



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments (Monthly)

**ENGAGEMENT OF RSSH STATE ENGAGEMENT
CONSULTANT**

November 2021

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Consultancy for RSSH state Engagement Consultant.** The purpose of this assignment is for the RSSH State Engagement Consultant to support the PMU towards achieving the successful onboarding of all states that will be recipients of the RSSH-II support. S/He will work with the CSS team of the RSSH-C19RM PMU and report to the Senior Technical Specialist CSS, ISD/QI.
2. More details on the requested services are provided in the Terms of Reference in section A below
3. 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
4. A candidate will be selected on the basis of comparison of individual qualifications and Experience.
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,

Bage Dawuda
Head Procurement
For Director General

A. TERMS OF REFERENCE

ENGAGEMENT OF RSSH STATE ENGAGEMENT CONSULTANT

1. Background

The RSSH State Engagement Consultant will support the PMU towards achieving the successful onboarding of all states that will be recipients of the RSSH-II support. S/He will work with the CSS team of the RSSH-C19RM PMU and report to the Senior Technical Specialist CSS, ISD/QI.

2. Goal and Objectives

- To support the coordination of state engagement and onboarding of all RSSH states
- To support the review and finalization of state implementation plan, M&E plan for interventions and activities to be implemented under the RSSH 2021-2023 grant
- To support the review and finalization of concept notes
- To support documentation and development guidance documents for state engagement

1. Scope of work

The RSSH State Engagement Consultant will support the PMU towards achieving the successful onboarding of all states that will be recipients of the RSSH-II support. S/He will

- Support the process of state engagement with particular emphasis on ensuring that all states are properly onboarded
- Provide oversight and guidance to state-level state engagement advisors to conduct a capacity and needs assessment of the health system with a focus on the RSSH core areas, support the development of state workplans and budgets
- Support Senior Technical Specialist CSS, ISD/QI to review and monitor of all state workplan plans and deliverables
- Coordinate and plan PR engagements with state Project Coordinating Unit (PCU) ensuring highest level of project management skills are applied to achieve timely results
- Support the Senior Technical Specialist CSS, ISD/QI to ensure capacity strengthening of PCU and relevant stakeholders in the states
- Document the processes, status and achievements of the State Engagement approach overall
- Participate in any other activities related to the above functions as assigned by the Senior Technical Specialist CSS, ISD/QI

2. Duration of Consultancy

Six months (with the possibility of an extension)

Output /deliverable:

- Finalised workplan, budget and M&E plan for interventions and activities to be implemented

under the RSSH 2021-2023 grant

- Finalised concept notes for activities to be implemented at state level
- Compiled report of state engagement onboarding activities and PCU activities
- Harmonised narrative report on RSSH state engagement across the supported states.

3. Number of Consultants Required

One consultant in Abuja

4. The consultant will be paid on a monthly bases upon submission and acceptance of monthly report and time sheet by NACA.

5. Required Qualification /Experience:

- MBBS or Master's degree in Public Health, medical sciences or social sciences or other related fields.
- At least 7 years of experience working within the Nigerian health system at national or state level.
- Experience working on international donor-funded programs (Global Fund is an added advantage) is added advantage.
- Experience designing and implementing health systems strengthening interventions
- Experience with HIV, TB & Malaria programs.
- Leadership experience in management of public health programmes and relationship with state government and civil society networks at leadership strategic level.
- Experience at organizing and facilitating systems strengthening, capacity development and mentoring processes
- Ability to lead and guide strategy development with the State Ministry of Health (SMOH) and Civil Society networks, manage technical implementation of proposed project initiatives, as well as ability to supervise, mentor and coach project and government staff.
- Strong analytical and verbal communication skills.
- Excellent written and spoken communications skills in English.
- Strong skills in using word processing, spreadsheet, database and presentation software (Microsoft Office applications preferred).
- Experience using web-based applications (email, browsing, and literature retrieval).
- Ability to work with minimal supervision.
- Ability to document best practices in forms of manuscripts and abstract and other related scientific writings is an added advantage

7. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

The Request for Proposal (RFP) can be downloaded from this link;

8. 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 “**Consultancy for RSSH state Engagement Consultant** ” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope **and registration of the bids at** Procurement office at the address below .Alternatively, Submission can be made to procurement@naca.gov.ng.

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Monday **22nd November 2021** by **12 noon**. The submission (s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

9. 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

or

Email: procurement@naca.gov.ng

10. GLOBAL FUND CODE OF CONDUCT

You shall get acquainted with the global fund code of conduct for suppliers using this link below:

https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf

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

11. 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 [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>Rate /month in (currency)</i>	<i>Number of Months 6</i>	<i>Total (currency)</i>
--------------------------------------	-------------------------------	-------------------------

(2) *Reimbursables*

	<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
(a) (Local) Travel + Taxi			
(b) Local Transportation			
(c) Communications			
(d) Hotel Accommodation			
			<i>Sub-total (2)</i>

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

1. Inception Report- Week 1
2. Progress Reports- Weekly
3. Finalized state implementation plan- December 2021 and February 2022
4. Draft Final Report- First week in the Month 6
5. Final Report- Third week in month 6

ANNEX C EVALUATION CRITERIA

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:

	<u>Points</u>
(i) Specific experience of the Consultant relevant to the assignment:	60
1) Adequacy for the assignment	50
2) Experience in region	10
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
Total points for criterion (I & ii):	100

Note: Minimum technical score is 70% and Quality Cost Based selection will be the method of procurement