report (linked to the milestones detailed in the activity workplan and equipment deployment plan) throughout the duration of the consultancy.
- c. Reports of bi-annual repeat testing for EID, VL and C19 submitted semesterly.
- d. Final reports of periodic retesting and rechecking activities for Malaria & TB.
- e. Final reports of all trainings conducted

Qualification and work experience

1. BMLS or Bachelor's degree in Medical Laboratory Science; Plus, Master's degree in Public Health, Medical Laboratory Science or other related fields
2. Current practising license with the Medical Laboratory Science Council of Nigeria
3. At least eight (10) years post-qualification experience working on laboratory systems strengthening, with at least five (5) years' experience working in a PCR laboratory and experience in Proficiency Testing (PT) panels production/other related EQA activities
4. Experience working on a Global Fund or donor funded laboratory system strengthening project.
5. Experience working with the key stakeholders within the Nigerian laboratory services landscape including government and implementing partner landscapes.
6. Understanding of global public health issues, systems and stakeholders in Nigeria, and of laboratory system strengthening activities in the context of a health system strengthening effort.
7. Experience managing, supervising and teaching laboratory staff on proficiency testing.

8. Experience in PT management and logistics as it relates to Laboratory system strengthening interventions in HIV, TB, Malaria & COVID-19 programs.
9. Experience in monitoring and evaluating Laboratory system strengthening project results and outputs and ensuring timely completion of activities in a fast-paced environment.
10. Strong analytical and verbal communication skills.
11. Excellent written and spoken communications skills in English.
12. Strong skills in using word processing, spreadsheet, database and presentation software

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 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 Zinginchor 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*

<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**

Reports	Date
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:	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.