



NATIONAL AIDS & STIS CONTROL PROGRAMME

REQUEST FOR PROPOSALS

FOR

FINANCIAL ATTACHEE

Engagement of Finance Officer to Support NASCP Finance Unit

July, 2022

RFQ Ref No.:
NASCP/GF/HIV/FA/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 Account/Finance Unit of the organization.

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

Terms of Reference for a Finance Officer to provide Technical Assistance to NASCP Accounts/Finance Unit

Terms of reference for the engagement of Finance Officer (4)

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.

3.0 Task Description

Support the NASCP Finance Team lead to:

- Responsible for supporting processing and disbursements to a cluster of states
- Monitor accurate cashbooks for all the bank accounts;
- Training, capacity building and transfer of knowledge to states
- Ensure regular and timely update and payment using Remita platform
- Ensure monthly and timely bank reconciliation and following up on all reconciling items;
- Ensure timely submission of reports to the PR.
- Review the retirements of advances for project implementation activities to ensure that advances are retired with acceptable documentation and vouchers,
- Follow up on advances to ensure timely retirement including necessary refund of unspent funds;
- Review existing advance policy for effectiveness and where required, propose new strategies for effective advance management;
- Ensure advances to suppliers and employees do not exceed the stipulated limits in the approved manuals and ensure at all times set policies, guidelines and procedures are followed to avoid ineligible expenses.
- Ensure all staff, and partners are complying with GON and GF guidelines
- Monitor and track taxes paid under the grant.
- Track all budget changes and ensure procedures are followed when flexibility is applied or changes in the budget need to be done.
- Track all contracts with the entity under the grant.
- Compare the balance of all unretired advances to the total advances within the period to identify trends and report unusual patterns;
- Regular review of insurance status, particularly for most- at-risk assets e.g. vehicles, Office Equipment, Furniture & Fittings e.t.c
- Submit monthly, quarterly and annual Financial reports and any other report that may be requested by the PR, Donor and or Assurance provider
- Analyze monthly expenditure, raising alerts when overspends/under-spends are identified.
- Monitoring budget and ensure there no budget overruns.
- Support the preparation of receipts, payment vouchers and follow up for necessary approval/signature;
- Posting on daily basis, of financial transactions data into the NASCP computerized accounting software;
- Keep accurate record of all books of accounts and ensuring that all accounting records are consistent with generally accepted accounting principles.
- Variance analysis and forecasting
- Any other duties assigned by the Head of the Accounts Unit.

4.0 Qualification

- Advanced degree in Accounting, Banking and Finance or ICAN/ACCA certification
- A minimum of seven (7) years' experience in grant management of donor funds.
- Skilled in computer programs, including Microsoft Word, Excel and PowerPoint and ability to operate Zoom, and data management systems
- Experience in working with QBs and Navision accounting software is an added advantage
- 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.

5.0 Deliverables

- Timely monthly bank reconciliation and financial reports
- Budget tracking
- Tax tracking
- Contract tracking
- Aging analysis
- Monthly FAR update and insurance of assets
- Timely funds request
- Adherence and compliance to donor guidelines and GON policies.

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 Finance Unit.**

- 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 finance team**, 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.

10. Address for Information

Attention:

Assistant Director

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

11. 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.

12. 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 :

