



**NATIONAL AIDS & STIS CONTROL PROGRAMME**

**REQUEST FOR PROPOSALS**

**FOR**

**Individual Consulting Services**

Time-Based Payments

**ENGAGEMENT OF ZONAL CONSULTANTS FOR MAPPING OF PROVIDERS OF  
ANC/PREVENTION OF MOTHER TO CHILD TRANSMISSION OF HIV SERVICES  
IN 6 GEOPOLITICAL ZONES**

**December, 2021**

**RFQ Ref No.:**  
**NASCP/GF/HIV/C/DC/202**  
**1/004PQ**

**1<sup>st</sup> December, 2021**

### **Letter of Invitation**

Dear Sir/Ma:

The National AIDS and STI Control Programme (NASCP) has worked with all 36+1 states to develop state-specific frameworks to remedy the poor PMTCT and paediatric indices. The first key action in these frameworks is the identification and mapping of health facilities that provide antenatal care./PMTCT services. NASCP has received support from Global Fund to engage a consultant to provide technical assistance in the planning, implementation, and documentation of the mapping of health facilities and informal service delivery locations that provide antenatal care/PMTCT services in 36+1 states

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

3. The National AIDS/STIs Control Programme will make available the necessary information concerning this assignment. You may obtain additional information at the following address: National Coordinator, The National AIDS/STIs Control Programme Plot 75, Edo House, Ralph Shodeinde Street, Central Business District, Abuja.

4. Candidates will be selected on the basis of comparison of individual qualifications (Curriculum Vitae 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 ;

Yours sincerely,



**Atu Uzoma**

Assistant Director (PSM)  
For National Coordinator

## **Terms of reference**

### **Zonal consultant for mapping of providers of ANC/Prevention of Mother to Child Transmission of HIV services in 36+1 states**

**Job title:** National Consultant: PMTCT mapping

**Duration:** 10 days

**Starting Date:** January 2022 (10 working days)

**Location:** Abuja, Nigeria

#### **1.0 Background:**

All pregnant women are expected to be provided with quality service irrespective of their location and socio-economic status. However, in Nigeria, only one third of pregnant women have access to services to prevent mother-to-child transmission of HIV (PMTCT) services. Among the many reasons is the fact these services are only available in about 25% of the approximately 25,000 antenatal clinics listed in the health facility registry maintained by the Federal Ministry of Health. Even at facilities that are listed as providing PMTCT services, the full range of HIV services they offer is uncertain as are the linkages between PMTCT, adult ART and paediatric ART services.

This situation has contributed to poor PMTCT and paediatric HIV indices. By the end of 2020, the coverage of PMTCT was as low as 44%. Globally, Nigeria contributes the highest percentages of HIV positive pregnant women who are not on treatment (24%), babies with new HIV infections (14%), and children who die from AIDS-related causes (12%).<sup>1</sup>

The National AIDS and STI Control Programme (NASCP) has worked with all 36+1 states to develop state-specific frameworks to remedy the poor PMTCT and paediatric indices. The first key action in these frameworks is the identification and mapping of health facilities that provide antenatal care./PMTCT services. During this process, the HIV and related services each facility provides will be documented and selected data extracted. A substantial proportion of pregnant women receive antenatal care from traditional birth attendants (TBA) and other unskilled providers outside formal health facilities. Therefore, TBAs and their service delivery points will also be mapped as part of this process. The information provided by this mapping exercise will be used to designate all providers of antenatal services/PMTCT as hubs or spokes and for other programmatic actions.

#### **2.0 Purpose**

To provide technical assistance to NASCP in the planning, implementation, and documentation of the mapping of health facilities and informal service delivery locations that provide antenatal care in the Zones.

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### **3.0 Task Description and responsibility**

- Participation in technical consultation at national and state level for planning and execution of the mapping process;
- Development of comprehensive technical reports on the mapping exercise for each of the Zones using an agreed reporting template;
- Support collection of data in assigned zones through technical assistance to NASCP, SMOHs and LGA teams,
- Conduct training of State/LGA teams for implementation of this mapping assignment;

### **4.0. The key deliverable of the consultancy is:**

- A comprehensive technical report on the mapping exercise for each state in the Zone.

### **5.0. Qualifications/Requirements**

- Advanced degree in public health, social sciences, or other related area
- A minimum of seven (7) years' experience in programme/project management with experience in HIV programming is essential
- Excellent English language writing skills
- Ability to deliver reports in MS Word format, use of Excel spreadsheets required
- Experience in data analysis
- Experience in GIS mapping
- Previous experience in performing similar assignments will be an asset
- Excellent facilitation and team management experience will be an advantage

### **6.0 Contracting and accountability**

The consultant will be accountable to the National Coordinator NASCP.

### **7.0 Duration**

This assignment will be implemented over 10 working days.

S/N	Activity	Days
1	Inception meeting with NASCP	0

2	Mapping and data collection exercise and collation	1-8
3	Finalize comprehensive mapping and technical report	9-10

## 8.0. Remuneration

S/he will be paid competitive fees for the agreed duration based on qualification and experience and in line with the approved rate for this assignment.

## 9.0 GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- i. A complete set of Proposal documents and Term of Reference (ToR) in the English Language for the **Zonal consultants for the mapping of providers for ANC prevention of mother to child transmission of HIV services in 6 geopolitical zones.**
- ii. 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 financial proposal. The original of the **Technical Proposal** with copies in one (1) envelope and the original of the **Financial Proposal** with copies in another envelope, duly marking the envelopes as “Technical” and “Financial.” shall be individually enclosed. The two (2) envelopes shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner “**Zonal consultants for the mapping of providers for ANC prevention of mother to child transmission of HIV services in the 6 geopolitical zone**” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgement to NASCP office at the address below.

The deadline for the submission of proposal should not be later than 12 noon of **Thursday 16<sup>th</sup> December, 2021** by **12 noon**. The submission (s) received will be opened immediately after closing at NASCP Conference Room in the presence of representatives that choose to attend.

## 10. Address for Submission and Information

*Attention:*

**Assistant Director (Procurement Unit)**

National AIDS/STIs Control Programme

Edo House,

75 Ralph Shoidende Street,

Central Business District,

Garki, Abuja.

## 11. 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](https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf)

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

## 12. NOTES/DISCLAIMER

- i. Late submissions will not be accepted.

- ii. NASCP 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.
- iv. NASCP shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- v. This advertisement shall not construed as a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NASCP.
- vi. NASCP 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 a 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] monthly.

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 CONSULTANT ON THE TERMS OF REFERENCE**

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1.

2.

3.

4.

5.

## **LIST OF ANNEXES**

### **1.**

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>
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*(2) Reimbursables*

**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

2. Progress Reports

3. Draft Final Report

4. Final Report

**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                      50
  - 2) Experience working on a Global Fund funded project                      10
  
- (ii) Key professional qualifications and competence for the assignment:40
  - 1) General qualifications                                      30
  - 2) ICAN Certification    10

**Total points for criterion (I & ii):                      100**

Minimum cut-off point shall be   60  

Using Cost Estimate of Service from Annex A above, Financial Evaluation shall be conducted using least cost selection of shortlisted candidates from Technical Evaluation above.

