

## **Appendix 3: Terms of Reference**

### **REQUEST FOR PROPOSALS FOR A FIRM TO CONDUCT A MARKET STUDY AND PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES IN NIGERIA FOR USE BY THE WORLD HEALTH ORGANIZATION OFFICE IN NIGERIA**

#### **Context and Justification**

The Country Support Unit (CSU) is the administrative arm of the Office with the obligation to support the WHO National Programmes and State Offices fulfil their mandate in a cost-effective manner. This is achieved by procuring goods and services in full compliance with the regulations, rules and procedures of the Organization, to ensure value for money for all transactions undertaken. The CSU has been working with various suppliers in the Country, for which a supplier database exists. With the passage of time, the market for goods and services in Nigeria has evolved due to changing market dynamics. In addition, the aftermath of COVID-19 is that some firms are no longer operational and new service providers on the local have been established in the Country.

The World Health Organization (WHO) is seeking the services of a business consulting firm in Nigeria to undertake a comprehensive market assessment and assist WHO in establishing an effective and up-to-date goods and services supplier database; which will be used by WHO in the conduct of its procurement and supply activities

#### **II- General objective:**

WHO wishes to engage a qualified Contractor for the design, implementation and monitoring of large-scale complex data collection activities for the updating of the service providers' database and prequalification of suppliers. The contract will run for a period of four (4) months. WHO invites companies legally established in Nigeria to submit an offer for the detailed services in this RFP. The offers will be submitted electronically. The list of categories and sub-categories is attached to these TORs.

The exercise will include an assessment of the existing suppliers and updating of the database to include new qualified suppliers, with the following objectives:

- Familiarize with categories of work that the companies are engaged in, in order to evaluate their availability in the local market and suitability (see list of categories in Appendix 1).
- Conduct a detailed market survey to identify all potential suppliers working in each of the listed work areas.
- Evaluate the completeness of the WHO Expression of Interest Forms (Appendix 2) submitted by the companies.
- Evaluate the relevance of the information provided by the companies and updating the information available in the existing database.
- Determine the gap between the current state (existing database) and the target state (a database of all prospective and qualified service providers in Nigeria).
- Establish a dynamic and comprehensive electronic database of all suitable suppliers in all areas of work.
- Prepare an exhaustive report providing the list of potential and qualified suppliers by major category according to the table attached in Appendix 1.

- Create a template that can be used by WHO (and other UN system agencies in case of need) to solicit expressions of interest through the normal solicitation or through the use of any other media in order to obtain a higher response rate to WHO requests.

WHO reserves the right to:

- Sample prequalified companies and to validate the draft report submitted by the Contractor and make suggestions for finalization.
- Send representatives to work with the Contractor during the review of the EOI forms and compilation of the supplier database.
- Revise the list of categories of suppliers in Appendix 1 with the firm(s) recommended to undertake this activity to reflect the immediate Country Office needs and thereafter request the recommended firm(s) to revise their financial proposal accordingly.

### **III- Description of the assignment:**

#### **IV- Expected results:**

- The market research report in Nigeria of suppliers meeting the requirements of the WHO (and the larger United Nations system) is carried out.
- The list of potential suppliers by category is drawn up.
- The ranking of suppliers by points obtained/order of merit is established.
- The data sheet of the pre-selected (prequalified) suppliers is produced.
- All documents used or produced during the evaluation of suppliers are transmitted.

#### **V- Work methodology**

The Contractor will apply the most appropriate methodology in this area guided by the WHO Expression of Interest template (Appendix 2).

#### **VI- Deliverables**

- Deliverable 1: a preliminary report highlighting the prototypes/formats of information to be submitted as part of the final report.
- Deliverable 2: a provisional technical report submitted containing the first draft list of preselected suppliers, with duly completed annexes.
- Deliverable 3: the final technical report supported by the appropriate annex(es).

#### **VI- Duration of the consultation:**

The activity will last for four (4) months, from the time of signing of the contract.

#### **VII- Staff**

The selected contractor is expected to dedicate the following human resources to the project:

- A project manager of an adequate level of qualification and experience (please attach resume to your proposal) shall be dedicated to the project.
- The designated project manager should be the same all along the implementation, including consideration for contingency plans in case the focal point is absent.
- Sufficient capacity and knowledge is required to cover the following areas of expertise:
  - Adequate technical knowledge to design, implement and monitor complex, large-scale data collection activities.

- Adequate technical knowledge to analyze supplier data for business decision making.
- Adequate technical knowledge in supply chain.
- WHO pays utmost attention to the level of qualification and experience of the individuals involved, and for continuity in the services. The profiles (not the individual names required) of the personnel proposed for these services should be included in the technical proposal.
- All staff with full professional working proficiency/native or bilingual proficiency in English language.

The bidder is expected to outline the roles and responsibilities of those staff in the technical proposal. Activities will be carried during normal working hours of Nigeria time zone.

#### **VIII- Profile of the Firm**

- Be an established business consulting office with at least five (5) years continuous working experience.
- Possess expertise in the fields of statistics, data management, administration and finance.
- Possess expertise in the field of supply chain and business accreditation.
- Proven experience in the field of design, implementation and monitoring of complex and large-scale data collection activities.
- Demonstrated knowledge of the service provider industry in Nigeria.
- Previous work with WHO, other international organizations and/or major institutions in the field of supply chain management.

#### **IX - Composition of the proposal**

- A technical proposal
- A financial proposal
- Mandatory annexes duly completed and signed.

#### **X - Evaluation criteria**

Addressing of WHO's requirements and expectations	10
Quality of the overall proposal	10
Appropriateness of the proposed approach	10
Quality of the technical solution proposed	20
Managing and staffing of the project	10
Experience of the firm in carrying out related project	15
Qualifications and competence of the personnel proposed for the assignment	15
Proposed timeframe for the project	10
<b>TOTAL</b>	<b>100</b>