



NATIONAL AIDS & STIS CONTROL PROGRAMME

REQUEST FOR PROPOSALS

FOR

Procurement Officer

Engagement of Procurement Officer to Support NASCP Procurement Unit

July, 2022

RFQ Ref No.:
NASCP/GF/HIV/PO/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 Procurement 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 the engagement of Procurement Officer

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

Task Description

- Support the procurement for all procurement needs including travel logistics, administration related costs, consultancies, printing and any other procurement related activities on the project
- Facilitate the logistics for meetings and other related activities
- Maintain accurate purchase and pricing records
- Facilitate the review, comparing and analysing of goods or services to be purchased in line with the procurement guidelines
- Researching and evaluating prospective vendors
- Preparing cost analyses and reports
- Maintaining and updating vendor information e.g qualifications, delivery times, product ranges, etc.
- Facilitate procurement planning including development and coordination of procurement plans that provide details of the planned procurement activities, values, procurement methods, timelines etc.
- Monitor the implementation of procurement activities, ensuring that they are implemented timely and in line with the approved plans
- Prepare and issue solicitation documents, facilitate prequalification of vendors, coordination of day to day procurement processes for goods, services and works.
- Maintain accurate and complete procurement records. Facilitate filing and archiving of all procurement records and files
- Prepare Purchase orders/ Letters of Award in line with recommendations by the bid evaluation committees and in line with the procurement policy
- Coordinate and arrange for bid evaluation committee meetings
- Ensure that bid evaluation committee member are all duly appointed by the relevant authority
- Ensure that all members that participate in evaluations and procurement processes are independent, and sign conflict of interest forms.
- Undertake other procurement related activities that may be assigned by the Head of Procurement and Supply Management unit

Qualifications

- Bachelor's degree in Social Science with advanced degree in procurement and supply chain management or related field as added advantage.
- A minimum of seven (3) years' experience in similar role
- Skilled in computer programs, including Microsoft Word, Excel and PowerPoint and ability to operate Zoom, and data management systems
- 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.

6.0 Contracting and accountability

The consultant will be accountable to the National Coordinator NASCP through Head PSM 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 PSM 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 Procurement 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 :

