

**NATIONAL PRIMARY HEALTH CARE DEVELOPMENT AGENCY (NPHCDA)
DEPARTMENT OF PRIMARY HEALTH CARE SYSTEMS DEVELOPMENT (PHCSD)
NIGERIA STATE HEALTH INVESTMENT PROJECT (NSHIP)
CALL FOR EXPRESSION OF INTEREST FOR NSHIP ADDITIONAL FINANCING
CONTRACT MANAGEMENT AND VERIFICATION AGENCY (CMVAs)**

A. INTRODUCTION

The National Primary Health Care Development Agency (NPHCDA) is a parastatal of the Federal Government under the Ministry of Health, responsible for the development and strengthening of primary health care services in the country.

The NPHCDA is currently implementing the World Bank supported Nigeria State Health Investment Project (NSHIP). NSHIP is a Result Based Financing (RBF) health systems strengthening intervention currently operational in three Nigeria States of Adamawa, Nasarawa and Ondo. NSHIP has secured an Additional Financing (AF) with a view to expanding the Performance Based Financing (PBF) component of the project to five additional North Eastern States of Borno, Yobe, Bauchi, Taraba and Gombe. The expansion is inline with the Presidential initiative on revitalizing the health sector in the insurgency ravaged North East states. The project is building on its observed positive impact in the existing project states, as regards the delivery of high impact maternal and child health services of constantly improving quality. The project also has built on incentive structures for health workers and a technical assistance component.

To this end, the NPHCDA requires Consultancy services firm qualified Contract Management and Verification Agencies (CMVAs) to provide technical assistance for the operationalization of the project in the 5 Additional Financing states.

B. SCOPE OF SERVICE

The scope of service for this Consultancy includes the following:

- (i) Introduce and support the implementation of PBF in a defined number of LGAs, 70% of the CMVAs compensation will be based on a performance framework for timely and high quality deliverables related to PBF
- (ii) Review and approve the business plans of health facilities
- (iii) Sign and manage PBF contracts with individual health facilities based on the project implementation manual and in accordance with the facility's business plans
- (iv) Carry out ex-ante verification of quantity of services on a monthly basis and certify that the invoices produced by the health facilities reflect the actual services recorded in the health facility's register and records

- (v) Facilitate the conduct of supervision of health facilities by the LGA PHC department staff and hospital management board (HMB) including the accurate and timely quarterly assessment of quality using the Quantitative Supervisory Quality Check list (QSQC) and the Integrated Supportive Supervision Checklist (ISS). The CMVA will contract the LGAs, HMB and provide training and support to the supervision in the application of the QSQC and the ISS
- (vi) Develop the monthly supervision strategy to coach health facility staff on the accurate management of registers and filling of receipts, invoices and other key PBF documents, as well as application of clinical procedures according to national and international norms and standards, which will be verified on a quarterly basis through the ex-ante quality verification exercises.
- (vii) Ensure that the CMVA verifiers are able to properly use new technology that will systemize data collection during verification. The CMVA will be responsible to ensure that the Cloud Computing software (OpneRBF) is used to upload verified data quality scores and report any issues with data quality or capture to the SPHCDA and NPHCDA. At least once per quarter, when the quantity and quality data have been entered, the CMVA will print out a consolidated LGA PBF invoice for submission to the LGA PBF Steering Committee for scrutiny and validation and then to the SPHCDA for payment;
- (viii) Act as the secretariat for all the LGA PBF Steering Committees in the LGAs where it is working
- (ix) The CMVAs will follow up with health facilities and SPHCDA whether timely payments were made;
- (x) Provide coaching and mentoring to the officers-in-charge (OICs) of health facilities so as to improve their performance. This will include helping them with analysis of the facilities own data. Identify poorly performing OICs and propose recommendations to the LGA and SPHCDA for further action;
- (xi) Analyse PBF data coming from facilities and the QSQC and provide feedback to the health facilities, LGA, PHC Departments, the HMBs and SPHCDA about its findings. This will specifically include findings related to quantity and quality of services (trend analysis, best and poor performing HFs/LGAs financial disbursements per indicator etc), collaboration with the community, understanding of PBF by health workers and financial management.
- (xii) Manage the performance frameworks with the LGA PHC departments and the HMB staff and facilitate prompt payment for those staff who meet their goals in the frameworks;
- (xiii) Facilitate the work of the Independent Verification Agency (IVA) and ensure that sanctions specified in the PM are imposed on facilities or staff of the LGA PHC Departments and the HMB;
- (xiv) If any of the concerned LGAs are implementing a free care policy for maternal and child health services, ensure that there are no additional user-charges levied on patients;

- (xv) Provide feedback on a regular basis to the SPHCDA and the NPHCDA on the implementation of PBF in the concerned LGAs and provide written feedback quarterly reports as well as an annual report
- (xvi) Carry out such tasks as the NPHCDA reasonably requests to facilitate the successful implementation of PBF in the assigned LGAs
- (xvii) In selected LGAs. Establish mobile teams that visit under-served and difficult to reach communities on a regular (most likely monthly) basis and provide a broad package of curative, preventive and promotional services in line with the PBF minimum package of activities.

C. SELECTION CRITERIA

The selection of the firm/organization will be based on the following criteria:

- (i) Evidence of registration/incorporation with the Corporate Affairs Commission to provide services in the area of project management, financial management, procurement, monitoring and evaluation and consultancy services
- (ii) Deep understanding of the health sector in Nigeria and experience with the actual delivery of primary health services;
- (iii) A resident office in the North Eastern State they are applying to provide services for:
- (iv) Evidence of Tax and VAT Certificates;
- (v) Proven understanding of PBF and its application in the Nigerian context will be an added advantage;
- (vi) Solid track record in health programs and project management experience, preferably in the State where the intervention is proposed; ability to change from input programming to output based programming;
- (vii) A reputation for integrity with at least 5 years of demonstrated experience working in Nigeria and at least some of that time working in the North East States;
- (viii) Comprehensive listing of mix of staff to be deployed: Team of highly talented individuals with at the least; (a) an overall manager who will be available for the duration of the contract lead the team and guide PBF; (b) a finance and administration officer; and (c) a Monitoring and Evaluation Officer. (d) a data analyst; (e) an office manager
- (ix) The overall manager profile; (a) has a master's in public health, health economics or epidemiology; (b) has at least five year's experience in project management or health programs; (c) preferably has taken a high level PBF course;
- (x) A good understanding of the local language in the State of Assignment is an added advantage.

APPLICATION PROCEDURE

- 1) All interested firms/organizations should submit their expression of interest letter by email marked:

**“EXPRESSION OF INTEREST FOR PERFORMANCE-BASED FINANCING
CONTRACT MANAGEMENT AND VERIFICATION AGENCY (PBF-CMVA)”**

And addressed to:

The Executive Director/CEO

National Primary Health Care Development Agency

Plot 681/682, Port Harcourt Crescent,

Off Gimbiya Street,

Area 11, Garki- Abuja.

ATTENTION: National Project Coordinator NSHIP

2) Candidates should indicate in their application letter which particular state they are applying to work in among the five AF NSHIP states

3) Prepare a folder and include all relevant documents as listed in “Selection Criteria” above

4) All emails sent to: Leks_Olul@yahoo.co.uk and copy: nnennaihebuzor@yahoo.com, aodutolu@worldbank.org, fmustapha@worldbank.org, ajuluchukuchukelu@yahoo.com. Alyzon2001@yahoo.com

5) Contact telephones for enquiries: +2348033338333, +234803750682, +2348056336614, +2347035830644, +2348033196046, +2348180664984

Closing date of submission is 29th August, 2016

Please Note:

1) The NPHCDA reserves the right to reject any document it considers to be of doubtful authenticity

2) Late submission will not be entertained

3) This notice shall not be construed to be a commitment on the part of the Agency to award any form of contract to any respondent nor shall it entitle any organization to claim any indemnity from the Agency.

Signed

NPHCDA Management