



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## Individual Consulting Services

Fixed-Based Payments (Monthly)

**Consultant Data manager/Analyst for the National STEPs Survey, Nigeria**

**February, 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: **Consultant Data manager/Analyst for the National STEPs Survey, Nigeria**. The purpose of this assignment is as follows: It provides an entry point for low- and middle-income countries to get started on NCD surveillance activities. It is also designed to help countries build and strengthen their capacity to conduct surveillance.

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 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

### **Consultant Data manager/Analyst for the National STEPs Survey, Nigeria**

**Location:** Abuja

**Grade:** Consultant

**Project / Program:** Nigeria Global Fund CRM-19

**Reports To:** Director Public Health

#### **1. Background**

The Federal Ministry of Health in partnership with the World Health Organization, Resolve to Save Lives and Global fund is conducting a National STEPs survey. STEPS is the WHO's recommended tool for surveillance of NCDs and their risk factors.

It provides an entry point for low- and middle-income countries to get started on NCD surveillance activities. It is also designed to help countries build and strengthen their capacity to conduct surveillance.

In addition to the main risk factors for NCDs, the Nigerian STEPs survey will include information to assess the linkage between COVID-19 and NCDs; HIV and NCDs; and TB and NCDs.

A survey manager is required to ensure that the different components of the survey are efficiently managed to guarantee that the survey is successful and of international standards.

During the fieldwork and after, an in-depth data cleaning, validation and analysis will be conducted by a data manger/analyst.

The data manager will be a statistician or data scientist with experience in national surveys and at least 5 year experience in the management, analysis and archival of big data. The data manager will be responsible for:

- Coordinating data management activities for the survey: receiving, batching and any needed cleaning of the dataset
- Be responsible for the validation of double-entered data files
- Ensures that data are properly stored and backed up

- Checks validated data files regularly for systematic errors (cleaning)
- Develops data entry software and tools, effective and feasible to support the survey
- Prepares database to be ready for analysis and data entry screens
- Generating derived variables
- Undertaking exploratory data analysis
- Undertaking descriptive analyses (e.g. means and proportions)
- Be responsible for completion of regular data management reports
- Liaises with the survey manager on a regular basis
- Reports without delay any problems encountered in data management.
- Producing tables and graphs for reports
- Assisting in report preparation
- Undertaking additional analyses if needed, under the guidance of the survey manager

**Qualification required:**

- Eligible candidate must possess an advanced degree in statistics, data science & Demography and other relevant fields.
- Must have at least 5 years' experience in survey and population health statistics
- Possess strong analytical skill including competency in use of statistical analytical software such as Epi Info R, STATA, SPSS, CPro, GIS, and Microsoft office package.
- Demonstrated experience in use of ODK and other online survey data collection platforms
- Familiarity with the Nigeria NCDs Control Programme .
- Possess good administrative skills including maintenance of adequate documentation

**3. Duration:**

2 Months

**4. 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

2. 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 “**Consultant Data manager/Analyst for the National STEPs Survey, Nigeria**” 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](mailto:procurement@naca.gov.ng).
  - a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Monday 12 noon of 21<sup>st</sup> 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 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

Email: [procurement@naca.gov.ng](mailto: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](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**

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- 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

(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 - within two (2) weeks of assumption of duty/signing of contract.
2. Progress Reports- within six (6) weeks of assumption of duty/signing of contract.
3. Draft Final Report- within four (4) weeks of completion of the survey.
4. Final Report- within two (2) weeks of submission of the draft report



## 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:	<b>60</b>
1) Adequacy for the assignment	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
<b>Total points for criterion (i &amp; ii):</b>	<b>100</b>

**Note: Quality Based Procurement method will be adopted for this purpose with technical weighted score at 80%**