



NATIONAL AIDS & STIS CONTROL PROGRAMME

REQUEST FOR PROPOSALS

FOR

Individual /Consulting Services

Time-Based Payments

**ENGAGEMENT OF A PMI-AUTHORIZED TRAINING PROVIDER FOR PROJECT
MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION TRAINING FOR NASCP
PROGRAMME SPECIALISTS**

SEPTEMBER 2026

RFP Ref No. NASCP/GF/HIV/26/004

3rd September ,2026

Letter of Invitation

Dear Sir/Ma:

The National AIDS and STIs Control Programme (NASCP) invites proposals from PMI-authorized training providers to deliver a structured blended learning programme leading to Project Management Professional (PMP) certification for NASCP Programme Specialists. This initiative, supported under the Global Fund GC7 Grant, aims to strengthen project management capacity, enhance programme implementation and management performance, and align operations with globally recognized project management best practices. The training will combine virtual and potential in-person sessions in Abuja, supported by experienced PMP-certified trainers.

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. Interested Organisations/Firms are required to submit the following:

- i. Signed cover Letter
- ii. Company profile
- iii. Legal and Statutory documents to conduct business in Nigeria (CAC incorporation documents, Tax Certificate Clearance for the last three years, Pencom, NSITF, ITF and IRR certificates valid till December 2026)
- iv. Audited Financial statements for the Past three years (2025, 2024 and 2023)
- v. Bank Reference Letter addressed to NASCP
- vi. All bidders must indicate their bid validity period. The bid validity period will be 60 days, starting from the date of the deadline for submission of the bids.
- vii. Sworn Affidavit certifying as follows:
 - I. The company is not in receivership, subject to any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.
 - II. The company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety or

- criminal misrepresentation or falsification of facts relating to any matter.
- III. That no officer of NASCP is a former or present director or shareholder of the company or has any pecuniary interest in the bidder.
- IV. That all information presented in the documents is true and correct in all particulars.
- viii. Evidence of PMI Authorized Training Partner (ATP)
- ix. Technical proposal (methodology, curriculum, delivery timeline, and key personnel).
- x. Financial proposal (all costs in NGN, inclusive of applicable taxes and fees).
- xi. Evidence of similar consultancy assignments completed within the last three years (contracts, completion certificates, references).
- xii. CVs of proposed trainers, demonstrating PMP certification and relevant training experience
- xiii. Contact details of three referees from previous clients.

Please note that selection will be based on

- Compliance with the mandatory requirements outlined in the TOR and
- Assessment of technical approach, relevant experience, personnel qualifications, and cost-effectiveness.

5. The following forms are attached:

- (a) Terms of Reference;
- (b) Model of Curriculum Vitae.
- (c) Proposal.
- (d) Observation and suggestion of the consultant on the terms of reference
- (e) List of Annex.
- i. Annex A (Cost estimate and services)
- ii. Annex B (Evaluation Criteria)

Yours sincerely,



Pharm. Patiko Mohammed Ibrahim

Deputy Director (PSM)
For National Coordinator

TERMS OF REFERENCE

Title: ENGAGEMENT OF A PMI-AUTHORIZED TRAINING PROVIDER FOR PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION TRAINING FOR NASCP PROGRAMME SPECIALISTS

Duration: 4 months

Start Date: September 2026

Location: Abuja, Nigeria

Background: The National AIDS and STDs Control Programme (NASCP) is the federal government agency charged with coordinating the national health sector response to HIV and sexually transmitted infections. Under the current implementation cycle of the Global Fund (GF) grant, NASCP is deploying substantial resources to achieve health systems strengthening, optimization of commodity supply networks, and the comprehensive rollout of strategic clinical interventions.

The institutional landscape of complex donor-funded grants necessitates precision in project cycle management, meticulous risk management, data-driven milestone planning, and stringent compliance monitoring. To bolster domestic execution capacity and maximize grant performance against key performance indicators (KPIs), NASCP has obtained approval to upgrade the core technical competencies of its mid-level program specialists. Securing accredited Project Management Professional (PMP)[®] credentials from the Project Management Institute (PMI)[®] has been prioritized as a strategic milestone to ensure value-for-money, reduce implementation cycle times, and minimize variances in complex grant activities.

1.0 Objectives

The primary objective of this procurement action is to formally engage a qualified and accredited institutional training vendor — specifically, a recognized PMI Authorized Training Partner (ATP) or Registered Education Provider (R.E.P.) — to plan, customize, and execute a comprehensive, high-yield PMP[®] Examination Preparation Training programme.

The targeted institutional outcomes for this capacity-building mandate are as follows:

- Equip participating programme specialists with advanced, internationally recognized project management competencies, specifically tailored to the dynamic environment of large-scale public health programmes.
- Fulfil the mandatory academic prerequisites established by PMI[®], ensuring a minimum of 35 formal contact hours of verifiable project management education per participant.
Impart deep theoretical and practical mastery over contemporary project execution frameworks, including both predictive and agile/hybrid approaches, in alignment with the current PMP[®] Examination Content Outline (ECO

2.0 Purpose of the assignment

The purpose of this assignment is to engage a PMI-authorized training provider to design and deliver a structured, flexible, and work-integrated learning programme that will prepare NASCP Programme Specialists for the Project Management Professional (PMP) certification. This initiative will address identified capacity gaps, strengthen project management competencies, enhance programme implementation and institutional efficiency, and promote compliance with globally recognized project management best practices under the Global Fund GC7 Grant.

3.0 Scope of the Assignment

The contracted training vendor will operate under the direct oversight of the NASCP Project Management Unit (PMU) and the Human Resources department. All training modules, case studies, delivery methodologies, and reference materials must be aligned with the most current edition of the PMI® Project Management Body of Knowledge (PMBOK® Guide) and the active PMP® Examination Content Outline (ECO). The core structural components of the training architecture must comprehensively address the following domains:

3.1 Core Content Delivery Framework

The training curriculum must address the three domains of the PMP® ECO with the following examination weightings:

- **People Domain (33% of Exam Weighting):** Cultivating high-performance project teams; managing conflict and interpersonal dynamics; leading virtual and geographically distributed multi-stakeholder structures; optimizing team empowerment and accountability; establishing communication protocols; and mentoring project resources within donor-funded programme architectures.
- **Process Domain (41% of Exam Weighting):** Managing project scope baselines; schedule development and control; earned value management and financial tracking; risk identification and mitigation; quality assurance planning; and procurement cycle management in alignment with international grant and donor guidelines.
- **Business Environment Domain (26% of Exam Weighting):** Evaluating organizational compliance frameworks; driving continuous process improvement; assessing project benefits and systemic impacts; and managing operational frameworks within evolving institutional and external environments.

3.2 Pedagogical Requirements and Examination Support

- **Delivery Methodology:** The vendor must maintain an immersive and interactive instructional environment. Acceptable modalities include structured in-person classroom delivery, live virtual instructor-led training (VILT), or a synchronized hybrid format. The selected modality must be agreed with NASCP before contract award.

- **Examination Simulation:** Provision of a minimum of 500 situational, scenario-based practice questions calibrated to the psychometric difficulty of the official PMI® examination environment, with detailed answer rationales.
- **PMI® Application and Audit Support:** The vendor must provide structured guidance to candidates throughout the PMI® application process, including documentation of qualifying experience, review of application narratives, and coaching for potential audit compliance.
- **Post-Training Support Window:** A structured 60-day post-training mentorship period must be maintained, inclusive of scheduled group Q&A sessions and access to supplementary learning resources to support candidates through their examination date.

4. Target Cohort and Execution Timeline

The target cohort for this intervention comprises designated mid-to-senior level programme management specialists, technical team leads, and key personnel embedded within the NASCP Project Management Unit (PMU) who bear direct accountability for the implementation of Global Fund grant activities. The expected cohort size is **5** participants.

To minimize disruption to standard programme operations, training must be executed within a condensed, high-intensity corporate structure. Acceptable formats include a five (5)-day consecutive intensive bootcamp or an equivalent multi-week structured weekend schedule, delivered either on-site or virtually. The operational timeline for complete training execution, issuance of completion certificates, and submission of all post-training deliverables must not exceed eight (8) calendar weeks from the formal issuance of the Contract or Purchase Order.

5. Expected Deliverables

The contracted training vendor will be evaluated against the timely and verified delivery of the following milestones:

- **Pre-Training Work Plan:** An instructional map detailing modular content breakdown, session schedules, trainer assignments, and professional biographies with PMI® credentials, to be reviewed and approved by NASCP management prior to programme commencement.
- **Training Materials and Simulator Access:** Premium print and/or digital learning guides, slide decks, contextual case studies drawn from public sector health programme environments, and individual access to mock examination simulator software active for a minimum of 180 days from date of issuance.
- **Certificates of Completion:** Formal, tamper-evident Certificates of Completion explicitly reflecting 35 Contact Hours of Project Management Education, issued to each participant who fulfils the minimum attendance threshold, in a format accepted by PMI® for application purposes.
- **Post-Training Evaluation Report:** A detailed, confidential closing report summarizing cohort attendance, performance on diagnostic mock assessments, gap analyses by domain, and formal readiness recommendations for the certification examination, submitted to the NASCP PMU within two (2) weeks of training completion.

5.0 Qualifications & Skills:

Key Competence and Expertise

Mandatory Requirements:

Interested training organizations must fulfil the following minimum eligibility criteria. Submissions failing to provide verifiable evidence of these requirements will be technically disqualified:

- **Statutory and Legal Compliance Documents:** Vendors must prove they have legal, technical and financial capacity by providing Corporate Affairs Commission incorporation certificate, a 3-year Tax Clearance Certificate, valid Pension (PENCOM), ITF, and NSITF compliance certificates, and an Interim Registration Report (IRR) from the Bureau of Public Procurement database
- **PMI® Accreditation Status:** Vendors must hold valid, active status as a PMI® Authorized Training Partner (ATP) or a globally verifiable equivalent institutional accreditation for PMP® preparatory training. Valid proof of accreditation (e.g., ATP certificate) must be attached to the submission.
- **Corporate Track Record:** A minimum of five (5) years of demonstrable institutional experience delivering accredited professional project management training. Significant preference will be accorded to vendors with a verifiable history of capacity-building within public sector healthcare institutions, government ministries, or prominent donor-funded programme ecosystems (e.g., Global Fund, PEPFAR, UN agencies).
- **Lead Facilitator Competencies:** All assigned instructional personnel must hold active PMP® certifications in good standing with PMI®, possess a minimum of five (5) years of applied project delivery experience, and demonstrate proven capabilities in professional adult learning facilitation.

5.1 Technical Component

The technical dossier must contain:

- A concise statement of the proposed delivery methodology, detailing on-site, virtual, or hybrid logistical arrangements and rationale for selection.
- Verifiable proof of active institutional PMI® accreditation (e.g., ATP dashboard certificate or equivalent documentation).
- Comprehensive CVs and PMI certification of all instructional staff assigned to the cohort, inclusive of PMI® membership and certification reference numbers.
- A minimum of three (3) signed institutional reference letters from past clients validating comparable capacity-building assignments, with preference for references from public health or donor-funded programme contexts.
- A sample training schedule and content outline demonstrating alignment with the current PMP® ECO domains.

6.0 Duration / Contracting Arrangements

The training will run for 4 months, commencing from the date of contract signing. The program will be flexible to accommodate the work schedules of participants and ensure high engagement. The successful firm shall be contracted by NASCP under the GC 7 grant. During the period of assignment, the training provider will report to the Head of Procurement and Supply Management

(PSM) at NASCP and liaise with the GC7 PMU Lead for implementation oversight. Payment will be made upon NASCP's certification of successful delivery of the deliverables as stipulated.

7.0 Milestones-based Payment Plan

Payments will be disbursed upon the successful achievement and verification of agreed project milestones as follows:

- **Milestone 1 (20%): Inception & Training Preparation** Upon submission and formal approval by NASCP of the comprehensive PMP training work plan, course schedule, baseline knowledge assessment tools, and finalized participant registration roster.
- **Milestone 2 (30%): Mid-Term Training Delivery & Execution** Upon successful delivery of 50% of the training modules, completion of mid-course review sessions, and submission of a Mid-Term Progress Report.
- **Milestone 3 (20%): Course Completion & Exam Preparation** Upon full delivery of all remaining PMP training modules, provision of PMI-compliant contact hours certificates (35 PDUs), execution of simulated mock examinations, and submission of the pre-exam readiness evaluation report.
- **Milestone 4 (30%): Final Certification & Close-Out** Upon registration/scheduling of participants for the official PMI PMP® examination, and submission and approval of the comprehensive Training Close-Out and Evaluation Report

Interested and qualified providers should submit:

Eligibility Criteria

1. Signed Cover Letter
2. Company profile
3. Evidence of up to date accreditation as a PMI Authorized Training Partner (ATP)
4. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇.
5. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the partners in case of Business Name) for the last three (3) years 2023,2024,2025 valid till 31st December, 2026
6. Evidence of Pension Clearance Certificate valid till 31st December, 2026 (this requirement is only applicable to bidders whose number of staff is 5 and above);

7. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2026 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
8. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2026;
9. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2026 or valid Certificate issued by BPP.
10. Audited Financial statements for the Past three years (2025, 2024 and 2023)
11. Bank Reference Letter addressed to NASCP
12. Sworn Affidavit certifying as follows:
 - I. The company is not in receivership, subject to any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.
 - II. The company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.
 - III. That no officer of NASCP is a former or present director or shareholder of the company or has any pecuniary interest in the bidder.
 - IV. That all information presented in the documents is true and correct in all particulars.
13. All bidders must indicate their bid validity period. The bid validity period will be 60 days, starting from the date of the deadline for submission of the bids.

Technical Criteria:

14. Technical proposal (methodology, curriculum, delivery timeline, and key personnel).
15. Evidence of three similar assignments (evidence of contracts or award letters and completion certificates) within the last 5 years.
16. CVs and PMI certifications of proposed trainers indicating at least five (5) years of applied project delivery experience.
17. Three references from past clients preferably from public sector healthcare institutions, government ministries, or prominent donor-funded programme ecosystems (e.g., Global Fund, PEPFAR, UN agencies).

8.1 Financial Component

The financial bid must present a fully itemized cost breakdown in a transparent spreadsheet format. The budget must be inclusive of all software licensing fees, learning materials (print and digital), administrative costs, and all applicable statutory taxes and levies. In accordance with Global Fund grant procurement guidelines, all financial entries must adhere to value-for-money principles, with no hidden fees or retrospectively applied charges. Unit costs per participant must be clearly stated.

9.0 GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

A complete set of Proposal documents and Terms of Reference (ToR) in the English Language for the **ENGAGEMENT OF A PMI-AUTHORIZED TRAINING PROVIDER FOR PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION TRAINING FOR NASCP PROGRAMME SPECIALISTS.**

The detailed Proposal must be prepared in English and submitted in **two (2) hard copies (one original and one copy)**. The submission shall comprise both the **Technical Proposal and Financial Proposal**, as requested in the bidding documents.

The **original and copy of the Technical Proposal** shall each be placed in separate sealed envelopes and clearly marked **“TECHNICAL PROPOSAL.”** Similarly, the **original and copy of the Financial Proposal** shall each be placed in separate sealed envelopes and clearly marked **“FINANCIAL PROPOSAL.”**

The Technical and Financial Proposals shall then be enclosed and sealed in **one (1) single outer envelope**, clearly marked at the top right corner:

“ENGAGEMENT OF A PMI-AUTHORIZED TRAINING PROVIDER FOR PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION TRAINING FOR NASCP PROGRAMME SPECIALISTS.” 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 **Wednesday 16th September 2026 by 12 noon.**

10.0. Address for Submission and Information

Attention:

Deputy Director (PSM)

National AIDS/STIs Control Programme

Edo House,

75 Ralph Shoidende Street,

Central Business District,

Garki, Abuja.

11. Global Fund Code of Conduct

The vendor 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 Letter of Award shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

- 12. Fraud and Corruption** The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle,

they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the selection process or in contract execution;
- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) “collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;
- (iv) “*coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a Contract.
- (v) The Purchaser shall reject a Proposal for award if it determines that the Supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

Whistle blowing and channel of reporting grievances and infractions.

“ « *whistle blowing Policy*”

Suppliers are encouraged to send information on any infraction or grievances to the dedicated email account: nascp@health.gov.ng or +2348161682287

Sexual Exploitation and Abuse and Sexual Harassment

1a. Sexual exploitation and abuse

The Donor and NASCP have a zero tolerance for inaction approach to tackling sexual exploitation and abuse (“SEA”).¹ This means NASCP and its implementing partners will take all reasonable steps to prevent SEA by both its employees and any implementing partner and respond appropriately when reports of SEA arise, in accordance with their regulations, rules, policies and procedures.

Unless inconsistent with a specific regulation, rule, policy or procedure governing NASCP, NASCP will apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse (Attachment A) and the following principles and practices when implementing the activities under this arrangement and provide evidence to demonstrate this where required:

- a) Adherence to the IASC-Minimum Operation Standards on “Protection from sexual exploitation and abuse by own personnel” and/or [the] SEA elements of the Core Humanitarian Standard on Quality and Accountability,
- b) A victim/survivor-centred approach² to SEA issues;
- c) Strong leadership and signaling on tackling SEA;
- d) Make all reasonable efforts to address gender inequality and other power imbalances;
- e) Reporting to enhance accountability and transparency;
- f) Ensure that SEA standards from this arrangement are reflected in funding templates with implementing partners, and adherence to the NASCP Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners].

¹ See UNSG Bulletin ST/SGB/2003/13 for the definition of sexual exploitation and abuse.

² A victim/survivor centered-approach is one for which the victim/survivor’s dignity, experiences, considerations, needs, and resiliencies are placed at the center of the process, from the initial program design to investigating and responding to potential incidents. Consistent with the UN Protocol on Allegations of SEA Involving Implementing Partners, the victim/survivor should be informed, consulted during the decision-making process, and provide consent on the possible use and disclosure of their information. Those interacting with the victim/survivor and/or handling information regarding the allegation will maintain confidentiality, ensure safety of the victim/survivor, and apply victim/survivor-centered principles which are safety, confidentiality, respect, and non-discrimination. When the victim/survivor is a child, the approach will consider the best interests of the child and engage with the family/caregivers as appropriate. Staff and partners should comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection.

b. Sexual harassment

The Donor and NASCP have a zero tolerance for inaction approach to tackling sexual harassment (“SH”). This means NASCP will take all reasonable steps to prevent SH and respond appropriately when reports of SH arise, in accordance with its regulations, rules, policies and procedures.

Unless inconsistent with a specific regulation, rule, policy or procedure governing NASCP, NASCP will apply the following principles and practices when implementing the activities under this arrangement:

- a) A victim/survivor-centered approach to SH issues;
- b) Strong leadership and signaling on tackling SH;
- c) Make all reasonable efforts to address gender inequality and other power imbalances;
- d) Reporting to enhance accountability and transparency;

2. NASCP will adhere to the following requirements:

a. Allegations of SEA

(i) NASCP will promptly report all allegations of SEA credible enough to warrant an investigation through the reporting mechanism.

(ii) When NASCP reports an allegation of SEA to, or becomes aware of an allegation reported through, the Report that is (i) directly related to the activities funded by this arrangement or, (ii) would have a significant impact on the partnership between NASCP and the Donor, NASCP will promptly notify **Dr. Adebobola Bashorun** of the report made and the relevant arrangement number, if applicable and provide information containing the level of detail that NASCP is aware of.

(iii) Upon request from the Donor, NASCP agrees to provide further available relevant information NASCP is aware of for allegations notified under paragraph 2a (ii) including about

subsequent measures taken by NASCP, unless disclosure of such information would be inconsistent with NASCP' regulations, rules, policies and procedures concerning disclosure of information

b. Allegations of SH

(i) NASCP will report allegations of sexual harassment and measures taken through existing reporting mechanisms.

(ii) Where NASCP has determined that the allegations would have a significant impact on the partnership between NASCP and the Donor, NASCP will promptly notify **Dr. Adebobola Bashorun** and provide information containing the level of detail of the existing reporting mechanisms.

(iii) Upon request from the Donor, NASCP agrees to provide further available relevant information, that NASCP is aware of unless disclosure of such information would be inconsistent with NASCP' regulations, rules, policies and procedures concerning disclosure of information.

3. It is understood and accepted that NASCP' arrangement to report on SEA and SH will be performed in accordance with NASCP' regulations, rules, policies and procedures, including its rules on confidentiality, and is subject to not compromising the safety, security, privacy and due process rights of any concerned persons.

4. When NASCP becomes aware of reasonable suspicions, complaints or reports of SEA or SH by its personnel, NASCP will, as appropriate under its regulations, rules, policies, and procedures, take reasonable, swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for potential criminal matters), as appropriate and when safe to do so, after considering the wishes of the victim/survivor.

5. The Donor or any of its duly authorized representatives may, in accordance with agreed mutually accepted terms of reference, carry out reviews or evaluations or other assessment measures to verify NASCP' zero tolerance for SEA and SH. NASCP will fully cooperate within the scope of the terms of reference with any such reasonable requests by the Donor or any of its duly authorized representatives or agents to carry out such measures.

6. Any information or documentation provided in accordance with these provisions will be treated by the Donor with utmost discretion in order to ensure, *inter alia*, the probity of any investigation, protect sensitive information, ensure the safety and security of persons and respect the due process rights of all involved. The Donor will presume information/documentation to be confidential, deliberative, and investigatory and will ensure that information/documentation provided to the Donor will be available solely to those who strictly require access to such information/documentation. Any disclosure of such information/documentation beyond such personnel will require notification and consultation with NASCP. The Donor will obtain the express written authorization of NASCP before disclosing any such information/documentation in a judicial proceeding or to the public, unless disclosure is otherwise required by law applicable to the Donor and is not subject to NASCP' privileges and immunities under international and/or national law.

7. Unless the regulations, rules, policies, and procedures applicable to NASCP are amended at an earlier stage, and/or there are other substantive changes to any of the referenced policies, processes or mechanisms, the above provisions are subject to possible PERIODIC review after the date of the Donors' mutual decision on their text with NASCP. Any changes to the above provisions that may be mutually decided following such a review will take effect at least four years after the date of the Donors' mutual decision on the present text with NASCP, until which time the above provisions will continue to apply.

Attachment A: IASC Six Core Principles Relating to Sexual Exploitation and Abuse

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.

3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.

4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.

5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.

6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

13. 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 be 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**

1.

2.

3.

4.

5.

LIST OF ANNEXES

Annex A : Cost Estimate of Services, and Schedule of Rates.

Annex B : Evaluation Criteria.

ANNEX A

COST ESTIMATE OF SERVICES

(1) *Remuneration*

<i>Rate /day</i> <i>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)

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

ANNEX B

EVALUATION CRITERIA

The selection method to be adopted is Quality and Cost Based Selection (QCBS)

The cut-off point is (70%)

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:

Criteria	Weight (100%)
1. Relevant Experience and Track Record (Provide evidence of similar assignments, including award letters, contracts, and completion certificates. Include documentation for at least three similar assignments successfully completed in the last five years).	50%
2. Three references from past clients preferably from public sector healthcare institutions, government ministries, or prominent donor-funded programme ecosystems (e.g., Global Fund, PEPFAR, UN agencies).	
3. Technical approach and methodology (outlining the learning strategies tailored to NASCP)	30%
4. Adequacy of the proposed work plan in response to the Terms of Reference	10%
5. Qualifications of proposed trainers including CVs and PMI certifications of proposed trainers indicating at least five (5) years of applied project delivery experience.	10%

Total points for criterion (1,2,3,4,): 100

Negotiations will be held if required.

