



**FEDERAL REPUBLIC OF NIGERIA**

REQUEST FOR PROPOSALS

for

**Individual Consulting Services**

**Engagement of a Consultant for Development of the Costing and Implementation  
Plan for the National Genomics Strategy**

**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 **Development of the Costing and Implementation Plan for the National Genomics Strategy**. The primary objective of this engagement is to develop a detailed costing and implementation plan for the National Genomics Strategy, ensuring its financial feasibility, resource allocation, and effective execution.

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 Development of the Costing and Implementation Plan for the National Genomics Strategy**

## **TERMS OF REFERENCE**

### **1. Background and Context**

Genomics has emerged as a critical tool for improving health security, disease surveillance, and precision medicine. Recognizing its potential, Nigeria has developed a National Genomics Strategy to strengthen genomic research, diagnostics, and disease surveillance. A well-defined costing and implementation plan is essential to ensure the strategy's feasibility, sustainability, and alignment with national priorities. To achieve this, we propose to engage a consultant to drive the process.

### **2. Objectives**

The main objective of this engagement is to develop a detailed costing and implementation plan for the National Genomics Strategy, ensuring its financial feasibility, resource allocation, and effective execution.

The specific objectives include:

- Conducting a financial analysis to determine the cost implications of implementing the strategy.
- Developing an actionable implementation roadmap with timelines, milestones, and key performance indicators.
- Engaging stakeholders to ensure alignment with national health priorities.

### **3. Scope of Work**

The consultant will undertake the following key activities:

- Conduct a situational analysis of the financial and infrastructural landscape for genomics in Nigeria.
- Engage key stakeholders, including government agencies, research institutions, private sector partners, and donors, to gather inputs.
- Facilitate workshops for the development and validation of the costed implementation plan.
- Develop a comprehensive cost analysis for various components of the strategy, including infrastructure, workforce development, human resource requirements and technology acquisition.
- Design a phased implementation framework with clear roles, responsibilities, timelines, milestones, and performance indicators.
- Provide recommendations for financial sustainability and integration into national health programs.
- Identify potential funding sources and sustainability mechanisms.

- Ensure alignment with national health, research, and economic policies.
- Develop risk mitigation strategies to address financial and operational challenges.
- Present draft and final reports to key stakeholders for validation and approval.

#### **4. Deliverables**

The consultant will be expected to deliver the following:

- **Inception Report** –
- **Situational Analysis Report** – summarizing the current genomics landscape and financial considerations.
- **Costing Framework** – including detailed budget estimates for implementation.
- **Implementation Plan** – with phased timelines, responsibilities, and sustainability strategies.
- **Final Report** – incorporating stakeholder feedback and final recommendations.

#### **5. Timeline**

The consultancy engagement is expected to span a period of **15 days**.

#### **6. Consultant Qualifications**

The ideal consultant should have:

- Minimum of 10 years' experience in public health and strategic planning.
- Postgraduate degree (Master's or Ph. D) in health economics, public health, or a related field.
- Minimum of 5 experience in health policy development, strategic planning, and financial modeling.
- Proven experience (Evidence) in costing and implementation planning for national or sectoral strategies.
- Evidence of strong engagement of health sector stakeholders in Nigeria and excellent report writing skills.
- Experience in working with government agencies, international organizations, and donors particularly in the health sector
- Excellent analytical, communication, and stakeholder engagement skills.

#### **7. Reporting and Supervision**

- The consultant will report to the **Chair, Nigeria Genomics Consortium (NGC)** and work closely with the technical working groups of the NGC comprising representatives from key stakeholders.

#### **8. Payment Method**

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

#### **9. Selection Method:** Individual Consultant Qualification Selection Method

## **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 **“Development of the Costing and Implementation Plan for the National Genomics Strategy”** 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 28<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 Zingunchor 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.

**Code of Conduct**

*"The Global Fund Code of Conduct for Consultants"*

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 and channel of reporting grievances and infractions.**

*"Whistle blowing Policy"*

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.





**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: **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 and negotiation may apply in case the financial proposal is above the budget.**