



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

ENGAGEMENT OF A CONSULTANT FOR EVALUATION OF PRE-EXPOSURE PROPHYLAXIS (PrEP) AND PREVENTION INTERVENTION IN HIV PROGRAMMES IN NIGERIA.

October 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 EVALUATION OF PrEP AND PREVENTION INTERVENTION IN HIV PROGRAMMES IN NIGERIA.**

. The primary objective of this assignment is to The overall objective of this study is to assess the contribution and impact of the uptake of pre-exposure prophylaxis (PrEP) and other HIV prevention interventions on reducing new HIV infections in Nigeria, while also examining factors influencing their adoption, accessibility, and effectiveness across different populations and settings. 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 CONSULTANTS FOR EVALUATION OF PrEP AND PREVENTION INTERVENTION IN HIV PROGRAMMES IN NIGERIA

Postion 1- PrEP Evalaution Consultant

Postion 2- PrEP Program Consultant

1. Background and Context

HIV/AIDS remains a significant public health challenge in Nigeria. Pre-Exposure Prophylaxis has emerged as an effective biomedical prevention strategy that can significantly reduce the acquisition of HIV among at-risk populations. Pre-Exposure Prophylaxis (PrEP), consisting of antiretroviral drugs taken by HIV-negative individuals, has been widely recognized as an efficacious preventive measure, for KPs (such as MSM, TG, sex workers, and PWID) and sero discordant couples. Several research findings have shown high indications that PrEP significantly reduces the risk of HIV infection when taken consistently and correctly.

One of the primary strategic objectives of the National Agency for the Control of AIDS, (NACA) is to effectively decrease the occurrence of new HIV infections by improving the availability and utilization of HIV prevention, intervention, and prophylactic measures. It is therefore imperative to measure the impact PrEP has had on the prevention of new HIV infection in Nigeria over the years.

2. Objectives of the Assignment

The overall objective of this study is to assess the contribution and impact of the uptake of pre-exposure prophylaxis (PrEP) and other HIV prevention interventions on reducing new HIV infections in Nigeria, while also examining factors influencing their adoption, accessibility, and effectiveness across different populations and settings.

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

3.1 Study Area

This evaluation is expected to take place in twelve (12) states of the country, two states in each geo-political zone. (Anambra, Akwa Ibom, Gombe, Benue, Ebonyi, Rivers, Kaduna, Nasarawa, Lagos, Ondo, Adamawa and Kano) in the country.

The evaluation will take place in locations where KPs and sero-discordant couples receive PrEP,. One Stop Shop (OSS) facilities will be assessed in states where they are still functional. Sero-discordant couples who have used PrEP will also be purposively reached through Health facilities and IPs supporting those facilities.

Furthermore, states KP Secretariat offices will be used to reach the community members accessing PrEP. NEPWAN offices will also be used to increase the participation of sero-discordant couples in the evaluation. IPs involved in Kabele study, will enable access to pregnant women on this study. The , Kabele study participants (pregnant women using PrEP) will also be assessed. SACAs and SASCP in the 12 states coordinating PrEP implementation will be assessed.

3.2 Study population

Criteria for selection: All participants in the study must belong to the study population. They must be 18 years and above and must have taken PrEP for at least 6 months or have provided PrEP services for at least 6 months.

-MSM

-FSW

-PLWID

-TG

-Sero-discordant couples

-Pregnant women using PrEP

PrEP implementers – NACA, FMOH, SACA, SASCP, IPs, KP groups, ASHWAN, health workers

3.3 Evaluation design

3.3.1 THEORY OF CHANGE

This evaluation will use the theory of change design to provide a roadmap for understanding how and why the PrEP and other prevention interventions lead to desired outcomes. In the context of this evaluation, this design will serve as a framework for analyzing whether PrEP intervention is achieving its intended outcomes. It will also help us to determine if the expected causal relationships between activities, outcomes, and impacts are actually happening.

3.3.2 EVALUATION MATRIX

An evaluation matrix will be utilized to assess the effectiveness, efficiency, impact, and sustainability of PrEP interventions in Nigeria (OECD/DAC). This matrix will include evaluation questions, sub-questions, indicators, and data sources, guiding data collection, analysis, and the development of

evaluation findings. This will provide a structured framework for decision-making by organizing information and ensuring objectivity.

3.3.3 PRE AND POST ANALYSIS

The country and state-level HIV incidence from Global AIDS Monitoring reports and other sources before and after the uptake of PrEP will be compared to determine the impact of PrEP on prevention of new infections.

3.3.4 COST EFFECTIVENESS ANALYSIS

Expenditure on PrEP and other Prevention initiatives (condoms, etc.) will be extracted from NASA & other programmatic reports and evaluated against program outputs/ results to determine efficiency. This analysis will demonstrate the relationship between spending on PrEP and other prevention interventions and changes in program metrics.

3.5 Evaluation Questions

Effectiveness

1. What is the effect of taking PrEP ?
2. Is PrEP service working? And why?
3. What are the results achieved through PrEP intervention?
4. How has PrEP contributed to HIV prevention and response?
5. What difference has PrEP brought to HIV prevention, compared with before PrEP intervention?
6. Were beneficiaries satisfied with the PrEP services? If not, why not?
7. What is the rate of HIV seroconversion among individuals on PrEP, and what factors are associated with breakthrough infections?
8. Are drug resistance patterns emerging among individuals who seroconvert while on PrEP?
9. What are the side effects and tolerability levels of PrEP among different study groups?

Adherence

1. What proportion of PrEP users maintain adherence over 3-, 6-, and 12-month post-initiation?
2. How effective are current adherence support mechanisms (e.g. counseling, SMS reminders, peer support) in promoting consistent PrEP use?
3. What are the common barriers and facilitators to sustained PrEP adherence among users?
4. How does adherence vary by key population groups (e.g. adolescent girls and young women, MSM, sex workers)?
5. What is the relationship between PrEP adherence and retention in HIV prevention services?
6. To what extent are PrEP users receiving regular follow-up and monitoring as recommended in national guidelines?

Efficiency (Cost Effectiveness)

1. How cost-effective is PrEP compared to other HIV prevention strategies in the current landscape of HIV response direction?

Accessibility

1. Percentage of KPs, Sero discordant couples and pregnant women currently on PrEP in the study areas.

Sustainability

1. What strategies and structures are required or are in place to ensure the long-term availability and accessibility of PrEP services for KPs in Nigeria?
2. Are PrEP services integrated into routine health systems and national HIV prevention programs?
3. Do health facilities have the capacity (staff, supply chains, infrastructure) to continue delivering PrEP services sustainably?
4. Is there a financial plan or transition strategy to shift PrEP service delivery to local or national funding?

Program Improvement

1. What aspects of PrEP services need to be improved?
2. Lessons learned and recommendations

4.0 Scope of work

NACA will engage 2 Co-consultants to conduct this study:

The two consultants will work together with each focusing on his/her area of expertise;

1. **Program Evaluation Consultant** : - Possesses a strong evaluation and years of experience in data management.
2. **PrEP Program Specialist Consultant**:- Highly experienced in HIV programming and PrEP.

The consultants will provide technical oversight and coordination throughout the evaluation process. The consultant will be supervised directly by the technical core team for the evaluation lead by the head of Survey/Surveillance division, with oversight by the Director, RM&E Department of NACA.

3.1 Program Evaluation Consultant

5.0 Qualifications of the Program Evaluation Consultant

1. Must possess at least a Master's degree in Public Health, Epidemiology, Biostatistics, Global Health/ Infectious diseases, or a related field. A PhD degree in a related field will be an added advantage.- 30 Marks
2. Minimum of 10 years of experience in designing and leading evaluations, researches and assessments including but not limited to areas related to HIV and Health.- 20 Marks
3. Demonstrate knowledge and 5 years' experience utilizing Quantitative and Qualitative research methodologies and variety of evaluation methodologies. -(including three sample reports of previous studies conducted - 20 Marks
4. Minimum of 5 years' experience in the application of electronic data-capturing tools, data analytical tools and data interpretation skills.- 10 Marks
5. Excellent communication and facilitation skills
6. Fluency in oral and written English – (including three sample reports of previous studies conducted will be an added advantage)
7. Ability to work within strict/tight deadlines.

Scoring Criteria for Evaluation of consultant

SN	Criteria	Scores
1	Qualification	30
2	Experience	50
3	Work plan (10 Marks) and Methodology (10 Marks)	20
4	Total	100
5	Minimum Score to be qualified	70

Program Evaluation Consultant Specific Tasks:

- Develop an evaluation framework, methodology, and detailed work plan.
- Review program documents, reports, and relevant national PrEP guidelines.
- Design and supervise qualitative and quantitative data collection tools.
- Develop training tools and train field evaluators for the study.
- Monitor field data collection, and quality of uploaded field data to ensure completeness and compliance with the protocol.
- Coordinate field data collection and ensure quality control.
- Conduct key informant interviews (KIIs), focus group discussions (FGDs), and stakeholder consultations at the national level.
- Lead data synthesis, interpretation, and triangulation of findings.
- Facilitate validation workshops with stakeholders and program staff.
- Prepare draft and final evaluation reports with actionable recommendations.
- Present findings to management, partners, and donors.
- Provide the technical core team with weekly updates throughout the survey period (via mail/physical).

PrEP Program Consultant

Qualifications of the PrEP Program Consultant

- Must possess at least a Master's degree in Public Health, Epidemiology, Biostatistics, Global Health/ Infectious diseases, or a related field. A PhD degree in a related field will be an added advantage.- 30 Marks
- At least 10 years of progressive experience in HIV prevention and care programs, with a minimum of 3-5 years focused specifically on PrEP implementation or evaluation. - 20 Marks
- Proven experience designing, implementing, or evaluating PrEP service delivery models (e.g., community-based, facility-based, key population-focused approaches).- 10 Marks
- Demonstrated at least 5 years experience in program monitoring, evaluation design, and data analysis (qualitative and quantitative methods).- 5 Marks
- Experience working with national HIV/AIDS programs, Ministries of Health, and international development partners (e.g., PEPFAR, Global Fund, UNAIDS).- 5 Marks
- Experience with PrEP adherence, uptake, continuation, and user experience studies among diverse populations (e.g., adolescent girls and young women, MSM, sex workers, people who inject drugs, transgender individuals).- 10 Marks

Scoring Criteria for Evaluation consultant

SN	Criteria	Scores
1	Qualification	30
2	Experience	50
3	Work plan (10 Marks) and Methodology (10 Marks)	20
4	Total	100
5	Minimum Score to be qualified	70

PrEP Evaluation Consultant Specific Tasks:

- Review program documents, reports, and relevant national PrEP guidelines.
- Design and supervise qualitative and quantitative data collection tools.
- Develop training tools and train field evaluators for the study.
- Monitor field data collection, and quality of uploaded field data to ensure completeness and compliance with the protocol.
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- Conduct key informant interviews (KIIs), focus group discussions (FGDs), and stakeholder consultations at the national level.
- Lead data synthesis, interpretation, and triangulation of findings.
- Facilitate validation workshops with stakeholders and program staff.
- Prepare draft and final evaluation reports with actionable recommendations.
- Present findings to management, partners, and donors.
- Provide the technical core team with weekly updates throughout the survey period (via mail/physical).

6.0 Expected deliverables for the evaluation consultant

1. Comprehensive evaluation protocol outlining the study methodology and detailed operational data management plan and timelines.
2. Final clean data set in an Excel format
3. Training and data management report.
4. Prepare and present key findings to NACA and key stakeholders in PowerPoint presentations.
5. Submit a comprehensive/harmonized technical and process report of the evaluation in both soft and hard copies to NACA.

6.1 Expected deliverables for the PrEP consultant

1. Comprehensive evaluation protocol outlining the study methodology and detailed operational data management plan and timelines.
2. Final clean data set in an Excel format
3. Training and data management report.
4. Prepare and present key findings to NACA and key stakeholders in PowerPoint presentations.
5. Submit a comprehensive/harmonized technical and process report of the evaluation in both soft and hard copies to NACA.

7.0 Duration of Consultancy

The duration of consultancy shall be **Thirty days (30)** working days and the consultant will be required to be available throughout the assignment.

8. Reporting and Supervision

The Consultant will report to the Director RM&E

9. Payment Schedule

The consultant will be paid after successful completion of the services in line with the deliverables.

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 financial evaluation.

11. Location of Consultancy- Abuja

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.
- Evidence of Relevant Experience and relevant supporting document.
- Recent CV
- Signed 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 two (2) 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 PrEP Evaluation Consultant or PrEP Program Consultant"** 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 13th November, 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.

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.
- ii. 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.
- iii. Please note that an individual can only bid for any position but only one position and violation of the instruction will lead to disqualification.
- 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,

Signature

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 (30Days)</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:

	<u>Points</u>
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- | | |
|--|-----------|
| (i) Specific experience of the Consultant relevant to the assignment: | 60 |
| 1) Adequacy for the assignment inclusive of methodology (10Marks), Workplan (10Marks) and Experience (50Marks) | 60 |
| (ii) Key professional qualifications and competence for the assignment: | 40 |
| 1) General qualifications | 30 |

Total points for criterion (I & ii):	100
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