



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Time-Based Payments

**ENGAGEMENT OF CONSULTANT FOR NATIONAL MEDICAL
LABORATORY STRATEGIC PLAN (LEAD, COSTING AND M&E Consultants)**

June 2023

Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Engagement of Consultant NATIONAL MEDICAL LABORATORY STRATEGIC PLAN (LEAD, COSTING AND M&E Consultants**. The purpose of this assignments are as follows:
 - To carry out a thorough review of the draft National Medical Laboratory Strategic Plan (2023 – 2027).
 - To develop a finalized updated plan using the reviewed National Medical Laboratory Strategic Plan (2023 – 2027).
 - Costing of the reviewed NMLSt.P for a period of 5 working days to include the day of presentation of the final costed strategic plan to the national stakeholders.

Review the draft National Medical Laboratory Services Investment Case in line with the changes to the National Strategic Plan for a period of 5 working days.

- To carry out a thorough review of the draft M/E framework for the finalized National Medical Laboratory Strategic Plan (2023 – 2027).
- To develop a finalized updated M/E framework for the final National Medical Laboratory Strategic Plan (2023 – 2027)

More details on the requested services are provided in the Terms of Reference in section A below.

The National Agency for the Control of AIDS (NACA) will make available the necessary documents and reports and other information concerning this assignment. You may obtain additional information at the following address: Procurement Unit at National Agency for the Control of AIDS (NACA) Ground Floor No. 3 Zinguinchor Street, Beside AEDC Office, Wuse zone 4, Abuja.

A candidate will be selected on the basis of comparison of individual qualifications (Curriculum Vitae and Experience), Technical Approach, Methodology and Workplan

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;

Yours sincerely,

Isah Waziri

POSITION AVAILABLE FOR CONSULTANCY

- 1. LEAD CONSULTANT**
- 2. COSTING CONSULTANT**
- 3. M&E CONSULTANT**

1.LEAD CONSULTANT

Background

Laboratory system strengthening aims to improve laboratory operations for optimal patient care, treatment, disease surveillance and response, biosafety and policy development. To achieve this an enabling policy environment is required with a National Medical Laboratory Strategic Plan creating a road map for implementation of activities aimed at providing optimal laboratory services in Nigeria.

The Nigeria Medical Laboratory Services Policy was first developed, between 2005 and 2007, to bridge the obvious gaps in the standards of operation of the medical laboratory. To ensure realization of this vision, a five year National Medical Laboratory Strategic Plan (NMLSt.P) (2015 – 2019) was developed to provide a road map for the operations of the medical laboratory services in Nigeria. This plan expired in 2019, and the end term was evaluated by a consultant engaged by MSH under RSSH I before the development of a new strategic plan to cover the period 2020 -2024.

The post – COVID 19 current laboratory practices across the world has necessitated series of changes and modifications to the draft National Medical Laboratory Services Policy and by extension the Nigeria Medical Laboratory Strategic plan. An unscheduled review of the National Policy and the strategic plan, approved by the Honourable Minister of Health, has been conducted and validated by stakeholders under the coordination of the National Laboratory Technical Working Group leadership based on current realities.

There is therefore a need for expert consultants to finalize the reviewed strategic plan, develop the M&E plan and carry out the costing appropriately. The Lead Consultant will oversee the updating of the reviewed strategic plan based on national interest and work in close collaborations with the M&E Consultant, Costing Consultant, NLTWG, NLWTC Secretariat, FMOH MLSD, NACA, NCDC and other stakeholders.

The consultancy will involve thorough review and updating of the draft NMLSt.P for a period of 20 working days to include the day of presentation of the final updated strategic plan to the national stakeholders.

Payment will be made upon confirmation of satisfactory performance of job expectation by the National Laboratory Technical Working Group, DMLS and NACA management at the end of the consultancy period.

The objectives of this consultancy is to:

1. To carry out a thorough review of the draft National Medical Laboratory Strategic Plan (2023 – 2027).
2. To develop a finalized updated plan using the reviewed National Medical Laboratory Strategic Plan (2023 – 2027).

Description of Services to be Performed

In collaboration with the M&E and Costing Consultants the designee is expected to:

- Undertake a thorough review of the draft National Medical Laboratory Strategic Plan in line with the current international best practices for national laboratories
- Prepare an updated final draft of the National Medical Laboratory Strategic Plan based on national interest within the stipulated and agreed timeline to be presented for approval by the Honourable Minister of Health
- Provide a detailed narrative report with pictorial evidence of stakeholders’ engagement
- Collate and harmonize the reports of activities of the M&E and Costing Consultants with the final strategic plan.

Deliverables

The consultant is expected to produce or accomplish the following:

Deliverable/Milestone	Expected date of delivery/completion	Per Deliverable Rate (if applicable)
Final updated National Medical Laboratory Strategic Plan with clearly defined M/E framework and fully costed component (2023 – 2027). Detailed narrative report with pictorial evidence of stakeholders’ engagement	20 days of consultancy period	Within 20 working days of official engagement/contract approval, submit final NMLSt.P that is ready for final approval by HMMH

Qualifications/Selection Criteria

- A Medical Laboratory Professional with understanding of Global health concepts, international health regulations, Sustainable Development Goals, among other global health issues.
- Advanced degree (Masters Level) in public health, public policy or related degree will be an advantage.

Essential Experience required:

- 8 – 10 years’ experience working in public health and global health at the national and regional level.
- Must be familiar with Nigerian healthcare delivery systems and structures especially as it relates to laboratory services
- Demonstrable Experience of having undertaken Medical Laboratory Strategic Planning

- Verifiable evidence of performance in similar jobs: **Strategic Planning and Strategic Plan Development experience**

2. COSTING COSTING

Laboratory system strengthening aims to improve laboratory operations for optimal patient care, treatment, disease surveillance and response, biosafety and policy development. To achieve this an enabling policy environment is required with a National Medical Laboratory Strategic Plan creating a road map for implementation of activities aimed at providing optimal laboratory services in Nigeria.

The Nigeria Medical Laboratory Services Policy was first developed, between 2005 and 2007, to bridge the obvious gaps in the standards of operation of the medical laboratory. To ensure realization of this vision, a five year National Medical Laboratory Strategic Plan (NMLSt.P) (2015 – 2019) was developed to provide a road map for the operations of the medical laboratory services in Nigeria. This plan expired in 2019, and the end term was evaluated by a consultant engaged by MSH under RSSH I before the development of a new strategic plan to cover the period 2020 -2024.

The post – COVID 19 current laboratory practices across the world has necessitated series of changes and modifications to the draft National Medical Laboratory Services Policy and by extension the Nigeria Medical Laboratory Strategic plan. An unscheduled review of the National Policy and the strategic plan, approved by the Honourable Minister of Health, has been conducted and validated by stakeholders under the coordination of the National Laboratory Technical Working Group leadership based on current realities.

There is therefore a need for expert consultants to finalize the reviewed strategic plan, develop the M&E plan and carry out the costing appropriately. The costing consultant will support the costing of the reviewed National Medical Laboratory Strategic Plan (NMLSt.P) with a focus on the costing of the proposed investments and expenditures for the various components and work in close collaborations with the Lead Consultant, M&E Consultant, NLTWG, NLWTG Secretariat, FMOH MLSD, NACA, NCDC and other stakeholders.

The consultancy will be in 2 phases:

1. Costing of the reviewed NMLSt.P for a period of 5 working days to include the day of presentation of the final costed strategic plan to the national stakeholders.

Review the draft National Medical Laboratory Services Investment Case in line with the changes to the National Strategic Plan for a period of 5 working days.

Payment will be made upon confirmation of satisfactory performance of job expectation by the National Laboratory Technical Working Group, DMLS and NACA management at the end of the consultancy period.

The objectives of this consultancy are :

3. To develop the costing for the reviewed National Medical Laboratory Strategic Plan (2023 – 2027).
4. To review the draft National Medical Laboratory Services investment case in line with the changes to the National Strategic Plan.

Description of Services to be Performed

In collaboration with the Lead and M/E Consultants the designee is expected to:

- Undertake a thorough review of the draft costed National Medical Laboratory Strategic Plan in line with the final strategic plan
- Prepare an updated costing of the final draft of the National Medical Laboratory Strategic Plan based on current realities
- Prepare a reviewed and updated national investment case based on the revised strategic plan
- Provide a detailed narrative report with pictorial evidence of stakeholders' engagement

Deliverables

The consultant is expected to produce or accomplish the following:

Deliverable/Milestone	Expected date of delivery/completion	Per Deliverable Rate (if applicable)
<p>Updated costed National Medical Laboratory Strategic Plan using clearly defined M/E framework (2023 – 2027).</p> <p>Updated national laboratory investment case.</p> <p>Detailed narrative report with pictorial evidence of stakeholders' engagement</p>	10 working days of consultancy period	Within 10 working days of official engagement/contract approval, submit final Costed NMLSt.P and final Investment case that is ready for final approval by HMM

Qualifications/Selection Criteria

- Health Economist or Medical laboratory Scientist with a post graduate qualification in health economics from any recognized University. The consultant must have a demonstrable understanding of the Nigerian Health Systems and the National Medical Laboratory policy.
- Must have good understanding of the policy and strategic plan documents.
- Advanced degree (Masters Level) in Health Economics, public health, public policy or related degree will be an advantage.

Essential Experience required:

- 5 – 7 years' experience working in public health and global health at the national and regional level.
- Must be familiar with Nigerian healthcare delivery systems and structures especially as it relates to laboratory services.
- Demonstrable experience and understanding of the National Medical laboratory strategic plan 2020-2024.

- Demonstrable Experience of having undertaken Medical Laboratory Strategic Planning
- Verifiable evidence of performance in similar jobs: **Strategic Planning and Strategic Plan Development experience**
- Verifiable evidence of performance in similar jobs

3.M&E Consultant

Laboratory system strengthening aims to improve laboratory operations for optimal patient care, treatment, disease surveillance and response, biosafety and policy development. To achieve this an enabling policy environment is required with a National Medical Laboratory Strategic Plan creating a road map for implementation of activities aimed at providing optimal laboratory services in Nigeria.

The Nigeria Medical Laboratory Services Policy was first developed, between 2005 and 2007, to bridge the obvious gaps in the standards of operation of the medical laboratory. To ensure realization of this vision, a five year National Medical Laboratory Strategic Plan (NMLSt.P) (2015 – 2019) was developed to provide a road map for the operations of the medical laboratory services in Nigeria. This plan expired in 2019, and the end term was evaluated by a consultant engaged by MSH under RSSH I before the development of a new strategic plan to cover the period 2020 -2024.

The post – COVID 19 current laboratory practices across the world has necessitated series of changes and modifications to the draft National Medical Laboratory Services Policy and by extension the Nigeria Medical Laboratory Strategic plan. An unscheduled review of the National Policy and the strategic plan, approved by the Honourable Minister of Health, has been conducted and validated by stakeholders under the coordination of the National Laboratory Technical Working Group leadership based on current realities.

There is therefore a need for expert consultants to finalize the reviewed strategic plan, develop the M&E plan and carry out the costing appropriately. The M&E Consultant shall be responsible for the review and development of the updated M/E framework for the final draft strategic plan and work in close collaborations with the Lead Consultant, Costing Consultant, NLTWG, NLWTG Secretariat, FMOH MLSD, NACA, NCDC and other stakeholders.

The consultancy will involve thorough review and updating of the draft M/E framework for NMLSt.P for a period of 10 working days to include the day of presentation of the final updated strategic plan to the national stakeholders.

Payment will be made upon confirmation of satisfactory performance of job expectation by the National Laboratory Technical Working Group, DMLS and NACA management at the end of the consultancy period.

The objectives of this consultancy is to:

5. To carry out a thorough review of the draft M/E framework for the finalized National Medical Laboratory Strategic Plan (2023 – 2027).
6. To develop a finalized updated M/E framework for the final National Medical Laboratory Strategic Plan (2023 – 2027).

Description of Services to be Performed

In collaboration with the Lead and Costing Consultants the designee is expected to:

- Undertake a thorough review of the draft M/E framework for the final National Medical Laboratory Strategic Plan in line with the current international best practices for national laboratories
- Prepare an updated final M/E framework for the updated National Medical Laboratory Strategic Plan based on national interest to be presented for approval by the Honourable Minister of Health.
- Provide a detailed narrative report with pictorial evidence of stakeholders' engagement

Deliverables

The consultant is expected to produce or accomplish the following:

Deliverable/Milestone	Expected date of delivery/compl etion	Per Deliverable Rate (<i>if applicable</i>)
Final updated National Medical Laboratory Strategic Plan with clearly defined M/E framework and fully costed component (2023 – 2027). Detailed narrative report with pictorial evidence of stakeholders' engagement	10 days of consultancy period	Within 10 working days of official engagement/contract approval, submit final M&E framework of NMLSt.P that is ready for final approval by HMM

Qualifications/selection Criteria

- Advanced degree (Masters Level) in public health, public policy or related degree

Essential Experience required:

- 5 – 8 years' experience in monitoring and evaluation at national and regional levels.
- Must be familiar with Nigerian healthcare delivery systems and structures especially as it relates to laboratory services
- Demonstrable Experience of having undertaken Strategic Planning
- Verifiable evidence of performance in similar jobs

Duration

Kindly note that the duration for the Costing and the M&E Consultancy is 10 days each while the duration for the Lead consultancy is 20 days.

5. Additional Documentation Required:

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.

- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience (max 2 page) and relevant supporting document.
- Detailed methodology and conceptual framework with expected deliverables and timelines, man days required (3-5 pages).
- Recent CV
- Candidates are expected to bid for only one position. Candidate who apply for more than one position will be disqualified

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in installments based upon key outputs/deliveries (mentioned under payment schedule above).

6. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

The Request for Proposal (RFP) can be downloaded from this link;

7. GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

The detailed Proposal must be in English Language and submitted in two (2) hard copies each **(one original & One copy)** of the requested documents and proposal. The documents shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner **“Engagement of Consultant for National Medical Laboratory Strategic Plan (State the position of application)”** and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgement to NACA office at the address below.

Deadline for Submission: The deadline for the submission of proposal should not be later than Thursday 12 noon of 4th July, 2023. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

8. ADDRESS FOR INFORMATION AND SUBMISSION OF PROPOSALS

Attention:

Head Procurement

National Agency for the Control of AIDS (NACA)

Ground Floor Room 1.08

No. 3 Zinginchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

Email: procurement@naca.gov.ng

9. 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

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

10. NOTES/DISCLAIMER

- i. Late submissions will not be accepted.

- ii. NACA 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. NACA 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 be construed a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NACA.
- iv. NACA 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 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 :

**D. OBSERVATIONS AND SUGGESTIONS
OF THE CANDIDATE 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 :Consultants Reporting Requirements.

Annex C :Evaluation Criteria.

ANNEX A

COST ESTIMATE OF SERVICES

(1) *Remuneration*

<i>Rate /Months/ Days (Specify in (currency)</i>	<i>Number of Days</i>	<i>Total (currency)</i>
--	-----------------------	-------------------------

TOTAL COST

ACTIVITY SCHEDULE (Consultant to modify accordingly)

Activity (Work)

periods

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

**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:	60
1) Adequacy for the assignment	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40

Total points for criterion (I & ii): 100

Note: Candidate will be assessed and awarded based on the most quality technical scores obtained.