

TERMS OF REFERENCE FOR SERVICE CONTRACTING

Assignment	The purpose of this contract is to facilitate seven workshops on decommissioning of obsolete cold chain equipment (CCE). The vendor will be responsible for all logistics required for hosting the workshops as well as providing the actual training and logistic services on decommissioning of cold chain equipment according to national standards used in Nigeria.
Location	10 priority states (Taraba, Enugu, Lagos, Kano, Ogun, Osun, Zamfara, Benue, Rivers, Gombe, Niger)
Duration	9 Months
Estimate number of working days	(270 days)
Start date	(1 April 2025)
End date	(31 December 2025)
Reporting to	(Health Specialist, Cold Chain)

1. JUSTIFICATION/BACKGROUND

UNICEF has supported Nigeria in ensuring that adequate CCE capacity for vaccines storage is available at every supply chain level. As a geographically large country with an extensive reach for cold chain equipment, Nigeria has significant numbers of obsolete cold chain equipment that needs to be removed and decommissioned to free valuable space and ensure continued service at health care facilities and service delivery points. CCE contains hazardous materials that must be disposed of in a proper manner to ensure there is no risk to the environment or nearby populations.

The contract agreement (vendor) will involve organizing seven workshops in priority states with significant levels of obsolete CCE. The vendor will be responsible for all logistics related to organizing the workshops as well as conducting the trainings themselves according to the decommissioning guides and standards accepted by the government of Nigeria. The vendor will also provide logistic support for decommissioning obsolete CCE in priority states after the training of the state actors.

2. OBJECTIVE AND TARGETS

- To organize seven workshops in priority states as identified by UNICEF
- To provide training to health officials in the priority states according to the accepted guidelines on decommissioning of CCE
- To conduct at least one field exercise as part of each training to ensure participants' ability to safely decommission CCE
- To provide logistic supports for decommissioning of obsolete CCE in priority states after the training of the relevant state actors

3. SCOPE OF THE WORK (WORK ASSIGNMENT)

- Engagement with UNICEF and NPHCDA to confirm the seven priority states and the types of CCE most used in Nigeria
- Engagement with UNICEF and NPHCDA to confirm the guidelines that are to be used for decommissioning of the cold chain equipment
- Engagement with UNICEF and NPHCDA to confirm the dates and number of participants to be trained at each of the seven workshops
- Develop a plan for each of the trainings, including minimum one field exercise per workshop
- Host seven workshops, providing all logistical support for participants
- Logistic for decommissioning of obsolete CCE in priority states

4. EXPECTED DELIVERABLES

1. Submission of guidelines to be used for conducting training on decommissioning – to be approved by UNICEF and NPHCDA
2. Written plan for conducting the training, including minimum one field exercise per workshop
3. Host seven workshops held in priority states, including providing all logistics required for training and decommissioning of CCE
4. Final report on the workshops held, including lessons learned to inform future trainings

5. OFFICIAL TRAVEL INVOLVED

This will involve traveling by providing logistics across the country. This should be borne by the vendor

6. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

- Company registration with Nigerian Corporate Affairs Commission
- Evidence of Firm/Consultant registration with relevant regulatory bodies (Tax clearance, ITF)
- Comprehensive Company profile including registered office, functional contact address, GSM Number, and e-mail address etc.
- A practicing public health, supply and Logistics firm/body with cognate experience in managing similar program or evidence of strong team composition with compulsory experiences managing complex cold chain equipment repair/decommissioning/disposal of refrigerant gas and relevant equipment and supply chain project.
- Evidence of technical experience or composition of a team with high technical expertise.
- Specialization on CCE installation, maintenance and claiming of spare parts for CCE.
- Experience of working with Government in asset management/asset inventory control.

7. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

- Engagement with UNICEF and NPHCDA
- Submission of guidelines to be used
- Submission of training plan
- Successful completion of seven training workshops
- Successful decommissioning of obsolete CCE in priority states
- Submission of a final report

8. FREQUENCY OF PERFORMANCE REVIEWS

Performance of the tasks below will be reviewed based on the timelines below.

#	Activity	Deadlines	Duration
1.	Engagement with UNICEF and NPHCDA within the first week	8 March 2025	1 week
2.	Submission of guidelines to be used for decommissioning	15 March 2025	1 week
3.	Submission of training plan	22 March 2025	1 week

4.	Successful completion of training workshops	22 June 2025	3 months
5.	Successful decommissioning of obsolete CCE in priority states	22 November 2025	5 months
6.	Submission of a final report	1 December 2025	1 week

9. CALL FOR PROPOSALS

This RFP is open to local / Nigeria based vendors ONLY

The prospective vendor is expected to submit a proposal clearly outlining how each of the above tasks will be carried out. The proposal should contain a clearly:

- Methodologies
- Timeline
- Workplan
- Personnel to be deployed and their expected roles.
- Previous experience and certifications
- Performance reviews and evaluation
- Budgets

10. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first, which will be comprised of health and other representatives, will review the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors. The technical proposal evaluation has a maximum score of 70 while financial is 30. The award would be based on combined scores with the award to the vendor with the highest score. The proposals will be evaluated against the following three elements:

Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

The Technical Proposals will be evaluated against the following:		
REF	CATEGORY	POINTS
1	<ul style="list-style-type: none"> Alignment of technical proposal with expected deliverables and objectives 	10
2	<ul style="list-style-type: none"> Evidence of expertise in decommissioning of cold chain equipment <ul style="list-style-type: none"> Trainings/certifications by CCE manufactures. References/reports on decommissioning of CCE. 	15 15

4	<ul style="list-style-type: none"> Proposer's organizational capacity, profile of the team being proposed for the assignment, profiles of the individual team members 	15
5	<ul style="list-style-type: none"> Evidence of working with government on asset management and inventory control 	10
6	<ul style="list-style-type: none"> Presentation and accuracy of proposal 	5
Total Technical		70
Only proposals which receive a minimum of 49 out of 70 points will be considered further for financial evaluation.		

Financial Proposal:

A financial proposal with a breakdown of all costs that are to be charged to UNICEF should be provided. This includes the estimated number of working days, consultancy fees, all office administrative costs, travel costs, as well as any additional requirements needed to complete a project or that might have an impact on cost or delivery of products. Air travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

The financial proposal should include a brief cover letter with a summary of cost on letter headed paper with contact details of the company and duly signed with a detailed breakdown of cost as an attachment.

Evaluation approach:

- Weighted Criteria: The overall score for each of the proposals will be calculated based on a ratio of 70% - 30% between the technical and financial proposal.
- Technical evaluation: Proposals meeting the mandatory requirements will be evaluated in accordance with the technical evaluation point rating scheme outlined in the TOR. To qualify for the financial evaluation stage, technical proposals must achieve an overall minimum score of 49 points out of 70.
- Financial evaluation: The maximum number of points will be allotted to the lowest priced proposal that is opened and compared among those invited companies which obtain the minimum threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price according to the following formula:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal (30)} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

The proposal(s) with the highest overall score after combining the technical and financial points will be recommended for contract award i.e. cumulative analysis will be the basis for award. All financial proposals from bidders whose corresponding technical proposals fall short of the minimum threshold mark of 49 points shall not be opened.

11. CONDITIONS

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all office administrative costs**
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs.
- Flight costs will be covered at economy class rate as per UNICEF policies.

RFP Submission Instructions to bidders:

- Proposals should be made separately: Technical and Financial should be sent separately. Technical proposals should not have financial information as such technical proposal will be disqualified.
- All completed proposals should be submitted to this email address:
ngrsupply@unicef.org
 - The Technical proposal email should be sent separate from the financial proposal and the Technical Proposal subject line should read: **XXXX (name of organization) Technical Proposal – RFP for TORs for workshops and training on decommissioning Cold Chain Equipment**
 - The Financial proposal email should be sent separately from the technical proposal and the Financial Proposal subject line should read: **XXXX (name of organization) Financial Proposal – RFP for TOR for workshops and training on decommissioning Cold Chain Equipment**
- Financial proposal should include brief cover letter with summary of cost on letter-headed paper with contact details of the company and duly signed with a detailed breakdown of cost as an attachment is mandatory.
- National (Nigeria based) consulting firms with the requisite background and experience are invited to send their proposals for this assignment.**
- All questions and queries to be sent to all the 5 email addresses below. Proposals **SHOULD NOT** be sent OR copied to these addresses:
 - FOCAL POINT FOR RFP QUERIES: Stanley Omobude <somobude@unicef.org>;**
Please copy the 5 UNICEF staff below:
 - Benjamin Idoko Makolo <bmakolo@unicef.org>; Augustine Ohashiegbulam <aohashiegbulam@unicef.org>; Diana Chikuwa <dchikuwa@unicef.org>; Philip Sule <psule@unicef.org>; Fridah Karimi Mwirigi <fmwirigi@unicef.org>

All proposals should be sent to: **ngrsupply@unicef.org** only.