

**PROPOSAL TITLE: IMPROVING PROGRAM STAFF CAPACITY FOR EFFECTIVE DATA MANAGEMENT AND VISUALIZATION THE INSTITUTE OF HUMAN VIROLOGY NIGERIA (IHVN)**

**LOCATIONS: CENTRAL OFFICE (ABUJA), NASARAWA, FCT, KANO AND KATSINA STATES**

**PERIOD: 2 MONTHS**

**PREAMBLE**

THE INSTITUTE OF HUMAN VIROLOGY NIGERIA (IHVN) is a Non-Governmental Organisation (NGO) providing HIV prevention, care and treatment program, as well as Tuberculosis and Malaria control interventions in Nigeria. IHVN has been implementing the United States Presidents' Emergency Plan for AIDS Relief (PEPFAR) from 2004 till date.

As an implementing partner for PEPFAR, The Global Fund, United States National Institute of Health (NIH), IHVN supports health facilities across 11 states and FCT in Nigeria to deliver high quality HIV/AIDS care and treatment services.

**RATIONALE**

Institute of Human Virology, Nigeria (IHVN) has evolved over the years and maintains a network for the implementation of Public Health (PH) programs across all states in Nigeria, including the Federal Capital Territory (FCT). The range of programs and funding portfolio of IHVN requires a highly skilled and dedicated workforce that can be relied upon for high performance to deliver on the various grants. The bulk of the workforce is technical in nature, but with less flare for, and lacking in data orientation which is highly desired in order to utilize program outputs for decision-making and accountability. Therefore, a targeted intervention to achieve an improved and skilled human resource with data analytics and presentation skills is very critical for the continued performance in the Public Health space.

**PURPOSE OF ASSIGNMENT**

The purpose of this contract is to execute a didactic and practical interaction with IHVN program staff as described in the scope of work (SOW) below. The goal is to improve staff capacity to maximize understanding of data generated in the course of program implementation, and the eventual use of the data for program decision making, efficiency and accountability.

**TIMING OF CONSULTANCY**

The period of performance for this service contract would be for a minimum of 1 month. A final report would be submitted detailing each component of the SOW.

## SPECIFIC TASKS FOR CONSULTANTS

This SOW is divided into 2 broad categories, technical interventions and after training support. Technical interventions would be based on the following:

## SCOPE OF WORK (SOW)

| SOW AND DELIVERABLES |   |
|----------------------|---|
| SN                   | DESCRIPTION   |
| 1                    | <p><b>Database Management</b><br/>Capacity building on the concepts of database creation and management</p> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>-Develop curriculum for the training</li> <li>· Curriculum for general database management concepts</li> <li>· Curriculum for Microsoft® Excel and Access</li> <li>· Curriculum for Data Analysis using these soft wares</li> <li>· Curriculum on Data Visualization using Tableau</li> </ul> <ol style="list-style-type: none"> <li>1. Develop the training manuals to be used for the above listed modules</li> <li>2. Develop the training slides</li> <li>3. Train end-users on Database management and Data Analysis</li> <li>4. Produce a report</li> </ol> |
| 2                    | <b>Project Management</b>   |

|                 |   |
|-----------------|---|
|                 | <p>Capacity building on the concepts of Project Management</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Develop curriculum for the training</li> <li>2. Develop the training manuals to be used for the above listed modules</li> <li>3. Develop the training slides</li> <li>4. Train end-users on the concepts of Project Management</li> <li>5. Produce a report</li> </ol>  |
| <p><b>3</b></p> | <p><b>Data Visualization using Tableau</b><br/>Capacity Building on Data Visualization using Tableau</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Develop curriculum for the training</li> <li>2. Develop the training manuals to be used</li> <li>3. Develop the training slides</li> <li>4. Train end-users on the concepts of Data Visualization</li> <li>5. Train end-users on Tableau as a Data Visualizer and an analytic tool.</li> <li>6. Produce a report</li> </ol> |

**GUIDING CRITERIA FOR SELECTION**

The selection of the Service Providers will be in accordance with IHVN’s procedures and policies as stated in eligibility criteria/instructions below. Selected providers may not necessarily be registered with the Institute before engagement of services.

**Note to applicants:** All the criteria/requirements noted below are required for consideration for eligibility for selection.

## **ELIGIBILITY CRITERIA/INSTRUCTIONS TO BIDDING**

1. All bids must be in ink or type written; submission in pencil will not be accepted.
2. All enquiries regarding the proposed application for the above should be directed to the Assistant Director Procurement of IHV-Nigeria.
3. Bids must be properly sealed.
4. Bidders not registered with IHVN must include company profile.
5. Bidders not registered with IHVN must include copies of tax clearance certificates for the past three years.
6. All bids must provide evidence of at least two similar Jobs made in the past for IHVN/other organizations etc.
7. Bidders not registered with IHVN must provide proof of registration with the Corporate Affairs Commission (CAC).
8. Bids should be submitted to the head office on or before the date below specified as deadline.
9. Bids will be opened at Bid opening date and time specified below.
10. Any quote with percentage/calculation error will be disqualified at the tender meeting.

## **GENERAL TERMS & CONDITIONS**

1. Bids which must reach us within ten working days from the date of this publication should have the title of the project written on the "Top Left Hand Corner" of the envelope.
2. The bid document should be submitted to the head office on or before the slated date as specified below.
3. All enquiries regarding the proposed application for the above should be directed to the Assistant Director Procurement of IHV-Nigeria

## **CLOSING DATE/ TIME**

**16/07/2018 – 5pm**

## **CONTACT**

**The Assistant Director Procurement**

**Procurement Unit**

**Supply Chain Management Department**

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