



Request for Expression of Interest

DATE: 12/03/2019	FROM: Malaria Consortium Abuja
CONTACT: No 2 Buchanan Close off Buchanan Street, Close to Banex Plaza, Wuse 2 Abuja Nigeria.	

Re: Request for Expression of Interest for firms or institutions to work with National Malaria Elimination Programme (NMEP) and project states to develop the format and process for the development, reporting and review of the financial plan.

Malaria Consortium is one of the world's leading non-profit organizations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organizations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organization works to improve not only the health of the individual, but also the capacity of National health systems, which helps to relieve poverty and support improved economic prosperity.

Malaria Consortium is implementing the DFID funded Support to national malaria programme (SuNMaP 2) project in 6 states of Nigeria namely- Kaduna, Katsina, Kano, Jigawa, Yobe and Lagos. The purpose of the project is to improve the planning, financing and delivery of sustainable and replicable pro poor services for malaria in supported states and also have increased sustainability availability of antimalarial commodities, more efficient and equitable malaria prevention and treatment service delivery.

Malaria partners in the country have supported development of malaria operational plans (MoPs) which are now adopted by NMEP and SMEPs and now being rolled out across Nigeria's 36 states. While this has enhanced operational planning, weaknesses remain in financial planning and management including expenditure tracking, which are an integral part of the MoP cycle. Some key opportunities for improving the financial planning and management include linking investments to national malaria targets and or the health targets of government at all levels, alignment of state MoPs and budgets with the government appropriation cycle and tracking of expenditure on malaria against budget and taking management actions to address any variance.

However, resources for malaria control are highly fragmented and in the public sector, as such, it is difficult for programme managers to make informed decisions on malaria programme expenditure, and to generate evidence to advocate for increased resources.

SUNMAP2 will work with NMEP and SMEPs to agree on tools and processes that not only capture all malaria expenditure at each level of government, but also integrate into expenditure tracking of broader key health sector priorities and integrating with the national health accounts system.

This EOI focuses on engaging a reputable firm to support NMEP and SMEPs in programme supported states to appraise the financial planning, forecasting, implementation and tracking landscape to document the process and highlight both challenges and opportunities. The firm will work with all stakeholders to develop strategies for improving the financial planning (including costing of MoPs), forecasting, implementation and tracking (including budget and expenditure tracking and analysis value for money analysis) processes. These improvements will include review and development of new processes and tools, strengthening of capacity and skills of staff of NMEP and SMEPs, FMOH and SMOHs and FMOF and SMOFs. As part of the appraisal, the firm will establish the proportion of government expenditure on malaria versus amount budgeted in the past 3 years (2017 – 2019). The support is proposed for 9 months (April to December 2019). It is envisaged that the first four months will be hands-on including the appraisals, development of tools, trainings, support to MoP costings / budgeting, budget / expenditure tracking and analysis and development of financial report, The process will start at NMEP and their key staff will be involved in the role roll-out to the six programme states. The next two months will be support to NMEP and SMEP to produced monthly financial report and support management to take management decisions and track their implementation. The last three months will focus on producing the quarterly report. This input will involve working closely with all the central ministries.

Scope

The services will include;

- Work with National Malaria Elimination Programme (NMEP) and project states to agree on tool and process / methodology for appraising the financial planning, forecasting, implementation and tracking of financial plans.
- Work with NMEP and SMEP to undertake the appraisal of the financial planning, implementation and tracking / reviewing processes using the agree tool and methodology.
- Work with NMEP and SMEP to establish the proportion of government expenditure versus budgeted for malaria in the last 3 years (2017 – 2019)
- Jointly use the outcome of the appraisal to agree on strategies for improving the system
- Work together to develop plan for improvement including development of tools (including training materials) to build capacity of NMEP and SMEPs in supported states in financial planning (including costing of MoPs), forecasting, implementation and tracking (including budget and expenditure tracking and analysis value for money analysis)
- Specifically, work with NMEP to develop the format and process for the development, reporting and review of the financial plan.
- Support NMEP and supported states to develop their financial plans and generation of monthly, quarterly and annual reports and review for management action.
- Use the findings of the review to re-plan and improve the financial planning process on an ongoing basis.
- Support NMEP and SMEPs to meet and document management decision on budget performance and track the implementation of these management actions.

Request

Malaria Consortium is inviting confidential written expression of interests from qualified organizations/firms.

If you are interested in this opportunity, your firm / institution is invited to submit by e-mail a short proposal including a detailed financial proposal and a narrative explanation of the necessary resources, as well as proof of previous experience in similar exercises, supplemented by relevant

references. The narrative should be no longer than three (3) pages. Please send e- copy of your narrative and financial / budget proposals to Kima Lokoju (k.lakoju@malariaconsortium.org) by close of business on 22nd March 2019.

Selection will be evaluated on quality, cost, business issues, appropriate technical and support capacity, and the overall ability to best meet the needs of the project

Malaria Consortium

Malaria Consortium is committed to fair and competitive procurement processes, and all expression of interests received will be considered confidential, and will not be shared with other bidders.

- Any inappropriate action to influence the award including personal incentives to Malaria Consortium staff is prohibited.
- Any discounts or cost reductions must be included in the original quote to be considered.

For more information, you can also contact Kima Lakoju on email k.lakoju@malariaconsortium.org before close of business on Tuesday 22nd of March , 2019.

Thank you for your review of this information. We look forward to hearing from you.

ANNEX:

Malaria Consortium – Pre-qualification Submissions Document

About you and your bid?		
Category applied for		
Company Name		
Company Address and Contact		
Your Name <i>(the person filling the form)</i>		
Please state clearly any relationships you may have with staff? Friends/Family/Business partners etc. <i>(Failure to name such relationships will invalidate this bid.)</i>		
About your company?		
How long has the company been formed?		
Is the Business incorporated?		
Please enclose details of the company bank account if you have one.		

Please give the names of the company owners?		
About your experience/skills providing these goods/services?		
What experience do you have of supplying this items/service previously? <i>Give details</i>		
Have you provided similar service to other NGO's in Nigeria? Who? /What kind of Service? <i>Attach proof</i>		
Have you provided services to Malaria Consortium? <i>Please give a brief summary</i>		
What expertise do you have concerning the items/service you are bidding to supply? Do you hold any relevant qualifications in this area?		
Standard payment terms: 7 days payment after delivery Is this acceptable to you?		

<p>Is it acceptable for us to visit your office/premises?</p>		
<p>Give name of 2 business referees and detail of business undertaken? <i>(Someone you have supplied goods / provided service to in the last year, preferably work of a similar nature)</i></p>		
<p>Signature, Date and Company Stamp</p>		

KINDLY INCLUDE THE FOLLOWING DOCUMENTS:

- EVIDENCE OF CERTIFICATE OF INCORPORATION
- EVIDENCE OF A COMPANY ACCOUNT
- TAX IDENTIFICATION NUMBER
- SAMPLES WHERE APPLICABLE.