



NATIONAL AIDS & STIS CONTROL PROGRAMME

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

July 2021

Letter of Invitation

Dear Sir/Ma:

1. The National AIDS and STI Control Programme (NASCP), Federal Ministry of Health is responsible for coordinating the implementation of health sector related activities through the 36 State Ministries of Health (SMOH) and the FCT Health Secretaria: consultant to provide technical assistance to nascp to conduct organizational capacity assessment and development of capacity building plan for four priority states(Nasarawa, Cross River, Benue and Kaduna)

The objective of the consultancy is to support the National AIDS and STIs Control Programme (NASCP) to conduct a formal external Organizational Capacity assessment and develop capacity building plan for the State AIDS/STI Control Program (SASCP) of four selected 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 documents and reports and other 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. NASCP will follow the prescribed GF procedures to engage an experienced consultant who would work with NASCP for 15 days to support the process of the capacity assessment for four States. See annex 1 terms of reference (TOR) and activity schedule for the consultancy

5. The following forms are attached :

(a) Terms of Reference ;

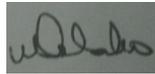
(b) Model of Curriculum Vitae ;

(c) Model of Letter for submitting the Proposal ;

(d) Form for Observations of the Consultant on the Terms of Reference ;

(e) Draft Contract, to be completed by the Consultant, including the financial proposal ;

Yours sincerely,



Atu Uzoma

Assistant Director (PSM)
For National Coordinator

A. TERMS OF REFERENCE

1.

TERMS OF REFERENCE FOR A CONSULTANT TO PROVIDE TECHNICAL ASSISTANCE TO NASCP TO CONDUCT ORGANIZATIONAL CAPACITY ASSESSMENT AND DEVELOPMENT OF CAPACITY BUILDING PLAN FOR FOUR PRIORITY STATES

Job title: Consultant to provide technical assistance to NASCP to conduct Organizational Capacity assessment and develop capacity building plan for State AIDS and STI control programme, SAsCP in four States

Duration: 15 days

Starting Date: 21st July– 4th August 2021

Location: Abuja, Nigeria

Background:

The National AIDS and STIs Control Programme (NASCP) of the Federal Ministry of Health has the mandate to coordinate the health sector response to HIV/AIDS across the 36 States plus the FCT in Nigeria as well as coordinate the activities for the control of sexually transmitted infections (STIs) and Hepatitis.

Towards strengthening NASCP capacity to coordinate the HIV Health sector response, the National Treatment and PMTCT programme (NTPP) was re-established under the Federal Ministry of Health of Nigeria in 2018. The NTPP serves as a government organ that will facilitate improved coordination and Government leadership and ownership at all levels.

The NTPP focused on increasing national ownership of the country's HIV treatment programme through strengthening coordination of all HIV treatment efforts and facilitating increasing Government funding towards fast-tracking implementation and long-term sustainability of the treatment programme. The goal of NTPP is to fast-track the national HIV response towards ending the AIDS epidemic in Nigeria by 2030.

To achieve this goal, three critical objectives were identified; they include, institutional capacity building of NASCP for effective coordination of the national HIV treatment and PMTCT programme and manage government fast track initiative. To accomplish this, there is a need to conduct an appropriately tailored organizational capacity

assessment of SASCPs, and develop a capacity building plan. The capacity building plan will enable suitable intervention decisions in all capacity areas to be progressively and aptly implemented.

Justification

- The SASCP organizational capacity assessment and capacity building plan development will strengthen the capacity of SASCPs to manage the health sector response in their State, and identify areas requiring course correction for effective State level programme management. In addition, this will also build the institutional capacity of SASCPs towards the vision of creating effective and efficient SASCP in the States that can in the course of time qualify to access international grants and implement successfully.

Purpose

The objective of the consultancy is to support the National AIDS and STIs Control Programme (NASCP) to conduct a formal external Organizational Capacity assessment and develop capacity building plan for the State AIDS/STI Control Program (SASCP) of four selected States. (**Nasarawa, Cross River, Benue and Kaduna**)

Task Description

He/she will work with relevant NASCP officers and stakeholders to assess the organizational capacity of NASCP using standardized tools. Tasks may also include review of previous organizational capacity assessment of NASCP conducted with recommendations, progress made, and the development of a capacity improvement plan for NASCP.

Responsibilities include

1. Facilitate Stakeholder engagement meeting on capacity assessment with NASCP team
2. Conduct in depth desk review on organizational Capacity assessment HIV health sector response at the State level
3. Using information gathered from reviews and capacity assessment, propose feasible and appropriate capacity building strategy and plan for the SASCP of the four States

4. Facilitate Stakeholder engagement meeting to discuss findings, review capacity building recommendations and dissemination of report from the four States
5. Develop a comprehensive report on the capacity assessment and development of capacity building plan for the four selected States
6. Perform any other assigned duties related to the above task to achieve the objectives of the consultancy.

Deliverables

The key deliverable of the consultancy is:

1. Comprehensive Capacity assessment report for the four States
2. State specific Capacity building plans for the four States
3. Report of refresher training for NASCP staff on capacity assessment

Qualifications/Requirements

- Advanced degree in public health, organizational development, social science, or related area
- A minimum of ten (7) years' experience in conducting organizational capacity needs assessments, experience with self-assessment processes will be an advantage; At least 5 years of experience working in organizational development, capacity building in Specified area. Experience in HIV programming is essential
- Thorough knowledge and proven experience in programme evaluation
- Deep understanding of the HIV/AIDS and Viral hepatitis programming in Sub-Saharan Africa
- Strong interpersonal skills and the ability to communicate and work well with diverse people.
- Excellent English writing skills;
- Ability to meet tight deadlines and to work effectively under pressure, including in a multi-cultural environment;

Contracting and accountability

The consultant will be recruited by NASCP using Government guidelines with the support of the National Agency for the Control of AIDS (NACA) and will be answerable to NASCP in terms of deliverables. The recruited consultant will be paid as per contractual terms upon successful delivery of the deliverables as certified by NASCP. Estimated number of days to complete the above indicated tasks is 15. The indicated days are expected to be worked for over a period as highlighted under duration above.

TIMELINE:

August 2021

2.

ACTIVITY SCHEDULE FOR CONSULTANCY TO SUPPORT NASCP TO CONDUCT CAPACITY ASSESSMENT AND DEVELOP CAPACITY BUILDING PLAN FOR FOUR STATES.

DATE	ACTIVITY
Day one	Receipt and acceptance of letter of consultancy and TOR
Day two	Meeting with NASCP team to discuss TOR, review tools and commence work
Day three -four	Conducting refresher training for NASCP staff on capacity assessment
Day five	Desk review
Day six- seven	Analysis and synthesis of completed google forms and KII reports
Day eight	Engagement with NASCP staff who facilitated at the States and collation of States capacity assessment reports and improvement plan from the four States
Day nine - thirteen	Report writing
Day fourteen	Review and finalization of report with the NASCP team
Day fifteen	Finalized report submitted to NASCP

3.

Key Information Interview (KII) Guide for State NHOCAT application

Introduction

Good morning/afternoon. My name isand I am a staff of the National AIDS/STI Control Program (NASCP) of the FMOH assigned to facilitate the process of NHOCAT tool application and conduct Capacity assessment and develop a Capacity building plan for the SASCP in your SMOH

Thank you for taking part in this KII. Your point of view is important for the success of this KII. I realize you are busy and I appreciate your time before we start, I want to briefly summarize the way this KII will work, and why we are doing it (explain the process of KII) in line with the TOR for this task

Name

Designation

How long have you been in this position?

How many staff in your component at this moment? (Male/females)

Please tell me about the nature of your work

What do you think is the impact on your work on SASCP?

Tell me about the challenges that you encountered or experienced

What are your issues and concerns towards your component?

What do you think can be done about the issues you have identified?

How frequently do you hold internal office meetings?

Based on your knowledge, what sort of training or education are required in your work area?

Do you provide training for staff on their work area?

Is accountability integrated into job descriptions and terms of reference?

Do you share information with all your staff?

4.

Goggle form

5.

NHOCAT Plus tool and the users guide

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.

CONTRACT

THIS CONTRACT (“*Contract*”) is entered into this [*insert date*] by and between [*insert name of Procuring Entity*] (“*the Client*”) having its principal place of business at [*insert place of business of Procuring Entity*] and [*insert name of consultant*] (“*the Consultant*”) having his principal office located at [*insert principle place of business of the consultant*].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS , the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows :

1.1 The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Description of Services”).

1.2 The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time periods listed in such Annex,

1.3 The “Cost Estimate of Services”, is listed in Annex A

2.1 The contract shall come into effect on the date [that the advance payment has been received by the Consultant – as applicable]. The Consultant shall perform the Services during the period commencing [*insert starting date*] and continuing throughor any other period as may be subsequently agreed by the parties in writing.

3.1 **Ceiling**—For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of [*insert ceiling amount*]. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant for the duration of the assignment. The payments made under the Contract consist of the Consultant’s remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

3.2 **Payment**—The Client shall pay the Consultant during the period of employment in the following manner :

- (a) Rate on a monthly basis ¹ ,
- (b) Per day,
- (c) Per hour (with a maximum of 8 hours per day) as agreed in Annex A.

3.3 Reimbursables—The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to :

- (a) normal and customary expenditures for official travel, accommodation, printing, and telephone charges ; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client’s coordinator ;
- (b) such other expenses as approved in advance by the Client’s coordinator.

3.4 (a) Advance payment: the Consultant shall receive an Advance Payment of [*insert amount in agreed currency*]to cover travel and subsistence expenses, which shall be subtracted from the reimbursables.

(b) Payments for the services shall be made in [*insert type of currency*] not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4, and on the basis of paragraphs 3.4 (c) and/or paragraph 4.2 (a).

(c) If Payments are made on the basis of reports submitted, payments shall be made as follows : [*insert reference to Annex B*]

4.1 Coordinator—The Client designates Mr. [*insert name*] as Client’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

4.2 (a) Time-Sheets—During the assignment under this Contract, the Consultant shall furnish time-sheets detailing the time spent on the assignments or individual parts of it or other documents that register the time allocated to the assignment, including the expenditures incurred, as instructed by the Coordinator.

(b) **Record Keeping**—The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client.

7. Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. The Consultant will be responsible for taking out any appropriate insurance coverage.

10. The Consultant shall not assign this Contract or Subcontract any portion of it without the Client’s prior written consent.

11. The Contract shall be governed by the laws of [insert name of the Beneficiary’s country], and the language of the Contract shall be [insert language].

12. Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client’s country [or as otherwise agreed].

13. This contract may be terminated by either party on a 30 day's written notice. During such period, the Consultant shall complete ongoing tasks till the mutually agreed date of termination and the Coordinator shall ensure payment for such tasks and reimbursables – as well as requests for payments already submitted but not yet paid - in accordance with paragraph 3 above.

For the Client

The Consultant

Signed by

Signed by

Title :

Title :

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>
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(2) *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)

<i>Activity (Work)</i>	<i>periods</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th

13th 14th 15th

ANNEX B
CONSULTANTS REPORTING REQUIREMENTS

Reports

Date

1. Draft Final Report
2. Final 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:	20
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
a) Technical approach and methodology	30
b) Work plan	20
Total points for criterion (ii):	50
(iii) Key professional qualifications and competence for the assignment:	30
Total points for criterion (iii):	30

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

1) General qualifications	30%
2) Adequacy for the assignment	60%
3) Experience in region and language	10%
Total weight:	100%