

TENDERS

COMPILED BY:

ADETUNJI MARIAM & CO.

(Chartered Accountants and Tax Consultants)

Tel: 08032697980.

Email: info@amacaccountantsandtax.com, amacmade@gmail.com.

Website: www.amacaccountantsandtax.com

NATIONAL MALARIA ELIMINATION PROGRAMME (NMEP)

ABIA HOUSE, CBD, ABUJA

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF
GOODS, WORKS AND SERVICES**

DEADLINE: 16TH SEPTEMBER, 2021

INTRODUCTION:

The National Malaria Elimination Programme (NMEP) is a division in the Department of Public Health, Federal Ministry of Health (FMOH) and is saddled with the responsibility of controlling Malaria in Nigeria. The NMEP, as a Principal Recipient of a Global Fund, received grant for Malaria for the year 2021-2023 (NFM 3).

NMEP is soliciting for tenders from interested and reputable media firm with cognate experience relevant to Mass Media Services for Airing of TV Spot and Radio Jingle for Post ITN Campaign and SBCC Activities for Malaria Indicator Survey (MIS) as well as firms providing Vehicle Hire Services in all the States across the country as contained in the Lots below.

LOT-1: Post ITN Mass Media Campaign Services in (7) States (Osun, Kwara, Adamawa, Kastina, Gombe, Jigawa & Ogun).

LOT-2: Malaria Indicator Survey (MIS) Media Services in 36 states FCT

LOT-3: Vehicles (Car & SUV) Hire Services in States (Per Geo- Political Zone)

LOT-4: MIS Field Work Materials (Raincoat & Boot, Umbrellas, and others)

(Interested firms are to collect the Bidding Documents from the Procurement Unit, NMEP, CBD, Abuja between 8th -10th September 2021).

MANDATORY ELIGIBILITY CRITERIA

- i. Evidence of company registration with Corporate Affairs Commission (CAC) by submitting CAC Certificate True Copy of Memorandum and Article of Association with Corporate Affairs Commission or similar government regulatory institution in your country of operation.
- ii. Current Tax Clearance Certificate for last three (3) years (2018, 2019 and 2020) expiring by December 2021.
- iii. Current Company's PENCOS Compliance Certificate expiring by December 2021.
- iv. Current Company's ITF Compliance Certificate expiring by December 2021.
- v. Current Company's NSITF Compliance Certificate expiring by December 2021'
- vi. Duly Certified Company Audited Accounts for the last 3 years (2018, 2019 and 2020) valid till December 2021 or tax exemption certificate, where applicable.
- vii. A signed company cover letter showing the names, addresses/contacts of the Directors of the company and Verifiable evidence of ownership of office address/ structure e.t.c.
- viii. Evidence of previous similar projects (at least 3 award letters and their completion certificates) done by the company for reputable Organization/Procuring Entity by submitting Award Letters, Completion Certificates etc.
Note that the award letters and completion certificate presented by the bidder will be verified by the NMEP to ensure their authenticity.
- ix. Comprehensive company profile showing the evidence of possessing technical staff relevant to the project of bidder's interest.
- x. Evidence of Registration with relevant Professional Body

MODE OF SUBMISSION OF TENDER DOCUMENTS FOR PROJECTS

Prospective bidders are to submit their documents in two (2) separate envelope

(Original technical in Separate envelope) and (Original Financial documents in Separate envelope).

Thereafter, insert the two sealed envelopes together in a bigger sealed envelope addressed to The National Coordinator, National Malaria Elimination Programme (NMEP), Abia House, First Avenue, Central Business District (CBD), Abuja and clearly marked with (the name of the project). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the office of National Coordinator, National Malaria Elimination Programme, Abia House, Central Business District, Abuja not later than **16th September 2021**.

OPENING OF BIDS DOCUMENT FOR THE PROJECTS

In response to the Covid-19 pandemic, the presence of bidders shall not be required during Bid Opening. Please, ensure that you sign the Bid Submission Register in the office of National Coordinator, National Malaria Elimination Programme (NMEP) Abia House, First Avenue, Central Business District (CBD), Abuja as the NMEP will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement & Supply Chain Management, NMEP, Central Business District, Abuja.

GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorized by the bidder.
- b. Bids submitted after the deadline for submission would be rejected and returned.
- c. All costs will be borne by the bidders.
- d. The NMEP is not bound to per-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

NOTES/DISCLAIMER

- i. Late submissions will not be accepted.
- ii. NMEP shall verify any or all documents and claims made by applicants and will disqualify bidders with falsified documents and claims.

- iii. If it is determined that submitted documents and claims have been falsified, the bidder may face prosecution in a Court of Law.
- iv. NMEP shall not be held responsible for any disqualified proposal because of any omission or deletion relating to the submission guidelines.
- v. This advertisement shall not be construed as a commitment on the part of NMEP to award a contract to any Contractor nor shall it entitle any Contractor submitting documents to claim any indemnity from NMEP.
- vi. NMEP is not bound to shortlist any bidder and reserves the right to annul the bidding process at any time without incurring any liabilities or providing reason.

Signed

Management

**CULTIVATING NEW FRONTIERS IN AGRICULTURE (CNFA)
REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF BENUE
STATE RURAL DEVELOPMENT POLICY
DEADLINE: 8TH SEPTEMBER, 2021**

RFP Number:	RFP_2021_07.002
Deadline for Offers:	September 6, 2021
Deadline for Offers:	September 8, 2021
Description	Development of Benue State Rural Development Policy
For	Feed the Future (FTF) Nigeria Agribusiness Investment Activity
Funded By	USAID 72062019C00001
Implemented By	CNFA
Point of Contact	Asabi Anthony Procurement Officer 28A Danube Street, off IBB Way, Maitama, Abuja asabi@ag-invest.org

Section 1: Introduction, Technical Background and Scope of Work

Introduction

The Feed the Future Nigeria Agribusiness Investment Activity is a USAID program implemented by CNFA in Nigeria. The goal of the Feed the Future Nigeria Agribusiness Investment Activity project is to strengthen the enabling environment for agribusiness finance and investment. To achieve this goal, the activity focuses on four interrelated components:

1. Improving the agribusiness enabling environment.
2. Broadening access to finance by mitigating the credit risks of agribusinesses.
3. Facilitating investment opportunities for agribusinesses to expand and scale up operations.
4. Enhancing the performance of agribusiness Medium Small and Micro-Enterprise (MSMEs).

In line with the U.S. and Nigerian Government’s commitment to growing the non-oil-based economy, these efforts will increase the quality, quantity, market access, and diversification of Nigeria’s economy.

The Activity signed an MOU with Benue State Government to increase private sector finance and investment in the agribusiness sector in the state. The five-year MOU outlines the shared and individual responsibilities to help drive agribusiness development collaboration between the Activity and the Benue State Government. One such joint commitment is the review of the Benue State Rural Development Policy to scale up stakeholders' participation in the production, processing and marketing of products to enhance food security in the state. The Activity will continue to work with other donor organizations and development partners on this initiative. The proposed Benue State Rural Development Policy is the foremost deliberate effort by any government in Benue State to enhance rural development through a well-articulated policy framework.

The state has competitive and comparative advantages across several value chains and is driving investment into the rural economies through the development of the agricultural sector. The focus of the Benue State Government Rural Development Action (BSGRDA) covers the following value chains; cassava, soya beans, yam, aquaculture, maize, plantain, cowpea and banana. The overarching goal is to encourage and stimulate the rural economic development of the state's diverse agricultural resources to guarantee food security, reduces rural poverty and facilitates agro-industrial growth.

The purpose of this rural policy is to stimulate engagement processes that integrate all stakeholders' interest in evolving an enabling environment for improved performance in the rural economies of Benue State. The other objective of the policy is to ensure optimal utilization of the limited and depleting rural resources in the State for achieving sustainable development, encouraging investment in agriculture, addressing social, economic and environmental considerations and provide framework for Local Government Areas (Rural Communities) to formulate their respective economic development policies by incorporating community-specific concerns and priorities to achieve both short-term and long-term objectives.

The Benue State Rural Development Policy shall also:

- Protect and strengthen sustainable rural resources management practices that are supportive of an inclusive agricultural/environmental activity for multiple benefits.
- Increase responsible investment and positive incentives aimed at promoting sustainable rural integrations of gender and youth management.
- Establish and foster targeted rural economic development research to enable national evidence-based programs that will drive sustainability in rural economic growth and development.
- Identify and list partners to work with rural actors and users of rural resources and address the constraints they face in increasing the rural ecosystem towards a more contemporary service.
- Prevent and minimize rural resources degradation and restore/rehabilitate degraded rural resources such as forestry, water, rivers, soils (including historically degraded soils) especially through soil conservation approaches that have proved to be successful.
- Promote effective education programs to ensure adequate inclusion of sustainable rural resources management and extension services.
- Establish a framework for rural resilience for market infrastructure information systems.

The policy will be accompanied by an implementation plan to execute the policy in a way that can increase the likelihood the policy will achieve its intended outcome and accomplish its strategic objectives and goals. The plan will educate all stakeholders at all levels of the policy, change pre-existing administrative operations and systems (or create new ones) and monitor and/or enforce the policy as needed.

The Benue State Government will, through this policy, prioritize public private sector partnerships and economic diversification through the improvement in the enabling agribusiness environment on input and output markets; gender and youth inclusiveness; education and knowledge sharing; support innovation and technology, mechanization, and digitization of the sector. The success in the adoption of the best management practices relies on the quality of information obtained from the rural economies to produce a fit for purpose policy to meet the needs of an ever-growing population

Offerors are responsible for ensuring that their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration.

CNFA will consider proposals in response to this RFP from eligible Independent Consultants and Firms.

Application Submission

Offer Deadline and Protocol: Offers must be received no later than **5:00PM, WAT on September 8, 2021**. Offers must be submitted by email to *operations@ag-invest.org*.

Please reference the RFP number in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

**GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)
REQUEST FOR PROPOSALS CONSULTANT – DATA ANALYST TO
ANALYSE MONITORING DATA FROM ETHIOPIA AND NIGERIA
DEADLINE: 3RD SEPTEMBER, 2021**

ABOUT GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

BACKGROUND

Global Alliance for Improved Nutrition (GAIN) implemented a project with a multi-layered approach to improve dietary quality among children 6-59 months

by improving demand and access to safe and nutritious foods eggs and fortified complementary food in Ethiopia. This project was conducted in Shashemene and Arsi Negele towns of Oromia, Aleta Wendo and Dilla towns of SNNP and Indasilase and Aksum towns of Tigray region from October to November 2019 to June 2021. As part the implementation, monitoring data were collected throughout the duration of the project. In addition, in the context of an impact evaluation, the end line data was collected in April/May 2021. These data has not yet been document using Nesstar Publisher.

In the same vein, a similar project, the “Eggs Make Kids’ campaign, was implemented in Kaduna State in Nigeria from October 2019 to June 2021. Using commercial marketing techniques and an understanding of consumer behavior, the campaign aimed to create demand for eggs for children 6 to 59 months of age. Using mass media and point-of-purchase demand-creation activities, the campaign encouraged parents to feed their children eggs. The project collected monitoring data related to activity reach and egg sales.

The purpose of this RFP is to engage services of a Service Provider to analyse monitoring data from Ethiopia and Nigeria and to conduct the data documentation with Nesstar publisher of the end line dataset for Ethiopia

SCOPE OF WORK AND DELIVERABLES

As GAIN wants to learn more about the characteristic that determine the success of the implementation of these two projects, GAIN is seeking a qualified consultant to:

- Fully review the rich monitoring data collected in Ethiopia and Nigeria to uncover important research questions that can improve our understanding of factors influencing implementation of these two projects
- Once the proposed research questions are approved by GAIN, the consultant will propose methodological approaches for answering these questions. The consultant will then clean the dataset, conduct the proposed analysis, and prepare presentation with findings
- Work closely with GAIN in the interpretation of findings to formulate recommendations on program actions, improvements, and lessons learned, as appropriate

- Support dissemination of findings by writing briefs and/or peer reviewed publication
- Conduct the data documentation with Nesstar publisher of the end line dataset for Ethiopia

INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation.

Applicants are encouraged to review this prior to completing their responses.

CONTACT

Please direct all inquiries and other communications to

GAIN (edjimeu@gainhealth.org with cc to wgonzalez@gainhealth.org).

Please use the subject line ‘Consultant- Data analyst’.

BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, including the number of days of work projected and the daily rate. The final fee will have to be approved by the organisation prior to starting the project.

SUBMISSION

Interested consultants should prepare:

(a) A brief (<3 pages) CV highlighting recent relevant experience and publications.

(b) A cover letter

(c) An estimated days and daily rate;

These documents should be sent to GAIN (edjimeu@gainhealth.org with cc to wgonzalez@gainhealth.org). Applications will be reviewed on a rolling basis. Deadline to apply is **3 September 2021**. Please use the subject line ‘Consultant- Data analyst’ when responding.

DEADLINE

Completed proposals should be submitted to

GAIN (edjimeu@gainhealth.org with cc to wgonzalez@gainhealth.org) before 3 September 2021, 23:59 US Eastern Time.

UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

REVISIONS

Proposals may be revised by electronic mail and confirmed by hard copy provided such revision(s) are received before the deadline.

**THE GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)
REQUEST FOR PROPOSALS SURVEY TO ASSESS CONSUMER
AWARENESS AND KNOWLEDGE OF FORTIFIED FOODS IN
NIGERIA**

DEADLINE: 7TH SEPTEMBER, 2021

PROJECT BACKGROUND AND SCOPE OF WORK

THE GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

BACKGROUND

Large-scale fortification of staple foods and condiments is a proven, cost-effective, and scalable strategy to address micronutrient deficiencies. In Nigeria, national fortification of salt with iodine began in 1993, and law has mandated fortification of wheat flour, semolina flour, and maize flour with multiple micronutrients, and sugar and edible oil with vitamin A since 2002. Monitoring of large-scale food fortification programme in Nigeria across the value chain is the responsibility of regulatory agencies that monitor fortification compliance with national fortification standards at the factory, market and household levels. In order to achieve this, a Joint Monitoring Framework (Joint Monitoring Framework for Large Scale Food Fortification Programme in Nigeria by the Regulatory Agencies Core Group, 5th July 2020) was jointly developed by the three agencies: Standards Organisation of Nigeria (SON), National Agency for Food & Drugs Administration & Control (NAFDAC), and Federal Competition & Consumer Protection Commission (FCCPC), facilitated by GAIN. The framework specifies the roles and responsibilities of each organization with regards to food fortification monitoring. Specifically, the Standards Organization of Nigeria (SON) is responsible for monitoring fortification compliance at factory level, the National Agency for Food and Drugs Administration & Control (NAFDAC) is responsible for monitoring fortification compliance at market level and the Federal Competitive and Consumer Protection Commission (FCCPC) is responsible for monitoring at consumer level which may involve survey/data collection, advocacy and consumer enlightenment.

Fortification quality assessments of mandatory fortified foods have been conducted and are still ongoing at factory and market levels by SON and NAFDAC, respectively; to determine compliance with national fortification standards by industry to ensuring adequately fortified foods are available for consumption by the population. In 2019, a national market level assessment of fortified foods in Nigeria was conducted by NAFDAC in collaboration with GAIN, which showed existing gaps in fortification compliance by Industry as compliance levels were evidently low. Currently, GAIN is partnering with the Standards Organization of Nigeria (SON), to carry out a survey to monitor factory level fortification compliance. At the consumer level, data on

information on awareness and knowledge of fortified foods is important to understand drivers and barriers to creating demand for such foods. However, currently there are no data routinely collected on of consumer awareness and knowledge of fortified foods. FCCPC, in collaboration with GAIN, is looking to develop and test a method for collecting this information that could be implemented routinely overtime.

The purpose of this RFP is to engage services of a Service Provider to design and conduct a baseline survey in collaboration with FCCPC and GAIN, to assess consumer awareness and knowledge of fortified foods in Abuja, FCT, Nigeria. The results of this work will be used to inform future consumer education and awareness programs/interventions conducted by the FCCPC, advocate to partner regulatory agencies on the realistic status of food fortification consumer awareness and compliance, and used alongside data from the factory and market level monitoring data to understand fortification program performance.

SCOPE OF WORK AND DELIVERABLES

The successful applicant shall provide the following services:

- Develop a study protocol (including literature review, detailed methodology and justification, sampling plan (where applicable), data analysis plan, and data collection tools) for review and approval by GAIN and FCCPC.
- Obtain relevant access and data collection permissions as appropriate, e.g., government.
- Carry out all aspects of primary data collection, quality assurance, and data entry, cleaning, management, and analyses.
- For any primary data collected, provide GAIN and FCCPC with raw and clean datasets, accompanying codebooks, and syntax and output of all data analyses. If quantitative data are collected, data documentation must be provided using Nesstar.
- Develop final report outlines for review and approval by GAIN and FCCPC.
- Draft full report, including literature review, methods, data collection activities, results, and conclusions.
- Revise and finalize report based on inputs from GAIN and FCCPC.

OBJECTIVES

- The main objective is to assess awareness and knowledge of fortified foods among consumers.
- The scope of this assessment will focus on Abuja, FCT, Nigeria and the target population is the general population.

Subsequently, this work is envisaged to be replicated at scale to include larger population and wider coverage, contributing to the existing body of knowledge.

The specific objectives are to assess:

1. Awareness of fortified foods among consumers.
2. Knowledge of and perceived benefits of consuming fortified foods among consumers.
3. Barriers towards consumption of fortified foods among consumers.
4. Awareness and knowledge of the two fortification logos in use. i.e. for vitamin A and iodine among consumers.

The Service Provider should propose the methods for the assessment of the above-mentioned objectives based on their expertise, but it will be expected to include first, a rapid review of the literature followed by purposeful primary data collection (i.e., consumer insight survey). Given the short timeline for the work, a convenience sample design will be accepted.

DELIVERABLES

The timeline for completion of all aspects of the Scope of Work and submission of deliverables is outlined in the following table:

DELIVERABLE

DEADLINE

Proposal submission 7 September 2021

Final response regarding selection of Service Provider 14 September 2021

Contracting process finalized 21 September 2021 Study protocol and data

collection tools submitted and approved by GAIN and FCCPC 28 September

2021 Draft report outline submitted 30 September 2021 Data collection

completed 4 October 2021 Draft report submitted 18 October 2021 Final report and dataset and data documentation in Nesstar submitted 29 October 2021

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

CONTACT

Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Ava Bawa, Junior Associate, GAIN Nigeria (abawa@gainhealth.org)

Oluwatoyin Oyekenu, Senior Project Manager, GAIN Nigeria

(ooyekenu@gainhealth.org)

FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- A Technical Proposal, consisting of an executive summary, project background, methodology, activities to be conducted, and a Gantt chart with the estimated timelines. Describe reasons for any deviations from the suggested due dates listed in the scope of work.
- Budget Proposal, consisting of the detailed budget needed to implement the activities based on the assignment of this project. Budget should include itemized costs for key elements of the assignment as follows:
 - Rates of key staff and percentage participation in total level of effort for key staff.
 - Estimated schedule of other anticipated expenses (sub-contracted resources, supplies, outside resources, etc.).
 - Itemization of all other costs, e.g., agency costs, agency fees, administrative costs, etc.
 - Preparation of reports and required documentation.
 - The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead.
 - In case of errors in calculating overall costs, the unit costs will govern

SUBMISSION

An electronic copy containing the documents preferably in Microsoft Office

Suite formats and / or PDF, along with all the required information (including the fee proposal) should reach GAIN at the following address: abawa@gainhealth.org with ooyekenu@gainhealth.org and lolaakeju@yahoo.com in copy.

DEADLINE

Completed proposals should be submitted before 2300HRS Central European Time on **7 September. 2021**. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

**UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
NIGERIA
REQUEST FOR QUOTATION FOR MISSION WIDE EXECUTIVE
COACHING TO PREPARE AND SUSTAIN LEADERSHIP
DEADLINE: 8TH SEPTEMBER, 2021**

BACKGROUND

USAID's Mission to Nigeria has gone through tremendous changes during the past two years, due to the COVID pandemic upheaval in the country. Mission personnel have endured an authorized departure of staff and the resulting lack of staff in a place where it is already difficult to recruit staff.

Simultaneously deteriorating security and Insecure environment continues to restrict both official and personal travel within Nigeria, complicating program management and the quality of life.

USAID/Nigeria is comprised of thirteen offices: the front office, seven technical offices (health, education, economic growth, HIV/AIDS, democracy & governance, humanitarian assistance response, office of transition Initiatives), and four support offices (executive office, financial management, program, and regional legal office). In addition, one Regional Legal Officer USDH is located within the Mission.

In 2019 the Mission was approved for 23 new positions in a location that has historically had difficulty in recruiting and retaining staff. In 2020 a new Mission Director brought new leadership to the Mission. Mission management would like to take advantage of the opportunities offered by these many changes and challenges by strengthening core staff, especially FSN, for taking on greater responsibility and providing leadership for the Mission.

OBJECTIVES

- A. Empower employees (USDHs, USPSCs, and FSNs) with skills required to assume the necessary functions and characteristics that inspire, direct, and motivate themselves and others.
- B. Strengthen the working relationships within and among the individual support and technical offices in terms of how they work together and communicate with the objective of building stronger teams with a shared vision and improving morale.

- C. Ensure that senior managers and other employees take ownership of these efforts to manage the Mission.

SCOPE

The contractor will design and facilitate intermittent/virtual executive counseling for senior managers and up to ten to-be-determined other employees (foreign service national and locally employed staff) over 13 months. The Mission will take advantage of this contract to provide leadership strengthening and empowerment to the FSN committee.

The contractor will:

1. Conduct MBTI and/or other types of 360-degree assessments for up to twelve senior management personnel and ten other employees at appropriate times within the contract period.
2. Conduct interviews with an appropriate number of technical and support office staff.
3. Conduct individual and group interviews and discussions with diverse FSNs to a) define or identify key FSN empowerment and leadership issues; b) assist FSNs identify benchmarks and leadership strengthening and empowerment opportunities within the Mission for the remaining contract period.
4. Conduct a one-day FSN Committee/Senior FSN retreat.
5. Provide intermittent/virtual executive coaching to those senior management officers and other American and FSN personnel who are required to supervise, manage, and lead their operating units, Provide intermittent/virtual executive coaching to staff who will actively support and work with Mission management to re-establish FSN leadership and empowerment opportunities.

CONTRACTOR QUALIFICATIONS

1. Offerors will have experience in successfully, leading and facilitating retreats as well as addressing difficult team communication issues within Missions overseas. Contractor knowledge of USAID, especially field mission structures is required. Offeror will have demonstrated experience in successfully facilitating open dialogue and consensus-building amongst diverse audiences.
2. Offerors quote must demonstrate that both the organization and proposed key personnel can successfully complete this project.

3. Offerors must indicate the availability of the key personnel who will be assigned to these tasks. For consistency, key personnel identified must be available for all Interventions. Key personnel are all individuals who will be supporting these tasks in a primary capacity, including full and part-time personnel.
4. Please note that only Organizations with a representative in Nigeria will be considered for this task.

SPECIFIC TASKS

The contractor will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract.

Specifically, the contractor will: undertake all tasks associated with scoping interviews with office director, division chiefs, interviews with administering MBTI and/or other types of 360-degree assessment for senior staff and FSN leaders, preparation of retreat agendas/structures, and facilitation of appropriate discussions during all interviews and retreats to identify and address priority team-building issues, and document outcomes. FSN Committee Retreat will consist of FSN Committee member and senior FSN staff and be of one-day duration. Virtual and intermittent executive coaching will be for up to 13 Office Directors who are required to supervise, manage, mentor, and lead staff within their operating units and up to ten FSNs who will take a leadership role in FSN empowerment and other FSN matters. The Mission Director and Deputy Mission Director may have up to four hours per month of executive coaching. Up to ten senior managers who encumber supervisory positions may have LC to two hours per month of executive coaching.

DELIVERABLES/DELIVERY SCHEDULE

Nov. – Dec. 2021 Review relevant mission documents off-site

November 2021 Initial scoping interviews via telcome and in-country with senior management, office directors, FSNs and general staff.

February 2022 Roll-out of agendas/structure for Senior FSN Committee retreat prepared and scoped. FSN retreat rolled out.

March 2021 Interim report – documentation of outcome for FSN retreat including recommendations and benchmarks.

Dec.2021-Dec.2022 Executive coaching (intermittent/virtual) for senior Management, office directors, and FSN leaders

Jan. 2023 - Final report - Documentation summarizing outcomes of all activities, benchmarks, and recommendations. Formal out-brief either via telephone conference or in person (if in-country)

FINAL REPORT

The contractor shall provide up to 1 midterm interim and one final report to the Mission Director and Deputy Mission Director. Progress update will be provided to Office Directors on the progress of their staff receiving coaching. Progress updates will be based on goals outlined for everyone. All reports will summarize objectives achieved, significant issues, problems and recommendations, and next steps to improve the goal of improved leadership of the mission and/or office. The final report will include a summary of any prior reports.

FINAL OUT BRIEF

The contractor shall provide a final verbal out-brief to the Mission Director and Deputy Mission Director via telephone conference (if not in-country) at the conclusion of the contract.

SUBMISSION OF PROPOSAL

Please submit your detailed proposal on/before close of submission on **Wednesday 8, 2021**