

AHF NIGERIA

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF QUALIFIED COMMUNITY BASED ORGANISATIONS TO SERVE AS PARTNERS FOR PROVISION OF EVIDENCE BASED COMPREHENSIVE HIV PREVENTION SERVICES

1. Background:

AHF Nigeria is an arm of the AIDS Healthcare Foundation-global, with headquarters in Los-Angeles USA and an Africa Bureau Office in Kampala – Uganda; which provides free HIV prevention, Advocacy and Treatment services to over 600,000 patients worldwide.

Since program inception in 2011, AHF Nigeria has supported the National HIV/AIDS response by initiating over 11,000 clients on ART within the 33 comprehensive ART sites across FCT, Benue, Nasarawa, Cross River. Anambra and Kogi states.

Objective:

To provide evidence based comprehensive HIV prevention services in the communities for general and key population groups through nationally acceptable guidelines and protocols thereby contributing to the National HIV response.

2. Implementation of the program:

AHF Nigeria invites proposals from qualified and reputable Community Based Organizations (CBO) to implement comprehensive HIV prevention programs including; HIV testing services, condom programming and provide HIV services to key and vulnerable groups in communities they work and in line with AHF Nigeria's program coverage i.e. FCT-Abuja, Anambra, Benue, Cross Rivers, Kogi and Nasarawa states. AHF would select partners through her standard selection procedure / guidelines for implementation of services as stated above.

This engagement will be for one-year subject to renewal upon satisfactory performance of the partner.

3. Scope of activities CBO partner

1. Conduct HIV testing services in communities in an environment that is appropriate and provides confidentiality for clients in accordance with national guidelines and quality of HIV testing services in line with national algorithm / protocol and set standards.
2. Provide patient referral, ensure linkage to care for HIV treatment; conduct follow-up/tracking for all clients identified; including but not limited to STI and TB cases.
3. Identify peer health educators, counselors and health service providers to receive training on various technical areas of HIV prevention and logistics management;
4. Conduct stigma reduction programs in the communities through hosting of dialogues, FGDs with identified relevant stakeholders.

5. Facilitate the implementation of HIV prevention services (including condom programming) for general population groups by allocating suitable personnel, premises and other requisite resources under its jurisdiction and providing advice, support and guidance to enhance the success of the activities.
6. Facilitate the implementation of HIV prevention through the minimum prevention package intervention (MPPI) targeting key / vulnerable population groups.
7. Ensure mobilization and facilitate rapid testing for pregnant women in the communities through working with other such partners and stakeholders.
8. Where applicable, identify and collaborate with traditional birth attendant (TBAs), private health facilities to facilitate referral and linkage for PMTCT services.
9. Responsible for identifying training needs gap among staff and volunteers on the project / program.
10. Provide the resources and personnel within their means required to make the communities aware of these services through advocacy, sensitization and mobilization of communities identified to take up the services.
11. Ensure timely monthly collation, review and submission of data and reports.
12. Ensure proper adherence to AHF Nigeria financial reporting guide and submit timely reports.

4. Distribution of Available States:

AHF intends to engage the services of one CBO per state in the following states: FCT Abuja, Benue, Kogi, Nasarawa, Anambra and Cross River State.

Interested organizations are advised to bid for only one State mentioned above as non-compliance, would lead to disqualification.

5. Technical and financial proposal guidelines:

5.1. Technical Proposal (Not to exceed 10 pages; single spacing, font size 12 and font type Times New Roman)

The technical proposal shall include the technical approach and methodology, key technical personnel, management structure, accounting and financial management, and past performance.

i) Technical approach and methodology: The technical approach and methodology must demonstrate understanding of the scope of the work as described above, innovative in design, monitoring and evaluation, likelihood of accomplishing desired performance objectives and results. It must include a clear plan that is well-conceived, creative, logical, technically sound, cost- effective, and feasible as well as contributing to the organisation's objectives and results in line with the scope of work. The work plan should be consistent with the proposed technical approach and methodology. The technical proposal must include a comprehensive performance monitoring and evaluation framework and data management system that is efficient and manageable and aligned to the AHF M&E plan.

ii) Key technical personnel: A list of all the proposed key technical personnel in a staffing plan that also includes all other specific titled technical or professional positions at a minimum. The CVs, for each proposed candidate for key technical positions should be attached using the prescribed format. Proposed key personnel must be available at the time of implementation. Where there is need for substitution at the time of implementation, the qualification and experience of the proposed officer for substitution must at least match the minimum qualification of the one being replaced

iii) Management structure: The technical proposal must include a management structure that will support the technical approach to achieve results. The proposal must demonstrate a lean structure that empowers local decision-making, management, coordination, and leadership. The structure must also take into account need for physical presence in the selected states and communication arrangements with AHF at the national level.

iv) Accountability and financial management: The proposed approach for financial management must describe effective budgeting and control systems, expenditure management systems, accountability and timely and accurate financial reporting as well as describing internal financial control systems and procedures including arrangements for internal audit.

v) Past performance: The proposal must demonstrate successful past performance in similar partnership over the past 5 years. This should be done by listing projects organizations have done in the past and attaching the evidences. Evidences to be attached shall include such documents as letters of award, grant agreement, memorandum of agreement/understanding, local purchase orders, certificate of completion etc. References from at least two previous/current donors or sponsors should also be attached.

5.2 Financial Proposal (3-5pages)

The financial proposal shall include a complete budget by cost element. The proposal must propose costs that it believes are realistic and reasonable for the work in accordance with the technical approach.

6. Proposal review and award:

6.1 Technical evaluation

Each application submitted in response to this RFP will be evaluated in relation to the evaluation factors set forth in this RFP review and scoring criteria. The review and scoring criteria identify key points which the technical proposals should address in the application and serves as a standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications in the same order as in the Guidelines for the Technical Proposal format. Only organizations

that score a minimum of 70% will have their financial proposal evaluated. Otherwise their financial proposal shall not be opened.

6.2 Financial evaluation

The review of the financial proposal shall deal with cost reasonableness as well as a review to determine if the overall costs proposed are realistic for the work to be performed; if the costs reflect the applicant understanding of the requirements, and if the costs are consistent with the technical proposal. Evaluation of cost proposals will consider but not be limited to the following:

- Cost reasonableness and completeness of financial proposal and supporting documentation;
- Overall cost control evidenced by proposal (such as avoidance of excessive salaries, and other costs in excess of reasonable requirements);

The financial proposals shall have a weighted score of 30% in calculating the total scores for each organization.

6.3 Site Assessment

The first two (2) ranked applicants in each state based on the technical and financial evaluation will be visited for organizational capacity assessment. The assessment will basically be to verify and score the organisations' implementation capacity in terms of governance and management structures, Programme management systems, financial management systems, and M&E systems using a prescribed checklist.

In addition to the above, references will also be taken from development partners and other stakeholders such organisation has partnered with in the past.

6.4 Final Award

The average of the technical evaluation, financial evaluation and capacity assessment scores will be used to select one (1) CBO each in the above mentioned states.

7. General Terms and Conditions

i) This Request for Proposal shall not be construed to be commitment on the part of AHF, for contract award nor shall it entitle the Tenderer to make any claims whatever and seek indemnity from AHF by virtue of having responded to this advertisement.

ii) Late and/or incomplete submissions will not be considered and will not be a part of the evaluation process.

iii) AHF is not responsible and/or liable for paying for costs incurred in the preparation and submission of this RFP. All such costs will be at the applicant's own expenses.

iv) Proposals sent via email will be disqualified.

v) Organizations should take account of the expected submission time required, and are responsible to ensure that proposals are received at AHF by the due date and time. Lost or misdirected courier packages received after the due date and time may be considered as having been submitted late.

vi) Only successful bidders would be contacted.

8. Proposal submission guidelines

Two (2) hard copies of both the Technical Proposals and Financial Proposals (with accompanying documents) must be packaged in two separate envelopes properly sealed and clearly marked on the top right hand corner '**Technical Proposals for Selection as CBO Partner**' and '**Financial Proposal for Selection as CBO Partner**' while the name of the bidder should be written at the back.

The two envelopes shall then be enclosed in one single outer envelope. The inner and outer envelopes shall: bear the name and address of the bidder, be addressed to AHF at the address specified below.

If all envelopes are not sealed and marked as required, AHF will assume no responsibility for the misplacement, or premature opening of the Proposal.

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this may constitute grounds for declaring the Proposal non-responsive.

These documents should be hand-delivered or sent by courier to the office of:

The Head. Procurement Committee,

AIDS Healthcare Foundation (AHF)

12 Lingu Crescent, off Aminu Kano Crescent, Wuse 2 Abuja.

Submission must be delivered to the above address not later than

Tuesday, 10th January 2017 at 12.00noon.

No submission will be accepted after the closing date.