



**FEDERAL REPUBLIC OF NIGERIA**

REQUEST FOR PROPOSALS

for

**Individual Consulting Services**

**Engagement of a Consultant as Data Ascribers for the Retrieval of Data on EQA  
Participation from Hard Copy Questionnaires**

**March , 2025**

## Letter of Invitation

Dear Sir/Ma:

The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment **Engagement of a Consultant as Data Ascribers for the Retrieval of Data on EQA Participation from Hard Copy Questionnaires**. The primary objective of this engagement is to recruit two experienced data ascribers to support the transcription, and digital archiving of EQA participation data from hard copy questionnaires deployed to participating laboratories.

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 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

# Engagement of a Consultant as Data Ascribers for the Retrieval of Data on EQA Participation from Hard Copy Questionnaires

## A. TERMS OF REFERENCE

### Background

The National Agency for the Control of AIDS (NACA), in collaboration with the Federal Ministry of Health (FMOH) and the Nigeria Centre for Disease Control (NCDC), has implemented various laboratory system interventions supported by the Global Fund. One of the key interventions under this initiative is the External Quality Assessment (EQA) program, which ensures the accuracy and reliability of laboratory testing across the country.

To monitor and evaluate the effectiveness of this program, data on EQA participation has been collected using hard copy questionnaires deployed to participating laboratories. To ensure proper documentation, data retrieval, and analysis, NACA seeks to engage two data ascribers to retrieve, transcribe, and digitize information from these hard copy records.

### 2. Objective

The primary objective of this engagement is to recruit two experienced data ascribers to support the transcription, and digital archiving of EQA participation data from hard copy questionnaires deployed to participating laboratories.

### 3. Scope of Work

The data ascribers will be responsible for the following tasks:

1. **Data Transcription:** Accurately transcribe data from the hard copy questionnaires into an electronic format.
2. **Data Entry and Validation:** Ensure the digitized data is entered correctly into the designated database, maintaining data accuracy and completeness.
3. **Data Quality Assurance:** Cross-check and validate transcribed data against original documents to identify and rectify any inconsistencies.
4. **Storage and Documentation:** Properly document the retrieved and digitized data in a structured manner for future reference and analysis.
5. **Reporting:** Provide periodic progress reports on the retrieval and transcription process, highlighting any challenges encountered and recommendations for improvement.

### 4. Deliverables

The data ascribers are expected to deliver the following outputs:

1. A compiled and digitized dataset containing all retrieved EQA participation records.
2. A summary report detailing the transcription process, challenges encountered, and mitigation strategies.
3. A validated and quality-checked dataset ready for analysis.

## **5. Duration of Engagement**

The engagement is expected to last for **30 days**, with an option for extension based on performance and project needs.

## **6. Number of persons to be engaged- 2 Persons**

## **7. Required Qualifications and Experience**

The data ascribers should meet the following criteria:

- A degree or Higher diploma in a relevant field such as statistics, data management, health sciences, information systems, or any other related discipline.
- Documented Evidence of at least 2 Experience in data analytics, transcription, entry, and validation (Evidence of similar jobs preferably)
- Proficiency with Evidence in using data entry and management software (e.g., Microsoft word, Excel, Access).
- Method of approach
- Attention to detail and ability to maintain high levels of data accuracy.
- Strong organizational and communication skills.

## **8. Reporting and Supervision**

The data ascribers will report to the **Global Fund Technical Advisor – Lab Systems C19RM/HIV** at NACA. Regular check-in meetings will be scheduled to monitor progress, provide feedback, and address any challenges encountered.

## **9. Payment Method**

100% Payment after completion of the assignment and job completion issuance by the technical team in NACA

10. Selection Method: Individual Consultant Qualification Selection Method

## **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 a Consultant as Data Ascribers for the Retrieval of Data on EQA Participation from Hard Copy Questionnaires”** 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 9<sup>th</sup> April, 2025. 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](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:

[https://www.theglobalfund.org/media/3275/corporate\\_codeofconductforconsultants\\_policy\\_en.pdf](https://www.theglobalfund.org/media/3275/corporate_codeofconductforconsultants_policy_en.pdf)

*"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](mailto:ispeakoutnow@naca.gov.ng)

or [naca.ispeakoutnow@gmail.com](mailto: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**

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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 /Days  
in (currency)***

***Number of Days***

***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**

Weekly 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:

Points

- |   |           |    |
|---|-----------|----|
| (i) Specific experience of the Consultant relevant to the assignment:   | <b>60</b> |    |
| 1) Adequacy for the assignment inclusive of methodology and Experience  |           | 60 |
| (ii) Key professional qualifications and competence for the assignment: | 40        |    |
| 1) General qualifications   | 40        |    |

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

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