



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

**ENGAGEMENT OF A CONSULTANT FOR DOCUMENTATION OF TECHNICAL OUTCOMES OF
LABORATORY INTERVENTION**

July 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 DOCUMENTATION OF TECHNICAL OUTCOMES OF LABORATORY INTERVENTION**. The primary objective of this assignment is to engage a competent research consultant to assess and document the technical outcomes, challenges, and impact of the Laboratory Systems interventions implemented under the GC6 RSSH and C19RM grants. 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 Budget presented by the candidates, 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 DOCUMENTATION OF TECHNICAL OUTCOMES OF LABORATORY INTERVENTION

1. Background and Context

From April 2021 to December 2023, the National Agency for the Control of AIDS (NACA) as the Principal Recipient (PR) of the GC6 RSSH grant implemented Laboratory Systems Strengthening activities in collaboration with Nigerian Centre for Disease Control and Prevention (NCDC) and the Medical Laboratory Services Division of the Federal Ministry of Health and Social Welfare (FMOH&SW/MLSD) as Sub-Recipient (SR). Key interventions included implementation of NiSRN recommendations, infrastructural upgrades in selected laboratories, support for QMS implementation, External Quality Assessment support, and in-country EQA panel production. NACA as PR in collaboration with NCDC and FMOH/MLSD &SW as SR for Lab Systems carried out the implementation of the interventions under the GC6 RSSH grant with differing levels of completion. Based on the current grant document, NACA has continued to support Lab Systems interventions until December, 2025.

To ensure institutional memory, learning, and evidence generation for future programming, NACA seeks to engage a research consultant to document the technical outcomes and impact of these interventions on laboratory system strengthening in Nigeria.

2. Objectives of the Assignment

To engage a competent research consultant to assess and document the technical outcomes, challenges, and impact of the Laboratory Systems interventions implemented under the GC6 RSSH and C19RM grants.

3. Scope of Work

Consultant will be responsible for the following tasks:

1. Review relevant documents including grant performance frameworks, implementation plans, and progress reports.
2. Conduct field assessments across selected sites to evaluate the outcomes of infrastructural upgrades, QMS implementation, and EQA participation.
3. Collect and analyze quantitative and qualitative data to assess improvements in laboratory performance and systems functionality.
4. Evaluate the impact of the integrated sample referral pilot using NIPOST in two states.
5. Prepare intervention-specific technical reports and develop manuscripts for publication in peer-reviewed journals.
6. Facilitate validation workshops with key stakeholders

4. Deliverables

- Inception Report including work plan and data collection tools
- Field assessment and data analysis reports
- Final Technical Outcomes Documentation Report
- Minimum of three manuscripts (e.g., on NIPOST pilot, EQA outcomes, infrastructural upgrades) suitable for peer-reviewed journal publication

Deliverable/Milestone	Expected date of delivery/completion	Per Deliverable Rate (if applicable)
Inception Report including work plan and data collection tools	First 10 days of consultancy period	30%
Field assessment and data analysis reports	Week 8	20%
Final Technical Outcomes Documentation Report	Week 12	20%
Minimum of three manuscripts (e.g., on NIPOST pilot, EQA outcomes, infrastructural upgrades) suitable for peer-reviewed journal publication	Week 16	30%

5. Qualifications and Experience

- At least 5 years of experience in public health research
- PhD in statistics, research, public health or another relevant field
- Demonstrated experience conducting health systems research and publishing in reputable journals
- Expertise with evidence in laboratory science, public health, and health systems implementation research
- Strong capacity with evidence for fieldwork, data analysis, and stakeholder engagement
- Detailed Methodology and Workplan on the scope of work

6. Duration of Assignment

90 working days over a 4-month period.

7. Reporting and Supervision

The Consultant will report to the TA-Lab system at NACA

8. Payment Schedule

The consultant will be paid on a monthly basis inline with the deliverables assigned .

9. Ethical Considerations

The consultant must adhere to ethical standards, including confidentiality, informed consent, and non-discrimination.

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 ₦100,000.00) will be considered at the technical evaluation.

Detailed RFP- The link is provided below:

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 DOCUMENTATION OF TECHNICAL OUTCOMES OF LABORATORY INTERVENTION"** 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 5th August ,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

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.

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

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

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*

(<i>currency</i>)	<i>Rate /Days</i> <i>in (currency)</i>	<i>Number of Days (90Days)</i>	<i>Total</i>
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(2) *Reimbursables*

(<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
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TOTAL COST

ACTIVITY SCHEDULE (Consultant to modify accordingly)

Activity (Work)

periods

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

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