



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

### Time-Based Payments

**ENGAGEMENT OF CONSULTANT AS LABORATORY DATA ENTRY CLERK COORDINATOR**

**April, 2024**

## 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 as Laboratory Data Entry Clerk** . The purpose of this assignments are as follows:

Track data entry into the eN-LIS database

Obtain reports on sample logging and entry into the laboratory register at the facilities from facility DECs

Obtain reports on electronic result return to physician at each facilities from facility DECs

Track and collate submission of KPIs by DECs

Coordinate the activities of the zonal Data Entry Clerk Coordinators,

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,

**Isah Waziri**  
Head Procurement

For Director General

**POSITION AVAILABLE FOR CONSULTANCY**

- PR DEC Coordinator;
- 6 Zonal DEC Coordinators (1 Position per South-West, South-South, North-East, North-West, South-East and North-Central Zones)- candidates to indicate region of interest

**PERIOD: MAY, 2024 – DECEMBER, 2025**

**WORK TPYE: Twenty (20) Months**

**SUPERVISOR: SENIOR TECHNICAL SPECIALIST – LAB. SYSTEMS**

**BACKGROUND**

Turn Around Time - TAT (sample collection to return of results) is still a course for concern in the laboratory space in Nigeria with most patient’s results getting to the referring facilities long after the TAT has passed. To mitigate these lingering issues, the eN-LIS holds the promise of cutting out the pre and post analytic TAT by facilitating the sample entry at the referring facilities and electronic return of results. Additional positive effect is the potential benefit of reduced use of paper and hence needless printing of tools and elimination of the associated cost and effect on the environment. Data entry into the eN-LIS at the facility shall be carried out by trained volunteers who were and would be engaged using an approach similar to the Federal Government of Nigeria N-power volunteer systems, with the key deliverables of sample logging at the 74 supported facilities, data entry into the eN-LIS platform and electronic return of results to the requesting physician or facility. This will improve the TAT and reduce the need for paper work and the consequential potential for human error.

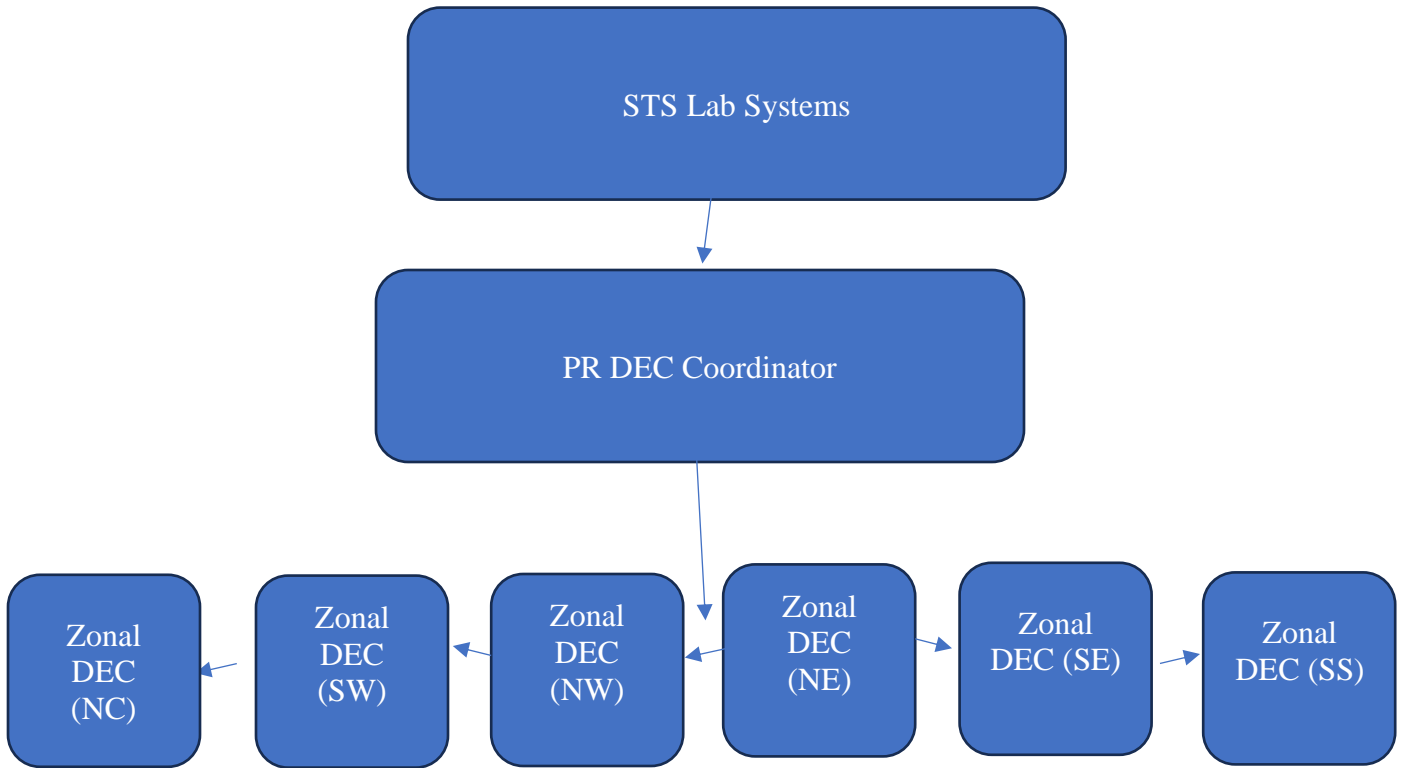
The engagement of data entry clerk volunteers across the 774 Labs are being and to be led in additional facilities as has been approved in the GC7 grant by the facility management who would conduct a screening of their respective applicants and confirm the successful candidate based on selection criteria set by the NACA RSSH in line with the terms of reference and scope of work (SOW) for the volunteers.

In order to coordinate the activities of the engaged DEC Volunteers across all the 774 local government areas (1 DEC to be engaged in at least one facility in each of the 774 LGA) in the 36+1 states of the country, one Data Entry Clerk Coordinator would be engaged at the national office in NACA to coordinate the activities of the zonal Data Entry Clerk Coordinators, monitor in real time

daily data entry and syncing by DECs and processing the retirement document of all engaged DECs as submitted for processing for payment including supporting interface with the TSO call center in addressing the issues reported across supported facilities. The six zonal DEC coordinators are proposed to coordinate the activities of the Data Entry Clerk volunteers embedded in facilities across their respective zones, monitor in real time daily data entry and syncing by DECs in their zones and collation/submission of the retirement document/KPIs of all engaged DECs in their respective zones to the PR DEC Coordinator for onward processing for payment including supporting interface with the TSO call center in addressing the issues reported across supported facilities in their respective zones to This support is proposed to ensure timely data reporting by the volunteers, tracking of eN-LIS activities at the labs and processing of retirement documents of the 74 DECs engaged at the supported laboratories.

### **Objectives**

The key objective of the eN-LIS data entry clerk coordinators is to have a designated structure and line of reporting to track and monitor the activities and performance of the DECs across the 774 facilities.



**Description of Services to be provided by the PR DEC Coordinator;**

- Track data entry into the eN-LIS database
- Obtain reports on sample logging and entry into the laboratory register at the facilities from facility DECs
- Obtain reports on electronic result return to physician at each facilities from facility DECs
- Track and collate submission of KPIs by DECs
- Coordinate the activities of the zonal Data Entry Clerk Coordinators,
- Monitor in real time daily data entry and syncing by DECs and
- Processing the retirement document of all engaged DECs as submitted for processing for payment including
- Supporting interface with the TSO call center in addressing the issues reported across supported facilities

***PR DEC Coordinator***

- Review and confirm the DEC Volunteers KPIs as submitted by the DEC coordinators for their respective zones.
- Verify the work of the zonal coordinators confirming 100% patient data from all facilities are electronically captured on the eN-LIS dashboard for the laboratory.
- Ensure that 100% monthly timesheet approved for the DEC volunteers by the Laboratory Manager are received and processed.

Process monthly retirement and payment of stipends for all 774 DEC volunteers.

**Qualifications (PR DEC Coordinator - Abuja)**

- Minimum of HND or B.Sc. in Science related courses/Basic Medical Sciences
- Practical experience working in a government or private laboratory setting
- Two years post NYSC working experience
- Evidence of Computer literacy
- Evidence of previous work and training on LIMS preferable eN-LIS (experience sharing)
- Strong interpersonal relation skill and team work
- Strong coordination and communication skills

- Ability to pay meticulous attention to details
- Manual dexterity and ability to handle financial documents

**Duties and Responsibilities**

- He/she shall review and monitor entry the activities of the zonal DEC Coordinators.
- He/she shall obtain from the zonal DEC coordinators periodic key performance indicators (KPIs) sample entry into the eN-LIS across all supported facilities.
- He/she shall ensure prompt reporting and retirements by the zonal DEC coordinators
- He/she (PR DEC Coordinator) shall liaise with the finance team to process the payment of monthly allowance to each DEC volunteers upon retirements
- Carry out any other task as assigned by the Senior Technical Specialist, Lab Systems
- In collaboration with the STS-Lab Systems liaise with the TSO on all eN-LIS activities.

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**Description of Services to be provided by the Zonal DEC Coordinators**

- Coordinate the activities of the Data Entry Clerk volunteers embedded in facilities across their respective zones.
- Oversee the work of all DEC Volunteers in the zone to ensure daily return of tests results to requesting physicians or clients.
- Monitor in real time daily data entry and syncing by DEC's in their zones and Collation/submission of the retirement document/KPIs of all engaged DEC's in their respective zones to the PR DEC Coordinator for onward processing for payment including
- supporting interface with the TSO call center in addressing the issues reported across supported facilities in their respective zones across all the 774 RSSH supported laboratories in the 36+1 states of the country.
- Ensure that 100% monthly timesheets approved for the DEC volunteers are approved by the Laboratory Managers and are shared to the PR REC coordinator for onward retirement processing and payment.

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## **Zonal DEC Coordinators**

### **Qualifications (Zonal DEC Coordinators x 6 Geopolitical Zones)**

- Minimum of HND or B.Sc. in Science related courses/Basic Medical Sciences
- Practical experience working in a government or private laboratory setting
- Evidence of Computer literacy
- One (1) year post NYSC experience
- Evidence of previous work and training on LIMS preferable eN-LIS (experience sharing)
- Strong interpersonal relation skill and team work
- Strong coordination and communication skills
- Ability to pay meticulous attention to details
- Manual dexterity and ability to handle financial documents

### **Duties and Responsibilities**

- He/she shall track the activities of the DEC Volunteers across the supported labs in the zone including daily/weekly data entry into the eN-LIS database
- He/she shall obtain from the DEC volunteers weekly reports/appropriate reports on sample logging and entry into the laboratory register at the facilities.
- He/she shall track the prompt return of all results to the requesting physicians or patient folders with the record unit at supported facilities.
- He/she shall track the return of all paper-based results to the appropriate patient files at the supported facilities
- Monitor the submission of daily and monthly data to the eN-LIS by DEC Volunteers
- He/she shall ensure prompt reporting and retirements by all DEC Volunteers
- Carry out any other task as assigned by the Senior Technical Specialist, Lab Systems/ PR DEC Coordinator.



## 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
- Candidates are expected to bid for only one position. Candidate who apply for more than one position will be disqualified

The financial proposal shall specify a total lump sum (*monthly amount*), this 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 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 for (State the position of application)”** 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 2<sup>nd</sup> May, 2024. 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 Zingunchor 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.

**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*

*Rate /Months  
in (currency)*

*Number of Months*

*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



**ANNEX B  
CONSULTANTS REPORTING REQUIREMENTS**

**Reports**

**Date**

1. Inception Report -
2. Progress Reports -
3. Draft Final Report
4. Final Report

**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            |

**Total points for criterion (I & ii):       100**

**Note: Candidate will be assessed and awarded based on the most quality technical scores obtained.**