



Society for Family Health

INVITATION TO BID FOR THE SELECTION OF A RESEARCH INSTITUTE

Society for Family Health (SFH) is a Nigerian non-governmental organisation (NGO) working in partnership with communities, government, donors and the private sector for universal health coverage and social justice of all Nigerians. We deploy health system strengthening and total market approaches in a bid to unify the private and public health sectors to scale an Essential Package of Health Services (EPHS) offering of good quality to all Nigerians. Our activities focus on HIV/AIDS prevention, Family Planning, Maternal and Child Health (Malaria, Water and Sanitation, Nutrition and Diarrhoea control). The mission of SFH is to empower Nigerians, particularly the poor and vulnerable to lead healthier lives. SFH connects all Nigerians in an innovative social business model to expand access to essential health commodities while boosting overall national health financing.

SFH is a Principal Partner for the Adolescents 360 (A360) intervention in Nigeria. The A360 Project is an adolescent sexual and reproductive health program funded by the Bill & Melinda Gates Foundation (BMGF) and Children's Investment Fund Foundation (CIFF). The interventions are Matasa Matan Arewa (MMA) and 9ja girls in northern and southern Nigeria respectively.

An outcome evaluation was conducted in Nasarawa State during the first phase of the A360 Project that demonstrated promising population-level impact of MMA on some of the expected outcomes. In the current phase, MMA has undergone adaptations to increase its effectiveness. The A360 project is interested in validating, through effectiveness research, whether MMA contributes to improved outcomes as a result of these adaptations.

Objective of Service:

The objectives of this research will be to evaluate the effectiveness of MMA at:

1. Increasing married adolescent girls' knowledge of, intention to use, and believe in the relevance of contraceptives in pursuing their life goals.
2. Increasing married adolescent girls' self-efficacy in contraceptive decision-making.
3. Supporting married adolescent girls to use contraception in line with their fertility preferences and aspirations, including to continue contraceptive use as long as they desire.
4. Changing the knowledge of, attitudes towards, and acceptance of married adolescent girls' contraceptive use by their key influencers.
5. Increasing willingness to and support from key influencers for married adolescent girls to use contraceptives.

SFH intends to engage the services of a Research Institute. This service will be valid for the period January 2022 – June 2025 (i.e. the surveys will be conducted at baseline Quarter 1 2022 and end-line Quarter 1 2025).

Approach for the Effectiveness Research:

The effectiveness research will employ a clustered quasi-experimental design with concurrent data collection in intervention areas and carefully selected comparison areas where no similar interventions are being implemented. The research will constitute two main components:

1. A household survey targeting married adolescent girls (15-19) in catchment geographies where A360 implements MMA and comparison areas where A360 does not implement. The intervention and comparison areas will have substantial geographic separation to reduce spillover effects.
2. A key influencer survey fielded as a complementary module of the household survey questionnaire that is concurrently fielded to consenting married partners of adolescent girls and key influencers in the same study locations where the household survey is conducted.

Specific Activities:

The specific activities for the research institute includes but is not limited to the following:

- Serve as an external thought partner for the effectiveness research.

- Co-create an evaluation protocol for the effectiveness research.
- Support the process of seeking ethical approval from the Nigeria National Health Research Ethics Council (NHREC) and PSI Research Ethics Board (REB) and approvals from other regulatory authorities in Nigeria.
- Develop a detailed study execution plan for the baseline and end-line surveys.
- Design and pre-test data collection tools, recruitment materials and standard operating procedures for the study.
- Support recruitment and training of study personnel aligning with SFH and PSI procedures.
- Conduct field data collection activities following strict quality assurance procedures and in observance of PSI's guidance on COVID-19.
- Conduct data processing, and analysis following an agreed data analysis plan.
- Develop draft baseline and end-line reports.
- Generate and submit final evaluation reports incorporating feedback from the A360 team.
- Participate in results sharing activities with the A360 donors and other stakeholders.

This Invitation to Bid is in two (2) stages; Pre-qualification and Request for Proposal Stages (as described in A & B below).

(A) Pre-qualification Stage -Eligibility Criteria:

To be eligible for consideration, interested organisations must provide the following details:

- Certificate of Incorporation/ Registration of Business Name.
- Organisational Profile.
- Evidence of audited financial statements for the years ended 2018, 2019 and 2020
- Copy of Tax Clearance Certificates for 2018, 2019 and 2020
- Evidence of the availability of qualified personnel for carrying out the service (include Curriculum Vitae of technical personnel's)-maximum 5 pages.
- Evidence of previous similar services carried out (to include, Contracts/Service Agreements, Memorandum of Understanding, Purchase Orders, Letters of Award/Engagement, e.t.c).

Note: Bidders employing or having in their management structure SFH staff members and family are exempted from participating in this bid.

Pre-qualification submission review:

- A procurement committee will be constituted to review the submissions and shortlist applicants to proceed to the next stage of Request for Proposal based on the criteria listed above (as described in A).
- At this stage, a 'YES' or 'NO' qualifier will be used to rate all the points detailed in "A" and only companies with a 'YES' response against all the points detailed in "A" above will be considered for the Request for Proposal Stage.
- Only research institutes that satisfy the pre-qualification requirements will be evaluated for Request for Proposal.

(B) Request for Proposal Stage:

Guidelines for Technical Proposal:

The Technical Proposal should not exceed 10 pages; written in English language, single spacing, font size 12 and font type Times New Roman. Components such as graphs, charts, cover pages, dividers, table of contents, and attachments (i.e. key personnel resumes, acknowledgement letters, past performance information, references, organogram, etc) are not included in the 10-page limitation for the Technical Proposal.

Your Technical Proposal should include the following information with the corresponding scoring weights (the score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to SFH):

- **Organizational Capacity:** Relevance and depth of the institution's expertise. The institution will be required to demonstrate experience in executing relevant health researches including; effectiveness

trials, health systems research, community health and program evaluations, with published studies. Propose a work-plan for the baseline and end-line surveys (**20 Points**).

- **Strategy and Approach:** Thoughtfulness, thoroughness, and appropriateness of the methodology proposed by the institution in response to the Specific Activities (mentioned above). Include relevant references for the proposed methodology (**20 Points**).
- **Expertise of the Personnel in the Organisation:** The capacity of the key personnel proposed in designing, conducting, and applying evidence from research by the institution to undertake the work. Include Curriculum Vitae of technical personnel (**20 Points**).
- **Past Performance and References:** Experience performing work of similar scope in the last three (3) years and positive references from prior clients. (**10 Points**)

Note: Total Technical Points = 70points.

Guidelines for Financial Proposal:

The Financial Proposal should not exceed 5 pages and Institutions should submit a detailed account of costs alongside a summary table. The summary table should use the following headings for costs.

-Personnel: Daily rates and number of days budgeted for each proposed staff member and brief scope of work description. Staff fringe / benefit costs. This should include costs related to short term staff engaged as consultants.

-Travel: Number of trips, unit cost and number of units for flights, hotel, and per diem for staff, participants, and other stakeholders. Purpose of the trips must be included.

-Other Direct Costs: Training, conference, and meeting costs. Any research-related costs. Communications, printing, and educational materials, office supplies.

-Indirect Cost Rate (ICR): PSI will approve an administrative fee on direct program costs of a percentage no greater than 10%. Bidders must provide a justification within their proposal for the ICR that they propose, for example through historic ICR rates charged for other donor-funded activities.

Note: Total Financial Points = 30points.

Attention:

-No subawards will be allowed under this grant.

-No capital equipment should be procured under this grant.

Terms of Invitation to Bid:

- This publication can also be found on SFH website: www.sfhngigeria.org (see bid link at foot of the website home page) and on dgMarket (international tenders portal).
- SFH reserves the right to appoint or not to appoint any of the institutes as it may deem fit. Any research institute appointed shall be subject to terms of engagement that may be entered on appointment as the service provider.
- Bidders should take account of the expected submission date and are responsible to ensure that bids are received at SFH by the due date and time. Lost or misdirected courier packages received after the due date and time will be considered as having been submitted late.
- Bids are to be submitted in a sealed envelope; SFH will not be held liable for the outcome of any bid received unsealed.
- All costs incurred by bidders because of this process and any subsequent requests for information shall be borne by the bidding research institute. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.
- This advertisement shall not be construed as a commitment on the part of SFH to appoint any institute nor shall it entitle any institute to claim any indemnity from SFH.
- Bids sent via email will not be considered.
- SFH is Value Added Tax (VAT) exempted.
- SFH will deduct the applicable taxes on this transaction, in line with the current statutory revisions.
- Only successful bidders will be contacted.

Interested bidders are welcome to visit the SFH website (www.sfhngigeria.org) for clarifications, enquiries or general information. This can be done by clicking on the bid link at the foot of the website home page (Selection of a Research Institute for A360). Such information should be requested not later than 10 days (i.e. **7th January 2022**) after publication. Bidders are informed that all clarifications will not be sent to the

bidders requesting but shall be published on the SFH website. All responses to request for clarifications shall be posted on SFH website for all bidders to access and the responses to your clarifications will be placed on the website within 48hrs.

Submission of Application/Closing Date:

The code “**A360/RI/PREQ**” should be boldly written on the top right corner of the Pre-Qualification Stage submission envelope while the code “**A360/RI/PROPOSAL**” should be boldly written on the top right corner of the Request for Proposal (i.e. for both Technical and Financial proposals) submission envelope. Name of organisation tendering should also be clearly written on the rear of the two envelopes, failure to do this will lead to disqualification. The two (2) sealed envelopes should be addressed (as stated below) and forwarded to the following:

**The Head, Procurement Division
Society for Family Health
No. 8 Port Harcourt Crescent
Area 11, Garki,
Abuja, Nigeria**

Note: The closing date for receiving the application is **24th of January 2022**. Any application received after this deadline will not be accepted.