

Request for Proposals (RFP)

Reference number:	802-15-1
Issued on:	24 th January 2012
For:	Technical Assistance to the initial roll-out of the comprehensive State training plan in each of the six MAPS-supported states.
Period of performance:	March – September 2012
Proposal deadline:	Tuesday 28 th February

Background

Malaria is a major cause of morbidity and mortality in Nigeria, directly contributing to poverty, low productivity, and reduced school attendance. The USAID-funded ‘Malaria Action Program for States’ (MAPS) is a 5-year (2010–2015) comprehensive malaria program to increase coverage and use of life-saving malaria interventions in support of the Nigeria National Malaria Strategic Plan and the National Malaria Control Program (NMCP). MAPS is also tasked with increasing the quality, access, and uptake of the identified malaria prevention and control interventions in Nigeria by helping to implement and scale-up these interventions in seven focal States. Three of the States - Cross River, Nasarawa, and Zamfara - were selected for project implementation at the onset of the MAPS project. A second set of three States - Benue, Ebonyi, and Oyo - were selected at the end of the first year, with a seventh State yet to be named. MAPS will also support the strengthening of program management and monitoring and evaluation capacity at both the national and State levels.

Health Partners International (HPI) is part of a consortium led by FHI 360 implementing the MAPS program on behalf of USAID. HPI is specifically responsible for the implementation of improved capacity for malaria program management at the State and local government levels.

With support from SuNMaP (another Malaria Control program supported by UK Aid/DFID), the NMCP has developed a capacity building training package to address two overarching themes of program management and service delivery. The package includes 14 modules developed through utilizing, re-aligning, re-working, and updating existing materials and developing new ones where necessary. MAPS will continue and expand the process of scaling-up the use of this package across Nigeria.

In order to kick-start the process and commence some specific activities which have already been identified by the NMCP and partners as essential components of a comprehensive capacity building approach, MAPS is supporting the development of a comprehensive costed State training plan in each of the six MAPS-supported States in relation to improved management of malaria control (MMC) and improved malaria case management (MCM).

Once this plan is in place, MAPS will then support the States to commence roll-out of the capacity building activities.

Purpose of this RFP

HPI is looking to contract an appropriately qualified Nigerian organisation to **provide technical assistance to the initial roll-out during 2012 of the comprehensive State training plan in each of the six MAPS-supported States in relation to improved management of malaria control (MMC)**. The overall objective of the assignment is to assist the six MAPS-supported States to strengthen their capacity in the management of malaria control.

Specific objectives include:

- Support the NMCP to conduct a National level training of trainers (ToT) on management of malaria control in order to boost the number of national trainers available to support State level training.
- Provide technical assistance to the State Malaria Control Programmes (SMCPs) in each State in conducting State-level ToT on management of malaria control.
- Provide technical assistance to the SMCPs in each State in conducting a State level Executive Management orientation workshop on management of malaria control.
- Provide technical support to commence implementation/roll-out of training/other capacity development events at State and LGA levels as defined in the State plans using the NMCP modules in program management

Further details on the requested services are included in the Scope of Work, attached as Annex 1, including suggested methodology, the required outputs and reports (section 3.5, 3.6 and 3.7), the profiles of experts required (section 4), and a suggested timeline (section 5).

The bidder will be responsible for the sourcing and contracting of coordinating and national consultants for the National level ToT and State ToT on management of malaria control, as well as for the State level Management Orientation workshop and implementation of capacity development events at State and LGA levels.

The bidder will be responsible for all costs associated to their consultants: this is anticipated to include consultancy fees, per diem and all other travel and accommodation costs associated with the assignments.

Please note that all meetings arrangements associated with the trainings (venue hire, meals, participants travel) will be carried out and paid for directly by the MAPS team and included in their budget. This does not form part of the requested bidder's proposal.

Contract mechanism

HPI anticipates issuing a time and materials contract to the successful bidder for the period March – September 2012.

Submission requirements

HPI is asking interested bidders to provide:

1. Technical response (not to exceed 10 pages) indicating:

- Proposed approach and methodology to delivering the services outlined in the Scope of Work. This is to include training sessions timing and duration, number training sessions and trainers per state
- Proposed timeline
- Description of proposed team to deliver the services (CVs of key technical personnel to be included in an annex)

2. Organisational capability and experience (not to exceed five pages) including:

- Brief general overview of the organisation
- Capabilities and experience for conducting similar scopes of work

3. Commercial proposal

Please provide a budget that reflects as accurately as possible the real costs for the activities. A budget template is enclosed as Annex 2.

The total budget available for delivery of the SOW is \$600,000, is to be divided approximately as follows:

	Activities	Budget (1)
a	National Training of Trainers	\$ 50,000
b	State Training of Trainers	\$ 125,000
c	Executive management orientation training	\$ 160,000
d	State level management training roll-out	\$ 100,000
e	LGA level management training roll-out	\$ 165,000
	Total	\$ 600,000

(1) Includes all overhead

Criteria for evaluation (maximum 100 points)

Approach and methodology, including responsiveness to the SOW	30 points
Relevance of capacity/experience	25 points
Quality of proposed personnel	20 points
Competitiveness of rates proposed in budget	15 points
Detailed timeline	10 points

RFP response information

Responses to this RFP should be submitted by email to Dr Veronica Momoh at veroiyamabo@yahoo.com, copied to Sam Turner at sturner@healthpartners-int.co.uk by Tuesday 28th February 2012, 17.00 hours (Abuja time). Proposals received after this date and time shall not be accepted and shall be considered non-responsive. HPI will acknowledge receipt of your email by return email.

Any questions or requests for clarification need to be submitted in writing to the same email addresses by Friday 3rd February 2012.

Late submissions, modifications, and withdrawals of proposals

At the discretion of HPI, any proposal received after the exact date and time specified for receipt may not be considered unless it is received before award is made and it was determined by HPI that the late receipt was due solely to mishandling by HPI after receipt at its offices.

Proposals may be withdrawn by written notice via email received at any time before award. Proposals may be withdrawn in person by a bidder or his authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

False statements in offer

Bidders must provide full, accurate, and complete information as required by this solicitation and its attachments.

NOTES

1. HPI will not compensate bidders for preparation of their responses to this RFP.
2. Issuing this RFP is not a guarantee that HPI will award a contract.
3. HPI reserves the right to issue a contract based on the initial evaluation of offers without discussion.
4. HPI may choose to award a contract for part of the activities in the RFP.
5. HPI may request from short-listed bidders a second or third round of either oral or written responses to more specific questions regarding quotes received.
6. HPI has the right to rescind an RFP, or rescind an award prior to the signing of a contract due to unforeseen changes in the direction of HPI's client (the US Government), be it funding or programmatic.
7. HPI reserves the right to waive any deviations by bidders from the requirements of this solicitation that in HPI's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.

-End of RFP-