



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

**ENGAGEMENT OF A CONSULTANT FOR ANNUAL HIV PROGRAM PERFORMANCE
REVIEW IN THE NON-HEALTH SECTOR**

April, 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 FOR ANNUAL HIV PROGRAM PERFORMANCE REVIEW IN THE NON-HEALTH SECTOR**. The primary objective of this assignment is to review the implementation of the National Program on HIV in the non-health sector and provide recommendations to enhance its effectiveness

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 FOR ANNUAL HIV PROGRAM PERFORMANCE REVIEW IN THE NON-HEALTH SECTOR

TERMS OF REFERENCE

1. Background and Context

The National HIV Response aims to address the HIV epidemic through a multi-sectoral approach, recognizing that the response extends beyond the health sector. The non-health sector plays a critical role in addressing the social, economic, and structural determinants of HIV, including stigma, discrimination, poverty, and gender and human rights issues. To ensure the program's effectiveness, there is a need to review the current implementation of HIV interventions in the non-health sector, identify gaps, and recommend strategies for strengthening collaboration and impact.

The National Agency for the Control of AIDS (NACA) seeks to engage a National Consultant to conduct a comprehensive review of the National Program on HIV in the non-health sector and provide actionable recommendations for improvement.

2. Objectives of the Assignment

The primary objective of this assignment is to review the implementation of the National Program on HIV in the non-health sector and provide recommendations to enhance its effectiveness. Specific objectives include:

1. The review aims to conduct a comprehensive assessment of non-health sector HIV program progress, service coverage, and alignment with national targets for 2024 as contained in the National Strategic Plan
2. To discuss progress made by various stakeholders in implementing the non-health sector HIV programs across the 36+1 states
3. To identify gaps, challenges, and sustainable good practices in the program implementation
4. To assess the level of policy implementation, the impact of policy changes, and new interventions
5. Evaluate the level of coordination and collaboration between the health sector and non-health sectors in addressing HIV.
6. Provide evidence-based recommendations to strengthen the program's impact, sustainability, and alignment with national and international HIV targets.

3. Scope of Work

The National Consultant will be responsible for the following tasks:

3.1 Desk Review

- Review relevant documents, including the National HIV Strategic Plan, policies, guidelines, and reports related to HIV interventions in the non-health sector.
- Analyze data on the implementation of HIV programs in non-health sectors, including coverage, outcomes, and challenges.

3.2 Stakeholder Consultations

- Conduct consultations with key stakeholders, including government ministries, civil society organizations, development partners, and people living with HIV (PLHIV) and Key Population (KPs)
- Gather insights on the effectiveness of current interventions, challenges faced, and opportunities for improvement.

3.3 Analysis and Reporting

- Analyze findings from the desk review and consultations
- Develop a comprehensive report with actionable recommendations to strengthen the program

4. Deliverables

The National Consultant will be expected to deliver the following:

1. **Inception Report:** Outline the methodology, work plan, and timeline for the assignment (within 2 weeks of contract signing).
2. **Draft Report:** Present preliminary findings and recommendations for review by NACA and other stakeholders (within one week after the review meeting).
3. **Final Report:** Submit a finalized report incorporating feedback from stakeholders (within 2 weeks after the review meeting).
4. **Presentation:** Present key findings and recommendations to NACA and other stakeholders.
5. **Technical Brief:** Technical brief of 2024 Annual Review summarizing findings

5. Qualifications and Experience

The National Consultant should possess the following qualifications:

- Advanced degree in public health, social sciences, development studies, or a related field.
- At least 7 years of experience (Evidence) in HIV programming, multi-sectoral coordination, or public health.

- Proven at least 2 years' experience in conducting program reviews, evaluations, or assessments.
- Evidence of Strong understanding of the social determinants of HIV and the role of non-health sectors in the HIV response.
- Excellent analytical, writing, and presentation skills.
- Familiarity with the national HIV response and relevant policies in Nigeria.

6. Duration of Assignment

The assignment is expected to be completed within **30days**,

7. Reporting and Supervision

The Consultant will report to the Director, RM&E, NACA. Regular updates and progress reports will be required throughout the assignment.

8. Payment Schedule

The consultant will be paid a lump sum fee upon satisfactory completion of deliverables.

9. Ethical Considerations

The consultant must adhere to ethical standards, including confidentiality, informed consent, and non-discrimination. The rights and dignity of stakeholders, including PLHIV, must be respected throughout the assignment.

10. Selection Method: Fixed Budget Selection.

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

Documents:

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

- Methodology, Workplan,
- 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 in Naira.

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 FOR ANNUAL HIV PROGRAM PERFORMANCE REVIEW IN THE NON-HEALTH SECTOR”** 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 9th May ,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

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

Fraud Corruption

and 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 /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: **60**
 - 1) Adequacy for the assignment inclusive of methodology (10Marks), Workplan (10Marks) and Experience (40Marks) 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.