

The Global Fund

To Fight AIDS, Tuberculosis and Malaria

**National Agency for the Control of Aids (NACA)  
Expression of Interest (EOI) For Engagement of Technical Facilitator for  
Operation Research Phase II**

**A. Preamble**

The National Agency for the Control of AIDS (NACA), being the Principal Recipient (PR) for HIV/AIDS programs in Nigeria under the Global Fund project, is currently implementing its Round 9 Global Fund HIV/AIDS project titled To scale up comprehensive HIV/AIDS treatment, care and support for people living with HIV/AIDS in all 36 states and the Federal Capital Territory. In 2013, as part of that project's Phase 1 Operations Research, NACA commissioned nine individual Operations Research studies intended to identify best practices in current HIV treatment and prevention programming, and to evaluate new and innovative approaches to improving the national response.

NACA is currently planning implementation of Operation Research Phase II, to inform effective and efficient project implementation and ensure optimal use of available resources. Building on the findings from Phase I research and the agreed future priority areas, NACA's Phase II of HIV related Operations Research will include multiple small-scale, short-term research initiatives, and an emphasis on the introduction and evaluation of novel, evidence-based interventions. The research will focus initially on effecting an increase in coverage and continuity of PMTCT programs.

**B. Assignment Description**

NACA seeks to engage an institution as a Lead Technical Facilitator who will among others:

1. Provide key services in support of Phase II of the HIV operations research process under the Global Fund grant.

2. Provide technical support to act as the key mechanism supporting NACA in the implementation of the Global Fund Phase II operations research, with an initial primary focus on PMTCT.
3. Collaborate with NACA, Implementing Partners, and state program managers to: develop a relevant operations research portfolio; oversee procurement and management of national and international academic experts to implement the PMTCT operations research projects;
4. Ensure overall quality of research efforts and their results;
5. Assist NACA in the synthesis, interpretation, and application of findings;
6. Build internal capacity for oversight and implementation of high quality academic research within
7. NACA and academic institutions throughout Nigeria.

### **C. Guiding Criteria For Selection**

The selection of the Technical Facilitator for Operation Research II will be in accordance with the procedures set out in guidelines published by the Agency, the Bureau of Public Procurement as well as International Best Practices.

### **D. Eligibility Criteria**

Prospective Applicants are requested to submit their Expression of Interest that demonstrate capacity and capability to undertake this assignment detailing the following information as basis for short-listing for further evaluation in a subsequent process in which technical and financial proposals will be requested and reviewed accordingly. The Prospective Service Provider may be single entity or consortium but not individual consultants.

1. Evidence of Registration with Corporate Affairs Commission (CAC);
2. Detailed company profile containing -experience with minimum of five (5) years on similar assignment;
3. Evidence of Tax payment for the past 3 consecutive years (2011 – 2013);
4. Evidence of VAT registration & proof of past remittances, where applicable;
5. Annual Turn over and Audited Accounts for the past three (3) consecutive years (2011-2013);

6. Evidence of compliance with the provision of the Pension Reform Act 2004 as contained in Section 16 (6d) of the Public Procurement Act 2007, where applicable;
7. For Joint Venture (JVs), include Memorandum of Understanding (indicating the responsibilities and duties of the individual firms consulting the JV);
8. Evidence of compliance with the provision of Section 6(1)(3) of the amended Industrial Training Fund (ITF) Act No. 19 of 2011/NSITF where applicable;
9. Evidence of recommendation from prospective Consultant Bankers indicating the financial capacity and capability to undertake the assignment, if awarded;
10. A brief write upon the understanding of the proposed assignment;

The EOIs shall be evaluated strictly based on the substantive information / credentials / documentary evidence submitted by organizations/firms/institution in support of the information requested above.

Any previous successful collaboration in similar lines with development agencies or government will be an added advantage.

#### E. General Terms & Conditions

Expression of Interest must be in English Language only and submitted in the Tender Box provided in duplicates (one original & one copy) in a sealed envelope clearly marked

“NACA – EXPRESSION OF INTEREST FOR OPERATION RESEARCH PHASE II” with acknowledgement to NACA office at the address in G below. The Agency reserves the right to reject any or all of the Expression of Interest. Interested Service Providers may obtain further information at the address in ‘F’ below from 9:00am to 3:30pm local time, Mondays to Fridays. EOI must be delivered to the address ‘G’ on or before **12:00noon local time on Monday, November 3<sup>rd</sup> 2014**. No EOI shall be received after the closing date and time. The EOI proposals shall be opened on the same day immediately after close of bid at the Conference Room NACA.

Please note that at this stage, no technical and financial proposals are required. Based on the information submitted in response to this request for EOIs, NACA will prepare a shortlist of qualified organizations that would be later issued Request for Proposal (RFP) document.

F. Address For Contact Information:

Dr. James Anenih

Asst. Director, Strategic Knowledge Management

Floor 5, NACA Office, Edo House Central Business District, Abuja.

G. Address For Submission of Bids;

Attention: **Head of Procurement**

**National Agency for the Control of AIDS (NACA)**

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**Signed:**

**Head, Procurement For:**

**Director-General**