



SOCIETY FOR FAMILY HEALTH NIGERIA

INVITATION TO BID FOR THE ECONOMIC EMPOWERMENT IMPLEMENTING PARTNER

Society for Family Health (SFH) is a Nigerian non-governmental organization (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 Implementing 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.

Brief Background:

A360's program for unmarried girls in southern Nigeria, **9ja Girls**, makes contraception immediately relevant to what a girl wants. 9ja Girls 'Life, Love, and Health' (LLH) classes engage girls first around her goals, provides vocational and life skills, and then positions contraception as a tool to help her achieve those goals. Girls are then supported to receive safe contraceptive counseling by public-sector providers and young providers nested within public facilities. A360's program for married girls in northern Nigeria, **Matasa Matan Arewa (MMA)**, uses a two-pronged approach that reaches both young married girls and their husbands through targeted one-to-one outreach by female mentors and male interpersonal communication agents. Married girls are invited to join mentorship groups, called the Life, Family and Health (LFH) classes with their peers in cohorts – girls can attend up to four LFH classes.

A360 spent 2020-2021 designing additional components to 9ja Girls and MMA programs – an economic strengthening and enabling environment component, which would provide adolescent girls with the skills, knowledge, and support that they need to pursue their ASRH and economic goals. A360 has completed the design phase for this program and is now looking to implement a 9-month pilot in 2022 across two (2) states – Kaduna (MMA) and Ogun (9ja Girls) – to evaluate the effectiveness of these designs.

Objective of service: To support the implementation of an economic empowerment / strengthening program pilot for adolescent girls aged 15-19 within Adolescents 360 (A360) Project.

In line with achieving the major objective for this intent, SFH invites interested and reputable Organisations to bid for this service. SFH intends to engage the services of two (2) Organisations for a minimum cumulative period of nine (9) months (i.e. Quarter 2 2022 to Quarter 4 2022)

Specific Activities:

The specific activities for this service includes (but is not limited to) the following:

- Recruit and assign business mentors to facilitate economic strengthening curriculum.
- Facilitate the skills-based (hands on) economic strengthening curriculum content with girls who sign up for foundational track alongside those who sign up for advanced track curriculum.
- Mentor girls one – on – one or in small groups (group is based on interests, age, etc.) on career path/ business plan. This mentorship is tailored toward each girls/ group needs/interests, to support them bring the skills learnt to life.
- Work with adolescent girls receiving the Foundational / Advanced skills curriculum to identify what vocational skills that are marketable and they are interested in. This process should incorporate learnings from a market assessment conducted by Technoserve / SFH.
- Identify local entrepreneurs or specialists who can train girls in the skills that they have identified during the classes. As relevant, support girls to establish apprenticeships with local entrepreneurs / businesspeople in the community.
- Support girls to form collectives or savings groups – to pool resources for purchasing goods or operate group lending. Support these groups to have established rules, operating procedures and governing structure and provide technical assistance to groups who wish to register a business name.
- Support girls to organize a pop-up marketplace event (trade fair) within their communities where they would sell their goods and services. This would include event planning, procurement, creating publicity in the community, and setup as well as engaging community leaders for buy-in and attendance.
- Through the marketplace, identify opportunities for girls to be linked to further opportunities for apprenticeship and start-up capital for their businesses.
- Set up follow up mechanism, to follow up with girls' progress and provide technical assistance to girls throughout the pilot period.
- Monitor program activities to see when things are or are not working. When things are not working, the partner should bring these to A360's attention and collectively brainstorm how to shift and adapt programming to improve performance.

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 technical panel 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.
- At this stage, a 'yes' or 'no' qualifier will be used to rate all the points above, and only organisations with a 'yes' response against all the points above will be considered for the next stage.
- Only organizations 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):

- Capability statement (**20 marks**)
 - A summary of the bidder's relevant experience.
 - The bidder's geographical overlap with the project.
 - Bios on the bidder's key technical personnel.
 - Any potential conflict of interest disclosures and mitigation measures.
- Proposed approach (**40 marks**)
 - Description of the proposed approach to the Specific Activities mentioned above.
 - Clearly indicate how the approach will accommodate protracted restrictions on travel to the field due to the COVID-19 pandemic.
- References (**10 marks**)
 - A minimum of 2 references from other clients for work relevant to the Specific Activities mentioned above.

Total Technical marks = 70

Guidelines for Financial Proposal - The Financial Proposal should not exceed 5 pages and bidders must 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 activity 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 economic empowerment activity related costs, communications, printing, and educational materials, office supplies, e.t.c, and the justification for them. Any relevant charges imposed under the law such as taxes, duties, fees and levies may also be included.

Total Financial marks = 30

Note:

- The technical and financial proposals must remain valid for 90 days after the submission date.
- Bids must be signed by an authorized employee using a written or verified digital signature.
- Bidders are responsible for any errors; however, minor errors such as spelling, transpositions, and arithmetic errors will not prejudice the evaluation of a bid.
- SFH will evaluate the bids based on the overall value for money, and not cost alone.

TERMS OF INVITATION TO BID

- This publication can also be found on SFH website: www.sfhigeria.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 organisations as it may deem fit. Any Organisation appointed shall be subject to the 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.
- This advertisement shall not be construed as a commitment on the part of SFH to appoint any organisation nor shall it entitle any organisation 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.sfhigeria.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 an Economic Empowerment Partner 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/ECO/EMP/PREQ" should be boldly written on the top right corner of the Pre-Qualification Stage submission envelope while the code "A360/ECO/EMP/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.