



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

CONSULTANCY SERVICES FOR THE REVIEW AND UPDATE OF THE NATIONAL PLAN
OF ACTION FOR THE REMOVAL OF GENDER AND HUMAN RIGHTS BARRIERS TO
HIV/AIDS RESPONSE IN NIGERIA

March, 2025

Letter of Invitation

Dear Sir:

The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Consultancy Services for the Review and Update of the National Plan of Action for the Removal of Gender and Human Rights Barriers to HIV/AIDS Response in Nigeria.** The purpose of this assignments is to provide consultancy services for the review and update of National Plan of Action for the removal of gender and human rights barriers to HIV/AIDS response in Nigeria.

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,

C. K. Alabi
Head Procurement
For Director General

POSITION AVAILABLE FOR CONSULTANCY:

Consultant for Review and Update of the National Plan of Action for the Removal of Gender and Human Rights Barriers to HIV/AIDS Response in Nigeria.

PERIOD: 20 working days

BACKGROUND

HIV Legal Environment Assessment (LEA) for Nigeria was conducted in 2015. It clarified key legal and human rights issues acting as barriers to the national response to HIV and AIDS. The findings from the LEA led to the development of National Plan of Action for the removal of legal and human rights barriers to HIV/AIDS response in Nigeria (2017-2022). The plan aimed at assessing the implications of existing laws and policies for individuals and organizations that respond to HIV. This plan has expired and there is a need to review with current realities facing the national response and global direction. This plan will be designed to strengthen the national framework to address human rights violation that impede the national HIV response. To this effect, NACA with the support of Global Fund planned to review and update the National Plan of Action for the removal of gender and human rights barriers to HIV/AIDS response in Nigeria.

Thus, the service of one (1) consultant is required to lead the processes involved in the review and update of the Plan of Action.

Objectives of the consultancy

- To provide consultancy services for the review and update of National Plan of Action for the removal of gender and human rights barriers to HIV/AIDS response in Nigeria.

Tasks/Responsibilities of consultant

The consultant will work under the supervision of the Gender, Human Rights and Care Support Services (GHRCS) Division of Community Prevention and Care Services, NACA to accomplish the following

- Conduct review of the implementation of the 2017 – 2022 Plan.
- Develop a draft Plan of Action with implementation plan.
- Facilitate the review of the draft document during technical meetings with relevant stakeholders called by NACA.
- Incorporate inputs and feedbacks from the technical meetings into the draft Plan.
- Facilitate validation and finalization of the Plan (2025 – 2030).
- Produce a report of the consultancy service.

Deliverable

- A ready to print National Plan of Action for the removal of gender and human rights barriers to HIV/AIDS response in Nigeria (2025 – 2030).

Qualifications/Experience

The consultant is to possess:

- At least master’s degree in public health or social sciences with relevant specialization including gender, human rights, law, psychology, diversity studies, or sexual and reproductive health.
- At least 8 years’ experience in HIV programming, gender and human rights mainstreaming and must be familiar with health and non-health sector HIV programming in relation to HIV & AIDS.
- Demonstrate good understanding of the HIV/AIDS situation in sub-Saharan Africa and in Nigeria in particular.
- Should have experience in development of guidelines or related documents.
- Should have undertaken at least one (1) similar assignment in the last two years.

Duration of consultancy

- The duration of the consultancy service is 20 working days.

Evaluation

The consultant's performance will be evaluated based on the quality and timeliness of deliverables, adherence to the timeline, and effectiveness of recommendations.

Remuneration

The individual consultants will be paid based on the approved Global Funds budget. The payment would be 100% after satisfactory delivery of all deliverables

Termination of Appointment

The appointment of the consultant can be terminated at any point without notice if the firm is found to be incompetent or if they carry out other activities that are found deleterious to the progress of the project.

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A candidate will be selected on the basis of Fixed Budget of individual qualifications (Curriculum Vitae and Experience). Please note that only Financial Proposals within the budget (not exceed ₦100,000.00) will be considered at the technical evaluation.

GUIDELINE FOR SUBMISSION AND OPENING OF PROPOSALS

The detailed proposal must be in English Language and submitted in two (2) hard copies **one original & one copy** of all the requested documents. The two copies shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner **“REVIEW AND UPDATE OF THE NATIONAL PLAN OF ACTION FOR THE REMOVAL OF GENDER AND HUMAN RIGHTS BARRIERS TO HIV/AIDS RESPONSE IN NIGERIA”**

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.

ADDRESS FOR INFORMATION AND SUBMISSION OF PROPOSAL

Attention:

Head Procurement

National Agency for the Control of AIDS (NACA)

Ground Floor Room 1.0

No. 3 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

Email: procurement@naca.gov.ng

Deadline for Submission: The deadline for the submission of proposal should not be later than **Friday, 4th April 2025 by 12 noon. Submissions are expected to be registered at the Procurement Unit before dropping them in the bid box.** The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

Prospective applicants submit supporting documentation evidencing the below:

- Evidence of HIV programming, gender and human rights mainstreaming and must be familiar with health and non-health sector HIV programming in relation to HIV & AIDS. (e.g. acknowledge report, completion certificate)
- Evidence of good understanding of the HIV/AIDS situation in sub-Saharan Africa and in Nigeria in particular (e.g. acknowledge report, completion certificate)
- Evidence of undertaken at least one (1) similar assignment in the last two years (e.g. acknowledge report, completion certificate)
- Evidence of at least a master's degree in public health or social sciences with relevant specialization including gender, human rights, law, psychology, diversity studies, or sexual and reproductive health (e.g. Certificate)
- Methodology and Workplan to be submitted along with the proposal

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.

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:	40
(ii) Methodology	20
(iii) Workplan	10
(ii) Key professional qualifications and competence for the assignment:	30
1) General qualifications	30

Total points for criterion (I & ii): 100

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