



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

### Time-Based Payments

ENGAGEMENT OF CONSULTANT FOR OPERATIONS RESEARCH ON COMMUNITY-LED  
MONITORING(CLM) AND ITS EFFECT ON THE NATIONAL HIV RESPONSE

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 Operations Research on Community-Led Monitoring (CLM) and its effect on the National HIV Response**. The purpose of this assignments are as follows:

1. To identify, assess, and document community-directed initiatives that improve access to HIV services.
2. To identify, assess, and document specific strategies for removing barriers to treatment access and retention for people living with HIV
3. To make recommendations to the government on the possible best strategy for CLM

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,

**Isayah Dawha**  
Head Procurement  
For Director General

## **POSITION AVAILABLE FOR CONSULTANCY**

### **Consultant for Operations Research on Community-Led Monitoring (CLM) and its effect on the National HIV Response**

#### **BACKGROUND**

The history of responses to the HIV epidemic has made it clear that any response that does not have the full involvement of all critical stakeholders encounters challenges. A response must be designed such that it is all-embracing of key players. This implies that a response is guaranteed to be more effective when all concerned parties are involved in its design, development, implementation, and monitoring. Governments must ensure that in developing any response, both the beneficiaries and other critical stakeholders sit to address suitability, and effectiveness, and ensure that such response recognizes and protects human rights.

In the 2016 United Nations Political Declaration on Ending AIDS, the critical role of communities was affirmed, and member States recognised that to meet the Fast-Track Targets, community responses to HIV must be scaled up and, thus, committed to at least 30% of services being community-led by 2030. The Community-Led Monitoring (CLM) component of the community response to HIV is an evidence-based advocacy by beneficiaries to improve accountability, governance, and quality of services they receive.

As Nigeria works towards achieving national and global targets and sustainable development goals, community-led monitoring becomes critical in all spheres to ensure evidence gathering, rapid response to red flags, improved quality and impact of services, and accountability at the programmatic and policy levels. Furthermore, this level of monitoring ensures communities leadership and empowerment for a sustainable response to HIV. CLM can be used as a catalyst in the management of other health programs. However, CLM should not be confused with community-based HIV service delivery or with the routine collection and reporting of internal program data by community-led organizations.

#### **Justification**

Community-led monitoring (CLM) in Nigeria is a process initiated by, led by, and implemented by the beneficiaries. e.g. people living with HIV (PLHIV) networks, key populations (KP) and other affected groups, local community-based organizations, and other civil society groups on HIV. CLM conducted by service beneficiaries helps country programs and health institutions diagnose, and pinpoint persistent problems, challenges, and barriers related to HIV services uptake and retention at the community and facility levels. Operation Research aims to improve service delivery and client outcomes by identifying data-driven solutions that will overcome barriers and ensure beneficiaries access and receive optimal client-centered HIV services. This will provide much-needed information about which interventions and service delivery models work or do not work on the national HIV response. And the need to further analyze various frameworks used at the community level to improve

access to HIV response. The study will be conducted in ten (10) in Nigeria (Anambra, Akwa-Ibom, Bauchi, Benue, Ebonyi, Edo, Gombe, Nasarawa, Lagos, and Sokoto state).

### **Specific Objectives**

- To identify, assess, and document community-directed initiatives that improve access to HIV services.
- To identify, assess, and document specific strategies for removing barriers to treatment access and retention for people living with HIV
- To make recommendations to the government on the possible best strategy for CLM

### **Scope of work**

The Operations research will be conducted in ten (10) states (Anambra, Akwa Ibom, Bauchi, Benue, Ebonyi, Edo, Gombe, Nasarawa, Lagos, and Sokoto) in the country, utilizing both quantitative and qualitative approaches. The consultant will provide technical oversight and coordination throughout the research process, including protocol development, implementation planning, data collection tool development, training, data analysis, report development, validation, and dissemination. The consultant will be supervised directly by the technical core team for the research, with oversight from the RM&E Department of NACA.

The specific tasks will include the following;

1. Develop the research protocol detailing the methodology, sampling strategy, and data collection procedures and finalize with stakeholders.
2. Develop data collection instruments, ensuring alignment with study objectives and research questions, and finalize with stakeholders.
3. Responsible for and facilitate the customization of data collection tools in the ODK. Kobo collects RED Cap or other relevant software.
4. Develop the data entry template, and data analysis plan, and share them with the technical core team for approval.
5. Develop, training tools and train field researchers for the study, and also provide orientation for field monitors.
6. Monitor field data collection, and quality of uploaded field data to ensure completeness and compliance with the protocol.
7. Conduct quantitative data analysis using statistical software and qualitative data analysis using thematic analysis methods.
8. Develop a comprehensive report for research and finalize with stakeholders.
9. Build the capacity of NACA staff on manuscript writing and write a manuscript for publication from the study, targeting a reputable scientific journal.
10. Build the capacity of NACA staff on quantitative and qualitative research methodologies and report writing.
11. Provide the technical core to am with weekly updates throughout the research(via mail/physical).

### **Expected deliverables**

1. Comprehensive research protocol outlining the study methodology and detailed operational data management plan and timelines.
2. Final clean data set in an Excel format
3. Training and data management report.
4. Prepare and present OR key findings to NACA and key stakeholders in PowerPoint presentations.
5. Submit a comprehensive/harmonized technical and process report of the Operation Research in both soft and hard copies to NACA.

### **Duration of Consultancy**

The duration of consultancy shall be Thirty days (30) working days and the consultant will be required to be available throughout the assignment.

### **Qualifications and Skills:**

1. Must possess at least a Master's degree in Public Health, Epidemiology, Biostatistics, Global Health/Infectious diseases, or a related field. A PhD degree in a related field will be an added advantage.
2. Minimum of 8 years of experience working in the National HIV/AIDS response, with at least 5 years of experience working in community research/survey-related activities.
3. Minimum of 5 year's experience leading in public health Data management, project evaluation, and/or operations research in Nigeria;
4. Minimum of 5 years of experience in Quantitative and Qualitative research methodologies and analysis:
5. Minimum of 3 years of extensive experience in the management of electronic data-capturing tools e.g. Kobo Collect:
6. Excellent skills in Statistical software such as SPSS, STATA, and/or R and in Computer Applications such as advanced Excel, data entry, and performing structured literature searches.
7. Expert in Scientific writing including abstracts and manuscripts with evidence of Peer-Reviewed publications in at least 2 journals, and one as lead author.
8. Excellent communication, facilitation, writing, and capacity-building skill
9. Ability to work within strict/tight deadlines.

### **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 Operations Research on Community-Led Monitoring (CLM) and its effect on the National HIV Response**” 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 **Wednesday, 24<sup>th</sup> July, 2024 by 12 noon**. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

Applicants are to note the following:

1. CV Submission: Applicants must submit an updated CV.
2. Educational Qualifications: Along with the CV, candidates should attach evidence of their educational qualifications.
3. Research Methodology Analysis: Candidates must provide evidence demonstrating their proficiency in both quantitative and qualitative research methodology analysis.
4. Statistical Software Skills: Candidates should attach certificates or documented proof of their skills in statistical software such as SPSS, STATA, and other relevant computer applications.
5. Scientific Writing: Applicants are required to submit evidence of their scientific writing skills. This includes abstracts and manuals, along with proof of peer-reviewed publications in at least two journals.

Supporting Documentation: All items mentioned in the qualifications must be supported with documented evidence

## 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/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:	<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.**