



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments

**ENGAGEMENT OF AN INDIVIDUAL CONSULTANT TO DEVELOP CBOS OPERATIONAL TOOLS
& TRAINING MODULES FOR COMMUNITY-LED MONITORING AND SOCIAL MOBILIZATION**

January 2022

Ref No: NACA/GF/RSSH/CSS/16/BL26

Date of Issuance: 14th January 2022

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) *in collaboration with RSSH under the Global Fund Grant* invites proposals for consulting services for the following assignment: **Development of Community Based Organizations (CBOS) Operational Tools & Training Modules For Community Led Monitoring And Social Mobilization and serve as the Lead Facilitator for the ATM Networks at the National Level**

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: Procurement Office, National Agency for the Control of AIDS (NACA) Ground Floor No. 3 Zinginchor Street, Beside AEDC Office, Wuse zone 4, Abuja

4. A candidate will be selected on the basis of a comparison of individual qualifications and Experience in line with the evaluation criteria stated in the RfP.

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

TERMS OF REFERENCE

ENGAGEMENT OF AN INDIVIDUAL CONSULTANT TO DEVELOP CBOS OPERATIONAL TOOLS & TRAINING MODULES FOR COMMUNITY-LED MONITORING AND SOCIAL MOBILIZATION AND SERVE AS THE LEAD FACILITATOR IN THE TOT FOR THE ATM NETWORKS AT THE NATIONAL LEVEL

1.0 Job summary

The Consultant will work under the supervision of NACA and the AIDS Tuberculosis and Malaria (ATM) networks to lead the development, review, and/or adaption of standard operational tools that will be used during the selection and engagement of community-based organizations (CBOs) across selected States in Nigeria. The consultant will also develop training curriculums/modules that will be used to inform the National Training of Trainers (NTOT) and State level pieces of training of the CBOs. The tools and documents shall be developed to provide practical guidance to ensure a pool of competent CBOs are selected and engaged to lead the effective and efficient implementation of the community-led system strengthening activities of the RSSH/C19RM grant. The tool and/or document will be used across the implementation states to assess the capacity of the CBOs as well as identify gaps and draw up capacity improvement plans for improving the institutional capacity of the CBOs.

1.1 Objective:

- To develop, review and adapt standard CBO tools to assess capacity of CBOs
- To adapt national tools for data collection during project implementation.
- Support the selection and engagement of CBOs
- To develop the training curriculum/modules that will be used to conduct TOT for national ATM Networks.
- Provide facilitation support during the TOT at the national level.

1.2 Scope of work

The Consultant will support the ATM Networks towards achieving the successful selection and training of CBOs on use of operational tools. S/He will

- Support the development, Review and/or adaptation of Standard operational tools for the selection of CBOs to support the CLM and SM activities for the RSSH/C19RM intervention across 18 States.
- Train ATM Network at the National level on the use of operational tool and support the conduct of State level selection process
- Provide oversight and guidance during the physical verification and selection exercise across States
- Facilitate the NTOT for ATM network at the national level
- Develop and submit training and consultancy report

1.3 Expected Deliverable

- Develop CBO selection Tools
- Develop Training curriculum/ modules

- Train stakeholders on the curriculum/modules and use of tool
- Support the TOT training of ATM networks at the National level
- Develop, analyze and submit consultancy report

1.4 Qualifications, skills and experience

- At least a Master’s Degree in public health or social sciences or its equivalent; with experience
- working on HIV prevention programming for AYP, key and vulnerable populations issues.
- At least 5 years’ experience in HIV/Malaria/TB programming and must be familiar with health and non- health sector
- Have experience with strategic document development.
- Have undertaken at least one similar assignment in the last two years.
- Extensive experience in program management with special focus on community level monitoring and advocacy and health systems strengthening.
- Must have vast experience in the development of training modules on COVID-19, Community Led Monitoring (CLM)and Social mobilization.
- Excellent interpersonal communication skills.
- Excellent organizational and time management skills with the ability to multitask and deliver high quality results in a fast-paced environment.
- Strong writing, presentation/facilitation and computer skills
- Strong sensitivity and adaptability in cultural, gender, religion, race and nationality
- Strong computer and other IT skills, including knowledge of various software for processing documents including Microsoft Office (Word, Excel and PowerPoint)
- Must be able to speak fluently, read and write in English

1.5 Duration of Consultancy

- 21 working days

2.0 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 “ **Individual Consultant: Develop CBOS Operational Tools** ” 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.

- Deadline for Submission:** The deadline for the submission of the proposal should not be later than **Thursday 27th January 2022 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.

3.0 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 Zinginchor Street, Beside AEDC Office, Wuse zone 4, Abuja

or

Email: procurement@naca.gov.ng

4.0 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 acknowledgment and agreement to abide by the Global Fund Code of Conduct for Suppliers.

5.0 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 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 [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 /Day
in (currency)*

*Number of Days
21*

Total (currency)

(2) *Reimbursables*

Rate Units/Days

Total

(a) (Local)
Travel + Taxi

(b) Local
Transportation

(c) Communications

(d) Hotel Accommodation

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

TASK/REPORT	Date
1. Finalized Operational tool	8 days
2. Finalized curriculum/Module development	7 days
3. Facilitate National Level TOT	5 days
4. Final Report	1 day

**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 will be 70%

The award shall be made to the lowest technically qualified candidate