

**National Malaria Elimination Programme (NMEP) Federal Ministry of Health, Abuja
Request for Expression of Interest (EOI) Engagement of Consulting Firms to Conduct
Commodity Management Audit of Nigeria's Mass LLIN Replacement Campaign**

Background

Nigeria's National Malaria Elimination Program (NMEP) has embarked on its first wave of replacement campaigns following the successful distribution of over 59 million LLINs in all 36 States of the country, as well as the Federal Capital Territory, between 2009 and 2013. The current replacement campaigns aim to ensure that one LLIN is made available for every two persons in a household as outlined in the 2014 LLIN campaign implementation guidelines. The LLINs for distribution are made available through resources from the Federal/States Government and Roll Back Malaria (RBM) partners (particularly The Global Fund, DFLD, the US President's Malaria Initiative (PMI) and the World Bank).

The quality of LLIN campaign implementation is dependent on the management of the supply chain to ensure the timely distribution of the correct number of LLINs to the beneficiaries. Commodity security throughout the supply chain guarantees availability of the nets at the distribution points. The ability of the logistics system to effectively hold and manage the LLINs is a function of the following critical supply chain elements: Procurement; Transport; Warehousing; Inventory management; Commodity tracking using supply chain management tools at all levels to monitor LLINs received and issued; Record keeping at different levels (State, LGA and Distribution Points (DP)), and Communication and Information management.

Following the investments of over 40 million LLINs targeted for 17 States throughout the country in 2013-2014, there is need for a Commodity Management Audit (CMA), also called a logistic audit, on the entire supply chain to provide assurance of the integrity on the receipts, storage and distribution in the sampled LGAs and distribution points with a view of greater efficiencies in the future campaigns. The implementation of the CMA will follow the process outlined in the 2014 LLIN implementation guidelines and it can only be implemented once the LLIN reconciliation data is available.

Scope of Work

The purpose of a CMA is to examine, assess and document the level of accountability and transparency achieved in the management of the LLIN supply chain in the implementing State. In other words, the CMA will:

- i. Verify that adequate tools and procedures were used for proper tracking of LLINs and control of the operation, which includes precise record keeping and control of key activities (receiving, warehousing, transportation and distribution of the nets),
- ii. Verify the existence of clear and complete “audit trails” for the nets: a series of documents (waybills, stock sheets, inventory control cards, tally sheets) recording each and every step in the transport, storage and distribution of the nets.
- iii. Verify the proper filing and quality of the supply chain documents, as well as scrutinize the reconciliation reports to determine if figures are supported by proper tracking documents. The quality will cover whether the reports are complete (cover all sampled DPs) and reliable (supported by corresponding waybills, stock sheets, inventory control cards and tally sheets).

Specific Activities/Tasks

The following specific tasks will be undertaken by the consulting firm:

- Develop a work plan with NMEP and partners on the implementation of the CMA in the targeted State (s).
- Conduct the CMA at both State and LGA Levels, using the prescribed tools, sampling protocol, and SOPs, including
- Verifying whether the supply chain paper trail is complete, i.e. all the four key documents are available.
- Assessing the quality of the supply chain paper trail, i.e. all the four key documents are filled in correctly.
- Determining if the figures (LLIN quantities) between the tracking documents match with the reconciliation report, i.e. whether the reconciliation report is supported by tracking documents

- Debrief State Malaria Elimination Programme team, based on the preliminary findings at conclusion of assignment.
- Prepare a full report, based on the prescribed template, on the assignment

Eligibility Criteria

To be eligible for consideration interested consulting firms must provide the following details:

- Profile of the organization, including organization's certificate of incorporation, physical address, organogram of management structure, ownership (including board membership), and contacts (telephone, facsimile and email).
- Verifiable evidence of a minimum of 2 years' experience in any of the following: supply chain management assessments; management consulting; programme/logistics data quality assessments; audit consulting
- CVs detailing the skills, professional qualifications and experience of proposed individuals with the following expertise who **MUST** be available to execute the assignment as part of a team:
 - One Supply Chain Management expert
 - One Monitoring and Evaluation or Programme Management expert
 - One Audit expert

Each of the above individuals should have a minimum of a Bachelor's degree (or its equivalent) in the specified area of expertise and a Master's degree is an added advantage. The individual must have a minimum of two years' experience in the area of expertise proposed. The organization must have sufficient human resources capacity to implement the CMA in at least two States at the same time, with one team per state.

- Reference list demonstrating consulting experience in any of the following: supply chain management assessments; management consulting; programme/logistics data quality assessments; audit consulting
- Audited company account for the past three years (2011, 2012, and 2013).
- Evidence of tax payment for the past 3 consecutive years (2011, 2012, and 2013).

- Evidence of VAT registration and proof of remittances and/or tax exemption certificate.
- Evidence of Compliance with the Provision of the Pension Reform Act 2004.
- Evidence of registration with the Industrial Training Fund (ITF) or compliance with the payment of contributions to ITF based on the relevant act.

Evaluation and Selection

- NMEP will review the Eol and shortlist Applicants to proceed to the next stage of Request for Proposals based on the criteria listed above.
- At this stage, a 'yes' or 'no' qualifier will be used to rate all the points above. Only shortlisted bidders will proceed to the next stage
- All costs incurred by bidders as a result of this process and any subsequent requests for information shall be borne by the bidding organizations..
- Only organizations that satisfy the Eol requirements will be contacted with Requests for Proposal (RfP).
- This advertisement shall not be construed as a commitment on the part of NMEP to appoint any organization nor shall it entitle any organization to claim any indemnity from NMEP.
- Interested bidders may obtain further information from the physical address between 9:00hrs and 15:00hrs or via e-mail address given below. Such information should be requested **on or before 7th April 2015.**

Submission of Applications/Closing Date

The code **CMA/GFMAL/NFM-15** should be boldly written on the top right corner of the Eol submission envelope. Name of organization tendering should also be clearly written on rear of the envelope.

This sealed envelope containing two hard copies of the submission should be addressed to the following:

The National Coordinator

National Malaria Elimination Programme (NMEP)

Federal Ministry of Health (FMoH)

1st Floor Abia House,

Central Business District, Abuja, FCT

nmepeibids@nmcp.gov.ng

Note: The closing date for receiving the application is ten (10) working days (**20th April, 2015**). **Any application received after the stipulated ten working (10) days will not be accepted. Interested bidders may obtain detailed Terms of Reference from the NMEP website: <http://www.nmcp.gov.ng>**

Signed

For NMEP