



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

ENGAGEMENT OF CONSULTANT FOR CONDUCT RAPID NON-HEALTH SECTOR
NEEDS ASSESSMENT OF DHIS FOR STATES AND DEVELOP CAPACITY-BUILDING PLANS

July, 2024

Letter of Invitation

Dear Sir:

The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Engagement of Consultant for Conduct Rapid Non-Health Sector Needs Assessment of DHIS for States and Develop Capacity-Building Plans.** The purpose of this assignments are as follows:

1. Evaluate the current utilization and effectiveness of the DHIS for non-health sectors in the states.
2. Identify the challenges and barriers hindering the successful implementation and integration of DHIS in non-health sectors.
3. Assess the data collection, analysis, and reporting needs specific to each non-health sector, and determine how the DHIS can meet those needs.
4. Identify capacity-building requirements and training needs for government officials and stakeholders involved in non-health sector data management.
5. Develop recommendations and an action plan to enhance the DHIS implementation in non-health sectors, including potential policy changes and resource allocation.

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,

Isayah Dawha
Head Procurement
For Director General

POSITION AVAILBLE FOR CONSULTANCY

Consultant for Conduct Rapid Non-Health Sector Needs Assessment of DHIS for States and Develop Capacity-Building Plans

PERIOD: TBD

BACKGROUND

The District Health Information System (DHIS) is a vital tool for monitoring and managing health-related data, including HIV/AIDS data. While the DHIS is primarily focused on the health sector, there is a significant need to assess its utilization and potential within non-health sectors specifically related to HIV/AIDS programs. The rapid non-health sector needs assessment of the District Health Information System (DHIS) aims to identify and address the specific requirements and challenges faced by various states in utilizing the DHIS for non-health sector purposes. This assessment will enable a better understanding of the existing gaps, strengths, and opportunities related to the DHIS implementation in non-health sectors, thereby facilitating informed decision-making and targeted interventions.

Objectives

The consultant is tasked with achieving the following objectives:

- Evaluate DHIS utilization in non-health sector space across the 36+1 states.
- Identify barriers to successful DHIS implementation in non-health sector.
- Assess data collection, analysis, and reporting needs for each of the thematic areas by state.
- Determine capacity-building requirements for stakeholders involved in non-health sector data management.
- Develop recommendations and action plan for enhancing DHIS implementation in non-health sector.

Justification

- Holistic Approach to HIV/AIDS Programs
- Data-Driven Decision Making
- Data-Driven Accountability
- Synergy and Collaboration

Methodology

The consultancy will involve:

- **Desk Review:** Comprehensive review of existing policies and mechanisms for data sharing.
- **Stakeholder Finalization Meeting:** Review, development and finalization of assessment tools.
- **Deployment of Assessment Tool (Field work):** Interviews and consultations with key stakeholders.

- **SWOT Analysis:** Identifying gaps, strengths, and opportunities related to DHIS implementation.
- **Report Writing Workshop:** Collation, analysis, and production of a comprehensive report.

Expected Outcome

The rapid needs assessment is expected to yield the following outcomes:

1. Identification of key data needs and priorities of non-health sectors involved in HIV/AIDS programs that can be addressed through DHIS data.
2. Identification of gaps and challenges faced by non-health sector stakeholders in accessing, utilizing, and integrating DHIS data into their HIV/AIDS programs.
3. Development of data collection tool.
4. Development of a comprehensive report highlighting the findings, recommendations, and proposed capacity-building plans to enhance DHIS data utilization within non-health sectors of HIV/AIDS programs.
5. Development of costed capacity building plan.

Duration

The consultancy is expected to be completed within 21 working days.

Reporting and Communication:

The consultant will report progress regularly and maintain open communication with stakeholders throughout the consultancy period.

Qualifications and work experience:

The consultant should:

- Possess expertise in data analysis, health informatics, project management, and HIV/AIDS programs.
- He/She should have at least a master's degree in public health or other related science courses.
- He/She should have 10 years experience in assessing programs especially in HIV/AIDS space
- He/She should be able coordinate, develop and deploy national assessment tools in states

5. Documents:

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- Detailed recent CV
- Personal Statement 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).

The financial proposal shall specify daily professional rate (*daily amount*), this amount excludes reimbursable (i.e. travel, DSA, Communications). Payments will be made 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 Conduct Rapid Non-Health Sector Needs Assessment of DHIS for States and Develop Capacity-Building Plans**” 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 12 noon of Tuesday 16th July, 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

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.

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 /Months
in (currency)*

Number of Months/days

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