

## TERMS OF REFERENCE FOR SERVICE CONTRACTING

<b>Assignment</b>	The purpose of this contract is to facilitate and support the wastage rate study Project Management Team (PMT) comprising of NPHCDA, NBS, UNICEF, WHO, CHAI, and other NLWG members and stakeholders. The successful entity shall coordinate and manage the field data collection, collation/compilation and provide secretariat support for the PMT during the conduct of the wastage rate study.
<b>Location</b>	Abuja
<b>Duration</b>	6 Months
<b>Estimate number of working days</b>	(180 days)
<b>Start date</b>	(15 <sup>th</sup> November 2024)
<b>End date</b>	(30 <sup>th</sup> April 2025)
<b>Reporting to</b>	(Health Specialist, Vaccine Management)

### 1. JUSTIFICATION/BACKGROUND

Nigeria has shown the occurrence of high wastage rates of vaccine and essential medicines in its immunization program. This maybe contributed in part by the large and often sparse population (in certain parts of the country), coupled with logistical difficulties in reaching hard to reach communities including those with difficult terrains. Identifying the key drivers and influencers of wastage will assist efforts for increased program efficiency especially as Nigeria transits from Gavi support, thereby ensuring more guaranteed vaccines and lifesaving interventions to reach all children.

The contract agreement (vendor) will involve providing technical support, coordination, selection and onboarding of data collectors & supervisors/consultants, provision of logistics for the data collectors, analysis of the data and prepare report etc. for conducting a comprehensive vaccine wastage assessment. The vendor will work with UNICEF and NPHCDA to accomplish the vaccine wastage study so as to develop a comprehensive vaccine wastage reduction strategy (without impacting service delivery goals) and drafting a multi-year action plan to reduce vaccine wastage in Nigeria.

Additionally, findings from this consultancy will help the NPHCDA and UNICEF by producing more evidence-based and near-realistic wastage rates to be used in vaccines and supplies forecasting, and thus facilitating a more accurate forecast and supply plan.

## **2. OBJECTIVE AND TARGETS**

- To collect and analyze data on vaccine stock records at different storage points in the supply chain.
- To collect and analyze data on vaccine stock and vaccines utilization at service/delivery points.
- To estimate vaccine wastage rate, type of wastage, cause of wastage and place of occurrence to guide the implementation of future improvement activities.
- To collect and analyze data on the frequency of sessions and vaccination session size to guide the selection of optimal vaccine vial size.
- To evaluate the quality of cold chain storage temperatures and describe temperature excursions.
- To verify the available cold chain logistics and equipment's capacity for storage and transportation

The purpose of this contract is to facilitate and support the wastage rate study project management team comprising of NPHCDA, NBS, international consultant, UNICEF, WHO, CHAI, and other NLWG members and stakeholders to coordinate and manage the field data collection, collation/compilation and provide secretariat support for the PMT during the conduct of the wastage rate study.

## **3. SCOPE OF THE WORK (WORK ASSIGNMENT)**

- Facilitate the establishment of the operation rooms for the activities of the Project Management Team (PMT)
- Provide secretariat support for the vaccine project management team, managing meetings, tracking action points and follow up on their implementation.
- Facilitate the selection and engagement of the field data collectors based on the standard criteria as may be guided by the international consultant, NBS and the PMT.
- Organize the training of field data collectors and supervisors for the assessment.
- Organize the logistics and expenses for the field trip, follow up and manage appointments with the states and selected facilities for the wastage rate study.
- Under the guidance of the UNICEF's health specialist, and working with the international consultant and the NBS, facilitate the data collation and analyses after the conduct of the field assessment.

#### **4. EXPECTED DELIVERABLES**

- Fully established operation room with a minimum of 2 staff managing the daily operations (Weekly reports stating the activities and progress made on the study).
- Weekly minutes of meetings, evaluation of action points and updated chronograms
- Comprehensive list of qualified field data collectors with endorsement of the PMT ahead of the field work.
- Monthly updates on the progress with updated chronogram.
- Analyze wastage rate study based on the protocol and the guidance from PMT/NBS and international consultant.
- Detail end to end logistics plans for the field trip, at least 1 month to the commencement of the field trip

#### **5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED**

Detailed printed and electronic report of the assessment should not be more than the 2nd week of April 2025

## 6. OFFICIAL TRAVEL INVOLVED

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

## 7. 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, research organizations body with cognate experience in managing similar study or program or evidence of strong team composition with experiences managing complex vaccine management and supply chain project.
- Evidence of technical experience or composition of a team with high technical expertise.

## 8. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

- Establishment of operation rooms for Project Management Team (PMT)'s activities within the 1<sup>st</sup> week of engagement
- Availability of secretariat support for the vaccine project management team, managing meetings, tracking action points and follow up on their implementation.
- Number of selected and engaged field data collectors by the end of November 2024
- Availability of training report and evaluation field data collectors and supervisors by the end of November 2024
- Number of assessments filed trip conducted to states and selected facilities for the wastage rate study.
- Availability of analyzed reports and findings from the field assessment

## 9. FREQUENCY OF PERFORMANCE REVIEWS

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

#	Activity	Dates	Duration
1.	Facilitate the establishment of the operation rooms for the activities of the Project Management Team (PMT)	30 <sup>th</sup> November 2024	2 days
2.	Provide secretariate support for the vaccine project management team, managing meetings, tracking action points and follow up on their implementation.	20 <sup>th</sup> November 2024-30 <sup>th</sup> March 2025	5 months
3.	Facilitate the selection and engagement of the field data collectors based on the standard criteria as may be guided by the international consultant, NBS and the PMT.	1 <sup>st</sup> December -31 <sup>st</sup> December 2024	1 months
4.	Organize the training of field data collectors and supervisors for the assessment.	10 <sup>th</sup> December-10 <sup>th</sup> February 2025	2months
5.	Organize the logistics for the field trip, follow up and manage appointments with the states and selected facilities for the wastage rate study.	10 <sup>th</sup> December-10 <sup>th</sup> February 2025	2months
6.	Under the guidance of the international consultant and the NBS, facilitate the data collation and analyses after the conduct of the field assessment.	10 <sup>th</sup> January to -30 <sup>th</sup> April 2025	4 months

## 10. 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 task will be carried out. The proposal should contain a clearly:

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

## 11. 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 comprise 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	• Alignment of technical proposal with expected deliverables and objectives	20
2	• Creativity and strategic approach of the proposal	20
3	• Prior experience and demonstrated successes in providing similar services as consulting firm or CSO.	8
4	• Proposer's organizational capacity, profile of the team being proposed for the assignment, profiles of the individual team members	7
5	• Ability of the proposer to grasp the concepts that will constitute the focus of this project and reflect this within the proposal	10
6	• Presentation and accuracy of proposal	5
<b>Total Technical</b>		<b>70</b>
<b>Only proposals which receive a minimum of 49 out of 70 points will be considered further for financial evaluation.</b>		

#### Financial Proposal:

A financial proposal with a breakdown of all costs that are to be charged to UNICEF should be provided. This includes estimated number of working days, consultancy fees, all office administrative costs, travel costs, as well as any additional requirements needed to complete 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 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:

- a. 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.
- b. 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.
- c. 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.

## 12. 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:

1. 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.
2. All completed proposals should be submitted to this email address: [ngrsupply@unicef.org](mailto:ngrsupply@unicef.org)
  - a. The Technical proposal email should be sent separate from the financial proposal and the Technical Proposal subject line should read: **XXXX (name of organisation) Technical Proposal – RFP for Production of the National Guidance for the Elaboration of State Development Plans – Social Policy**
  - b. The Financial proposal email should be sent separately from the technical proposal and the Financial Proposal subject line should read: **XXXX (name of organisation) Financial Proposal – RFP for Production of the National Guidance for the Elaboration of State Development Plans – Social Policy**

3. 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.

4. **National (Nigeria based) consulting firms with the requisite background and experience are invited to send their proposals for this assignment.**

5. All questions and queries to be sent to all the 5 email addresses below. Proposals **SHOULD NOT** be sent OR copied to these addresses:

- Benjamin Idoko Makolo <bmakolo@unicef.org>; Augustine Ohashiegbulam <aohashiegbulam@unicef.org>; Diana Chikuwa <dchikuwa@unicef.org>; Philip Sule <psule@unicef.org>; Stanley Omobude <somobude@unicef.org>;

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

#### **Instructions to bidders:**

1. Proposals should be made separately: Technical and Financial. Technical should not have financial information as such technical proposal with financial information will be disqualified.
2. All completed proposals should be submitted to this email address: [ngrsupply@unicef.org](mailto:ngrsupply@unicef.org) with the RFP reference number: 9193668. Your proposals will not be considered nor opened on failure to quote the RFP number on your forwarding email as subject matter
3. Financial proposal that includes a brief cover letter with summary of cost on letter-headed paper with contact details of the company representative (email and phone number) and duly signed with a detailed breakdown of cost as an attachment is mandatory. Ensure both Technical and Financial proposals have the contact details of the company representative.