



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

ENGAGEMENT OF LABORATORY SYSTEMS CONSULTANT (ADVISOR – FMOH-MLSD)

JULY , 2024

Letter of Invitation

Dear Sir/Ma:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **ENGAGEMENT OF LABORATORY SYSTEMS CONSULTANT (ADVISOR – FMOH-MLSD)**. This support of the will provide advisory services to the FMOH-MLSD on quality laboratory service delivery in-country and overall Laboratory System Strengthening 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: National Agency for the Control of AIDS (NACA) Ground Floor No. 3 Zinguinchor 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,

Ishaya Dawha
Head Procurement
For Director General

A. TERMS OF REFERENCE

ENGAGEMENT OF LABORATORY SYSTEMS CONSULTANT (ADVISOR – FMOH-MLSD)

Location: Abuja, Nigeria

Grade: 1 Consultant

Project / Program: GF C19RM

Reporting Line: This position submits reports to the Technical Advisor Laboratory Systems NACA/C19RM Program Management Unit.

Duration: July 2024 to December, 2025

The laboratory systems advisor will provide advisory services to the FMOH-MLSD on quality laboratory service delivery in-country and overall Laboratory System Strengthening.

Responsibilities

- Advisory to the NLTWG, SLTWGs and FMOH-MLSD on the strengthening of the Medical Laboratory Services Division towards the achievement of a Department within the FMOH
- Supports the FMOH-MLSD in the convening and coordination of the annual Medical Laboratory directorates conference
- Liaise with the Dept. of Public Health (DPH), Neglected Tropical Diseases (NTD) unit, NCDC, Association of Pathologist, Nigeria, AMLSN towards inter-professional harmony.
- Supports the FMOH-MLSD in liaising with the ASLM and other regional bodies in advocating for the attainment of the upgrade of the Division to a Department in line with the Maputo Declaration.
- Supports the FMOH-MLSD on partner coordination within the laboratory systems space in-country.
- Provide technical support to the FMOH-MLSD on Laboratory service integration in-country for optimal service delivery
- Provide technical support on the development and review of policies, strategic plans and guidelines that affect Medical Laboratory Services ensuring alignment with best practices and national health priorities.
- Support implementation of the Nigerian Medical Laboratory Strategic Plan and other laboratory stems strengthening initiatives.

Expected deliverables:

- a. Inception report within the first two weeks of commencement of the consultancy.

- b. Monthly report which include comprehensive analysis and recommendations for the strengthening of the Medical Laboratory Services Division
- c. Detailed event plan for the annual Medical Laboratory Directorates Conference and Post-conference reports.
- d. Progress report documenting ongoing efforts, outcomes achieved, and challenges encountered in fostering collaboration towards inter-professional harmony.
- e. Advocacy strategy and communication materials prepared for engaging with the African Society for Laboratory Medicine (ASLM) and other regional bodies, outlining key messages, target audiences, and advocacy channels.
- f. Regular updates and briefings provided to the FMOH-MLSD on advocacy activities, achievements, and opportunities for further engagement to advance the upgrade of the Division to a Department in alignment with the Maputo Declaration
- g. Monthly progress report throughout the duration of the consultancy.

Qualification and work experience

- Bachelor's Degree in Medical Laboratory Sciences, Masters, PhD in Public Health or related field.
- Minimum of 25 years' professional experience in laboratory management, and coordination of Laboratory system strengthening activities.
- Experience working with the Ministry of Health and other Government Agencies.
- Proven track record of successful stakeholder engagement and collaboration within the Nigerian laboratory services landscape including implementing partners and international organizations.
- Experience in designing and implementing Laboratory system strengthening interventions in HIV, TB & Malaria programs and other NCDs.
- Experience and Evidence in the development and implementation of laboratory systems policies, guidance documents, strategic frame works, concept notes, SOPs, manuals etc.
- Strong communication, advocacy, and networking skills.
- Excellent written and spoken communications skills in English.
- Ability to work effectively in a dynamic, multi-disciplinary environment.

Documents:

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

- Profile of the consultant
- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience and relevant supporting document.
- Recent CV
- Cover Letter

The financial proposal shall specify a total lump sum amount.

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 “**Engagement Of Laboratory Systems Consultant (Advisor – FMOH-MLSD)**” 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.

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Tuesday 12 noon of 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.

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

GLOBAL FUND CODE OF CONDUCT

You shall get acquainted with the global fund code of conduct for consultants using this link below:

https://www.theglobalfund.org/media/3275/corporate_codeofconductforconsultants_policy_en.pdf

Accepting this invitation shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Consultants.

Fraud and Corruption

The personnel of the Purchaser and the Consultants 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 consultants 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.

“The Global Fund Code of Conduct for Consultants”

Code of Conduct

Consultants are advised to get acquainted with the global fund code of conduct for consultants via the link provided below:

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“Whistle blowing Policy”

Whistle blowing and channel of reporting grievances and infractions.

Consultants are encouraged to send information on any infraction or grievances to the dedicated email account: ispeakoutnow@naca.gov.ng or naca.ispeakoutnow@gmail.com

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 /Month
in (currency)*

Number of Months

Total (currency)

(2) *Reimbursables*

Rate

Units/Days

Total

(a) (International)
(Local)
Travel + Taxi

(b) Local
Transportation

(c) Communications

(d) Hotel Accommodation

Sub-total (2)

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

Monthly report with filled time sheet accompanied with job completion certificate to be issued by the line supervisor.

**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 consultant with the most technical score will be considered for award and negotiation may apply in case the financial proposal is above the budget.