



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

**ENGAGEMENT OF CONSULTANTS (x2) FOR THE DEVELOPMENT
OF N-LIS PILOT ASSESSMENT TOOLS AND EVALUATE DRAFT N-
LIS VIA PILOT TESTING OF TOOLS**

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: **Engagement of Consultants to review, pilot-test and evaluate paper-based National Laboratory Information System (N-LIS) tools and specific disease program e-LIS**. The purpose of this assignment is as follows: The consultant will provide technical support to the Laboratory Systems unit of NACA/RSSH and the Medical Laboratory Services Division of the Federal Ministry of Health (FMoH/MLSD) to **review, pilot-test and evaluate paper-based National Laboratory Information System (N-LIS) tools and specific disease program e-LIS**

The product of this assignment shall be a report on the evaluation of the pilot-test, recommendations and the finalized paper-based N-LIS tools.

More details on the requested services are provided in the Terms of Reference in section A below.

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: Procurement Unit at 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,

Bage Dawuda
Head Procurement
For Director General

A. TERMS OF REFERENCE

Engagement of Consultants to review, pilot-test and evaluate paper-based National Laboratory Information System (N-LIS) tools and specific disease program e-LIS

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: Laboratory Systems Team Lead

1. Background

The National Medical Laboratory Services Policy (2021-2025) made a provision for the development of a National Laboratory information Management System. It states that; “there shall be improved data collection and laboratory information management system to facilitate good surveillance practices and timely response to epidemics and notifiable diseases. Similarly, it enjoined the government at all levels and relevant stakeholders to “establish a robust electronic Laboratory Information Management System that is linked to all the tiers of the laboratory.”

There is currently no National LIMS that collect laboratory data from all disease programmes. To address this situation, two consultants were engaged by the Federal Ministry of Health during the RSSH I in (add year) with the support from Global fund through Management Systems for Health to support the development of the National Laboratory Information Management Systems (NLIMS).

A national paper-based tool which can be converted to electronic tool have been developed for collecting and reporting laboratory data across program areas. This was developed through a robust collaborative process with inputs from country laboratory systems experts. FMOH (MLSD), NCDC, CHAI, FHI, CDC, NMEP, NTBLCP, NASCP, NLTWG and other key stakeholders. Consultants also led the development of Indicators to be tracked nationally. Data flow chart (from the facility to the National HMIS database), an SOP to guide the use of the paper and electronic tools as well as a system to ensure the quality of the data (paper based and electronic data) was also developed. It is expected that the tools developed will be piloted in 12 states after which evaluation will be done to finalize the National LIMS which will then be followed by scale-up in more facilities.

The use of Laboratory Information Management System (LIMS) is sub-optimal as most laboratory data collection and reporting tools are still paper-based. Each disease program has different LIMS, and data is not uniformly shared at the national level. Some laboratories, including stand-alone, have software that is not linked to HMIS.

There are major gaps in laboratory service delivery data availability and quality in Nigeria. The use of multiple reporting tools (paper-based) for the same disease program by different health facilities based on supporting implementing partners and the existence of parallel laboratory information systems for data collection/reporting across different disease program results in considerable potential for duplication, overlap, and confusion. There is, therefore, the need for a harmonized approach to laboratory data collection and reporting from the health facility level that will be linked to the national DHIS-2 platform.

To this end, NACA will engage two (2) Consultants to **review, pilot-test and evaluate paper-based National Laboratory Information System (N-LIS) tools and specific disease program e-LIS**

2. Goal and Objectives

Specific objectives

- To conduct review/assessment of the draft N-LIS tools (paper-based)
- To develop protocol for pilot testing of N-LIS paper-based tools
- To lead the pilot testing of the draft N-LIS tools (paper-based) in 12 states
- To finalize the draft N-LIS paper-based tools using findings from the pilot testing
- To assess available disease programs e-LIS and provide recommendation for establishment of integrated national e-LIS

The scope of work and expected outputs/deliverables will be the following:

1. Collect, review and analyze all the necessary documents to fully substantiate all stages of development of the National Laboratory Information System
2. Collect, review and analyze all the necessary documents to fully understand the administrative framework for Laboratory Information Management Systems in Nigeria.
3. Collect, review and analyze the international and national level approach for Laboratory Information Management System.
4. Carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions that play a vital role in Laboratory Information System Management.
5. Assessment, documentation and analysis of current LIMS tool
6. Based on the processes mentioned above and in consultation with the Project Team, prepare a protocol for the pilot assessment of N-LIS draft tools.
7. Based on the processes mentioned above and in consultation with the Project Team, prepare a comprehensive pilot assessment checklist and SOP for N-LIS
8. Draft specific, detailed and practical steps for training and pilot testing paper-based tool in selected facilities (three facilities per 12 states for paper-based pilot)
9. Facilitate two working group consultations (organized by FMOH (MLSD)) and present the draft N-LIS pilot assessment results and revised N-LIS paper-based tool to the key stakeholders including NLTWG.
10. Produce a well-written and detailed data analysis and report of the pilot testing of draft N-LIS tools.
11. Produce a well-written and comprehensive report highlighting:
 - Current responses by key stakeholders in Laboratory Information Management System use in various facilities in the country.
 - Recommendations to strengthen linkages between organizations involved in the Laboratory Information Management System.
 - Resource Directory of all the relevant Government Departments / Ministries / NGOs with focal points.
12. A detailed presentation to be made by the consultant after the completion of the assessment tool on the salient features of the tool at a NLTWG meeting organized by FMOH (MLSD) and NACA.

3. Expected deliverables

The specific tasks will include the following:

- Produce a well written and detailed protocol for the pilot testing of draft N-LIS tools
- Facilitate two working group consultations to discuss and finalize the N-LIS assessment tool.
- Produce a well written and comprehensive N-LIS assessment tool and SOP for assessing Laboratory Information Management System in the Country.
- Facilitate orientation/training on the use of assessment tools
- Comprehensive analysis and report of the pilot testing exercise
- Finalized paper-based N-LIS based on pilot-test findings
- Recommendations for deployment and use of paper-based N-LIS
- Recommendations for development of integrated e-LIS

The consultant will strictly follow the work plan and the time schedule agreed with NACA in undertaking the contract assignment.

- a) An appropriate methodology will have to be determined by the consultant in consultations with NACA and FMOH (MLSD). This will be done through the review of the pilot protocol as submitted by the consultant.
- b) The consultant will work in close collaboration with NACA, FMOH (MLSD) and any other relevant stakeholder (expert in this area)
- c) The consultant will lead/undertake collection of all the required data/information from various sources, including Government departments, Ministries and other relevant sources;
- d) The FMOH (MLSD)/NACA shall facilitate the collection of the data/information with required official letters and contact with focal person(s) wherever required;
- e) The consultant will undertake review, assessment and judgment of the data/information in close consultation with FMOH (MLSD) and NACA.
- f) The consultant will facilitate in presentations and coordination of the stakeholder workshops/consultations organized as per the agreed work schedule;

The duration of contract shall be for a maximum of 10 working days that should fall within December 2021 – March 2022. The consultants would additionally be paid as facilitators for the 5-day trainings which will be in 2 batches. The facilitation fee is separate from the 10-day consultancy fee.

The consultant will work closely with the RSSH Project Team and will from time to time submit and share the progress of activities as agreed. With milestones set to include;

- Submission of interim assessment report of the paper-based N-LIS tools
- Submission of protocol, checklist and SOP for the pilot of draft N-LIS tools
- Submission of finalized paper-based N-LIS tools
- Report of completion of laboratory tool pilot test training
- Submission of data analysis and report for the pilot testing of draft N-LIS tools

Duty Station

- a) The consultant will undertake the work in Abuja and travel with teams during N-LIS pilot based on the agreed work-plan and methodology.
- b) The consultant is expected to use own computer and other equipment required for the task.

4. Qualifications and Experience:

- A post-graduate or equivalent qualification/ degree in Medical Laboratory Science, Health Information Management, Laboratory Information Management System, Public Health, Health Programs Monitoring and Evaluation, Laboratory System Strengthening, Bioinformatics or any other relevant discipline.
- At least 5-7 years of prior work experience in dealing with health or specifically laboratory monitoring and evaluation interventions especially in the regional and international context.
- Demonstrated knowledge and experience in undertaking research especially in the area of Laboratory Information System.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations.
- Familiarity with Nigeria Lab Information System and NLIS including facility flow
- Relevant regional and international experience will be an added advantage.

The project seeks to identify experts that fulfill the above criteria and have demonstrated ability of involving key stakeholders (Ministries, Departments, Agencies, civil society etc.) to provide relevant expertise and bring a wider perspective in developing the assessment tool.

Payment Terms:

- a) The consultant will be offered a lump sum fee inclusive of travel costs (include travel costs for 2 working group consultations).
- b) The payments will be made in installments based upon outputs/deliverables specified in the TOR (under payment schedule) and upon certification of satisfactory work as per work plan and endorsed by NLTWG, FMOH (MLSD) and NACA.

Payment Schedule

- 20% on signing the contract and submission of a blueprint including methodology for drafting the assessment tool (in English).
- 40% on completion of two working group consultations and submission of consultation report (in English) and protocol for the N-LIS pilot (in English).
- 40% on submission of final assessment tool (incorporating all the input from the key stakeholders including from agencies) (in English).

5. Duration:

The duration of the consultancy is Fifteen (15) days (10 days for actual work and 5 days for fascilitating training)

6. Number of state - Six states each per consultant.

7. Number of Consultant Required-Two (2)

Note: each consultant should only propose to provide services in 6 states.

8. List of states- TBD

9. Documents:

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

- Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience (max 2 page) and relevant supporting document.
- Detailed methodology and conceptual framework with expected deliverables and timelines, man days required (3-5 pages).
- Recent CV

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in installments based upon key outputs/deliveries (mentioned under payment schedule above).

6. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

7. 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 “**LIMS 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. 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 Thursday 12 noon of 16th December, 2021. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

8. 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
OR
Email: procurement@naca.gov.ng

9. 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.

10. 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>Rate /day in (currency)</i> | <i>Number of Days</i> | <i>Total (currency)</i> |
|------------------------------------|-----------------------|-------------------------|
| | 10 | |

| | | |
|----------------------|------------------------------------|---|
| (2) Facilitation Fee | <i>Rate /day in (currency)</i> | 5 |
|----------------------|------------------------------------|---|

(3) *Reimbursables*

| | <i>Rate</i> | <i>Units/Days</i> | <i>Total</i> |
|---|-------------|-------------------|----------------------|
| (a) (International) (Local) Travel + Taxi | | | |
| (b) Local Transportation | | | |
| (c) Communications | | | |
| (d) Hotel Accomodation | | | |
| | | | <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 - 2days
2. Progress Reports After first 5 days
3. Draft Final Report on the 10th day
4. Final Report After the pilot

**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 | 60 |
| (ii) Key professional qualifications and competence for the assignment: | 40 |
| 1) General qualifications | 40 |
| Total points for criterion (I & ii): | 100 |

Note: The Minimum technical requirement is 70%

QCBS method will be applied for contract award.