

Overview

NATIONAL PRIMARY HEALTH CARE DEVELOPMENT AGENCY

Plot 681/682 Port Harcourt Crescent, Off Gimbiya Street, Area 11, Abuja

EXPRESSION OF INTEREST FOR INDIVIDUAL CONSULTANT

CONSULTANCY SERVICE TO PROVIDE TECHNICAL ASSISTANCE FOR GLOBAL FUND RESILIENT AND SUSTAINABLE SYSTEMS FOR HEALTH (RSSH) II AT NATIONAL PRIMARY HEALTHCARE DEVELOPMENT AGENCY

(1.0) BACKGROUND/INTRODUCTION

In a bid to effectively implement the State engagement module of the Global Fund Resilient and Sustainable Systems for Health GF RSSH-II grant and in order to fill a capacity gap identified by the capacity assessment conducted by the Principal Recipient, an ad hoc Technical Support Officer will be engaged for a period of one year to support the Project Implementation Team (PIT) in the development of technical tools and systems required for the successful implementation of the project. The overall objective of GF RSSH II is to have a Strengthened Community system, quality Improvement and Integrated Service Delivery intervention in GF-RSSII implementing states by 2023.

In compliance with the Public Procurement Act (PPA) 2007, NPHCDA hereby invites interested, competent and reputable individual consultant to submit Expression of Interest (EOI) for:

(2.0) SCOPE OF SERVICE

Consultancy service to provide technical assistance for Global Fund Resilient and Sustainable Systems for Health (RSSH) at National Primary Health Care Development Agency.

(3.0) QUALIFICATION REQUIREMENT

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7, or Business Name;
- (ii) Evidence of Firm's Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2021;

- (iii) Evidence of Pension Clearance Certificate valid till 31st December, 2021 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (iv) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31 December, 2021;
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by BPP.
- (vii) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the NATIONAL PRIMARY HEALTH CARE DEVELOPMENT AGENCY or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all the information presented in its bid are true and correct in all particulars;
- (viii) Company's Audited Accounts for the last three (3) years – 2018, 2019 & 2020:
- (ix) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (x) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- (xi) Degree in Health Sciences, M BBS, Public Health, Statistics, Epidemiology or equivalent;
- (xii) Minimum of 7 years' experience in monitoring and evaluation of Malaria or TB or HIV programs and experience in the management information systems in the public sector
- (xiii) Training and experience in logical framework, project management and setting up of program evaluation systems in health programs
- (xiv) Demonstrated experience in designing and implementing M&E systems, performance frameworks, project management, and program/project evaluations within the health sector.

- (xv) Good capacity to produce reports on time
- (xvi) Familiarity with qualitative and quantitative data collection methods in the health sector
- (xvii) Experience in the monitoring and implementation of Global Fund grants.
- (xviii) Familiarity with the MoH Health Management Information System is an added advantage
- (xix) Computer literacy with strong knowledge of Microsoft office, database programs and statistical software
- (xx) Ability to work independently and within a team and interact effectively to meet deadlines
- (xxi) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

(4.0) SUBMISSION OF EOI DOCUMENT

Interested Consultant is to submit two (2) hardcopy bound Expression of Interest (EOI) documents and a soft copy of the EOI should also be submitted in a CD format. The documents should be submitted in a sealed envelope and addressed to the Executive Director/CEO NPHCDA, Plot 681-682 Port Harcourt Crescent Off Gimbiya Street Area 11 Garki Abuja and clearly marked with "Consultancy service to provide technical assistance for Global Fund Resilient and Sustainable Systems for Health (RSSH) at National Primary Health Care Development Agency".

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at the Procurement Unit NPHCDA Annex Office No. 2 Uke Street off Ahmadu Bello Way Garki-Abuja not later than **2:00 pm on Monday 6 December, 2021.**

(5.0) OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission at **2:00pm on Monday 6 December, 2021** at the Procurement Unit NPHCDA Annex Office No. 2 Uke Street Area 11 Garki Abuja.

Please ensure that you sign the EOI submission register at the point of submission as NPHCDA will not be held liable for misplaced or wrongly submitted documents. For further enquiries, please contact:

The Head of Procurement

National Primary Health Care Development Agency, (Annex)

No 2 Uke Street, off Ahmadu Bello Way Area 11-Garki – Abuja

E-mail: procurementunit@nphcda.gov.ng

(6.0) GENERAL INFORMATION

- (a) EOI must be submitted in English Language and signed by the Consultant
- (b) EOI submitted after the deadline for submission would be returned unopened.
- (c) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (imitation link will be sent to bidders to join the bid opening online) with the physical presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- (d) Firms can submit through Post (Courier Services) Only shortlisted bidders at EOI's evaluation will be contacted at a later date for collection of RFP
- (e) NPHCDA is not bound to shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with section 28 of the Public Procurement Act 2007.

SIGNED

NPHCDA MANAGEMENT