



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments (Monthly)

ENGAGEMENT OF PROGRAM MANAGER FOR NPSCMP

January, 2022

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 program manager for NPSCMP**. The purpose of this assignment is as follows: NPSCMP is currently building up her technical capabilities for new roles as the change driver for the strategic plan and the integrated management of public health products and essential

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: 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 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 Program Manager for NPSCMP

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund RSSH-NACA

Reports To: NPSCMP National Coordinator

1. Background

The Federal Ministry of Health through the National Product Supply Chain Management Programme (NPSCMP) of the department of Food and Drug Services in collaboration with implementing partners developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025. Some of the aims of this strategic plan are to optimize the performance of NPSCMP, the change driver for the strategic plan, integrate management of essential medicines and public health commodities, increase ownership and capacity at state levels as well as performance improvement in all Procurement and Supply Chain Management (PSM) areas.

NPSCMP is committed to optimizing health product supply chain services through strengthening capacities of every function area of the supply chain underpinned by a leadership that utilizes strategic information for learning and innovation.

In collaboration with implementing partners, NPSCMP recently developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025.

The Country will use the strategy to institute a government-led sustainable supply chain system that is responsive, reliable, agile and cost-friendly. This will be anchored on a mission to empower governments at the three levels to function effectively as stewards of the supply chain, collaborating to implement a single channel of service to the client. The supply chain design is to harness the strengths of existing health supply systems known as DRF/SMSS/DMA/SDSS and federal-managed public health supply chain programme system in a new model that fosters the integration of systems.

The task to drive the health supply chain in the new strategic direction and manage public health products (for HIV/AIDS, TB, Malaria, Family Planning etc.) in an integrated manner with essential medicines for an effective and efficient last mile delivery requires tremendous capacity and resources to implement. This will require amongst many others, excellent contract, financial, data and project management skills at all levels of governance. This is the basis for preparing NPSCMP on a set of new roles it must play as the lead programme in the country's supply chain management for healthcare products.

2. Goal and Objectives

Specific objectives

NPSCMP is currently building up her technical capabilities for new roles as the change driver for the strategic plan and the integrated management of public health products and essential medicines. This will lead to increased government ownership and performance management of all supply chain functions. Therefore, NPSCMP is seeking to engage the services of Technical Assistants in

i) **Program manager:** who will work as a part of the NPSCMP human resource and build capacity of the staff to increase the national resource pool of experts in managing the transition to the integrated model.

Their services will be needed to strengthen the existing state health supply system and capacitate state supply chain experts until the new model that fosters the integration of supply chain systems within the state is achieved as prescribed in the national SMSS guidelines. He/she is expected to travel extensively within Nigeria or reside for a period within selected states and engage with relevant stakeholders. This engagement will be from February 2022 to December 2023.

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

- In collaboration with other partners mobilize resources and set-up to facilitate maturity of NPSCMP to effectively drive supply chain activities in-country
- He/she also brings in the expertise that complements the project implementation units in creating a nexus between the DRF, the warehouse upgrade and the implementation of the 5-year strategic plan.
- Lead and coordinate the assessment of the states using the DMA assessment model. In addition, work with the states, the consultants and the NPSCMP to recommend monthly intervention to growing the states DRF through the DMA maturity model into a best-in-class model.
- Co-ordinate and lead the team of 2 DRF consultants and a finance expert in the designing and institutionalization of State DRF models and ensure the integration of the public health and the essential commodities
- Support state to conduct a situation analysis of the state health supply system and develop strategies to address gaps
- In collaboration with stakeholders in the public and private sectors mobilize resources required to achieve the maturity of the state health supply system
- Demonstrate capacity to plan and organize work effectively, including support to design, planning and implementation of projects, management of data and reporting.
- Strong analytic skill and strategic thinking including a sound understanding of the framework of PSM and project management.
- Ability to use knowledge and reasoning to identify the strength and weaknesses of alternate solutions, conclusions and approach to problem.

- Work in collaboration with the other members of the team and support the NPSCMP specifically on mainstreaming every operational efficiency of the program towards achieving organizational growth and goals, while providing strategic direction and support for the procurement and supply chain management (PSM); and strengthening activities of the NPSCMP.
- Coordinate and lead the development and Review of guidelines, SOP, manuals and other relevant documents for NPSCMP.
- Support and conduct training of national participants based on results of needs assessment
- Support states to set-up systems that will ensure compliance to standards in managing health commodities.
- Coordinate feedback to the GF/PR on any issues raised on implementation of activities
- Facilitation of meetings, workshops, seminars
- Submit periodic technical report to NPSCMP
- Any other duty that may be assigned by the National Coordinator, NPSCMP

3. Expected deliverables

The specific tasks will include the following;

Output /deliverable:

1. Monthly report of technical assistance/activities conducted in a format provided by NPSCMP
2. Quarterly program implementation reports
3. Training manuals, SOPs and other relevant documents

4. Qualifications and Experience:

The prospective candidate for this assignment shall possess shall possess the required minimum education,

- a) a university degree in Public Health, Pharmacy, Bioscience/Sciences, Project management, Clinical Pharmacy, Health Economics or Management
- b) Master's degree in Public health, Bioscience/Sciences, Project management or related field
- c) requisite professional certification A minimum of Ten (10) years cognate experience in public and/or private sector including health organizations is highly desirable
- d) Significant experience / understanding in establishing DRF schemes or significant experience in operating, managing and evaluating DRF schemes in Nigeria or other sub-Saharan African countries
- e) A minimum of ten (10) years of progressively responsible professional level experience in Health Logistics, Hospital Pharmacy practice, Medication management
- f) Knowledge of the major issues affecting health products supply chain management and financing in Nigeria
- g) Good experience in strategic planning, operations management, organizational and change management, policy formulation and development are required

- h) Experience in working with government partners and other stakeholders in public sector development programs
- i) In-depth knowledge of Nigeria health system with emphasis on Essential Medicines Management, supply chain systems, National Drug Policy, public health etc.
- j) Competence in Logistics system design
- k) Experience of working effectively within a matrix management / project management environment
- l) Experience in the development of national tools and documents
- m) Experience of working on donor funded projects = Global Fund, PEPFAR etc.
- n) High proficiency in IT
- o) At least 7 years of experience in supply chain project management
- p) Past experiences in similar assignment
- q) Strong analytical, negotiation and communication skills

5. Duration:

February 2022 to December 2023

6. Documents:

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

- Profile of the consultant
- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience and relevant supporting document.
- Recent CV

The financial proposal shall specify a total lump sum amount.

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 “**Project Manager for NPSCMP**” 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 Friday 12 noon of 4th February, 2022. 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*

*Rate /Month
in (currency)*

Number of Months

Total (currency)

(2) *Reimbursables*

Rate

Units/Days

Total

(a) (International)

(Local)

Travel + Taxi

23 months

(b) Local

Transportation

(c) Communications

(d) Hotel Accomodation

Sub-total (2)

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	Four weeks
2. Progress Reports;	Monthly
3. Draft Final Report	Second month of the last quarter of 2023
4. Final Report	Second week of the last month

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

Minimum score of 80% will be required to be considered technically compliant.

Note: Quality Cost-Based Selection method will be adopted for this purpose