



NATIONAL AIDS & STIS CONTROL PROGRAMME

REQUEST FOR PROPOSALS

FOR

PROJECT MANAGEMENT

Engagement of Project Management Officer to Support NASCP PMTCT Unit

July, 2022

**RFQ Ref No.
NASCP/GF/HIV/SC/DC/2022/
003PQ**

13th July, 2022

Letter of Invitation

Dear Sir/Ma:

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 **Secretariat**. With the re-establishment of the NTPP and recent selection of NASCP as a sub-recipient of the Nigeria 2021-2023 Global Fund grant, there is a need to further strengthen the PMTCT unit for implementation of PMTCT activities by engaging the services of Project Management officer.

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. A candidate will be selected on the basis of comparison of individual qualifications (Curriculum Vitae and Experience).

5. The following forms are attached:

- (a) Terms of Reference;
- (b) Model of Curriculum Vitae;
- (c) Model of Letter for submitting the Proposal;

Yours sincerely,



Atu Uzoma

Assistant Director (PSM)
For National Coordinator

Project Management Officer

Number of positions :1

Job title: Provide technical assistance to NASCP in the execution of the PMTCT Scale-up plans in Nigeria.

Duration: 16 months

Start Date: September 2022

Location: Abuja, Nigeria

1.0 Background:

The National AIDs and STI Control Program (NASCP) has prioritized addressing PMTCT to close the tap on the increasing number of children living with HIV. NASCP in collaboration with partners, supported states to develop State-specific strategic frameworks. State commitment to the elimination of MTCT of HIV was obtained through sign off of the State strategic frameworks by the State Commissioners for Health. The state-specific frameworks now form the basis for a National PMTCT Scale-up approach and details MTCT elimination targets to be achieved by the end of 2023 by each state.

2.0 Purpose

Based on the Mapping exercise, states have been categorized based on the findings towards improving service delivery both facility and community, this is expected to guide the phased implementation engagement. This implementation plan is based on the key activities to meet the expected goals. The goal of the Nigeria PMTCT scale-up is to accelerate progress towards the achievement of e MTCT targets. The aim is to contribute to the elimination of Mother to Child Transmission in Nigeria through

- i) a differentiated approach in intensifying service delivery efforts at the health facility and community level and
- ii) strengthening of state leadership, coordination and PMTCT programme management at state level, as an entry point for strengthening of the overall HIV programme coordination for increased ownership and sustainability.

The objectives are

- a) To improve PMTCT coverage and ensure elimination of MTCT in Nigeria through implementation of a National PMTCT scale-up
- b) To map all facilities through which pregnant women access ANC services into a hub and spoke model to ensure linkage of all pregnant women to PMTCT services

- c) To intensify case finding efforts at the health facility and community level to close the gap in the identification of HIV + pregnant women (1st 95)
- d) To strengthen State level coordination and programme management including state-level HIV data management
- e) To strengthen state leadership, ownership and foster sustainability.

The officer is expected to be integrated into PMTCT unit organogram and will report to the Head PMTCT Unit or the designate in line with HIVAIDS Division organogram of the FMOH.

3.0 Task Description

- Supervise and coordinate programme outputs to the required standard of quality and within the specified constraints of time and cost.
- Mobilize all programme inputs in accordance with procedures for nationally implemented projects. Planning and management of project delivery processes
- Coordinate and facilitate the implementation of activities in liaison with the procurement, finance and technical teams
- Operational support for PMTCT scale up project activities by providing direction and synchronizing activities for coordinated planning purposes and results
- Develop and monitor dashboard for state performance
- Develop and implement scorecard system based on state performance
- Support regular convening and implementation of project management meetings at all levels and ensure reporting of same
- Coordinate all advocacy meetings and activities
- In close liaison with the Zonal officer, prepare and revise project work and financial plans.
- Liaise with relevant government agencies, and all implementing partners for effective coordination of all project activities.
- Oversee and ensure timely submission of reports, review, monthly and quarterly technical reports, quarterly and monthly financial reports, and other reports as may be required.
- Coordinate overall project implementation, budget management and staff supervision in liaison with the National coordinator through the Head PMTCT Unit.
- Develop and manage project annual work plans and budgets, preparation and submission of timely and quality project reports and contribute to monitoring of project performance in line with the monitoring systems and tools.
- Provide technical and management oversight in the coordination of programme needs identification, design, implementation and reporting.
- Lead and oversee partner coordination in the project sites, participate in stakeholder meetings at county and national level and coordinate periodic project reviews and reflections.
- Undertake periodic visits to project areas to backstop challenges and ensure project implementation is on course.
- Provide operational oversight for project finance, procurement and supply chain activities
- Provide any other services required for the successful delivery of the project

4.0 Deliverables

- Report of monthly activities identifying challenges, issues to be addressed and recommendations on way forward
- Timely delivery of project activities and reports in line with approved plan
- Quarterly progress update based on dashboard
- Quarterly dissemination of scorecard

5.0 Qualifications

- An advanced degree in social sciences or other relevant discipline;
- At least 8 years' experience in programme management of health-related programmes
- Working experience with the project stakeholder institutions and agencies
- Ability to effectively coordinate a multi-stakeholder project
- Ability to administer budgets, lead a team, train and work effectively with counterpart staff at all levels, and interact effectively with all groups involved in the project
- Excellent verbal and written communication effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives and local people/communities
- Proficiency in working with ICT systems, MS Word, Powerpoint, and Excel
- Strong writing, presentation and reporting skills
- At least 3 years' experience working in HIV/AIDS programme/project
- A team player with demonstrated leadership and motivational abilities

6.0 Contracting and accountability

The consultant will be accountable to the National Coordinator NASCP through Head PMTCT NASCP.

7.0. Remuneration

S/he will be paid competitive fees for the agreed duration based on qualification and experience and in line with the prevailing rate by Global Fund.

8.0 GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- i. A complete set of Request for Proposal documents and Term of Reference (ToR) in the English Language for the **Consultancy to Provide Technical Assistance to NASCP PMTCT as Project Management Lead**.
- ii. 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 financial proposal. The original of the **Technical Proposal** with copies in one (1) envelope and the original of the **Financial Proposal** with copies in another envelope, duly marking the envelopes as "Technical" and "Financial." shall be individually enclosed. The two (2)

envelopes shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner “**Consultancy to Provide Technical Assistance to NASCP PMTCT Unit as Project Management Lead**, 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.

Deadline for Submission

- iii. The deadline for the submission of proposal should not be later than 12 noon of **Friday 5th August, 2022** by **12 noon**. The submission (s) received will be opened immediately after closing at NASCP Conference Room in the presence of representatives that choose to attend.

9. Address for Information

Attention:

Assistant Director

National AIDS/STIs Control Programme
Edo House,
75 Ralph Shoidende Street,
Central Business District,
Garki, Abuja.

10 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

Responding to this advert shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

11. NOTES/DISCLAIMER

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.

ii. NASCP 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 construe as a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NASCP.

iv. 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]

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 :

