

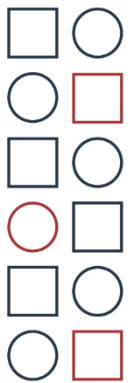


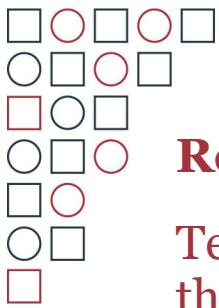
Request for Proposal No: 28-10-2024

# Functional assessment of the monitoring and Evaluation System for the Nigeria Nutrition Technical Team (NTT)

October 28, 2024

**Deadline for receipt of proposals:  
November 11, 2024 at 11.59pm West Africa Time**





# Request for Proposal for a Consultancy

## Technical Assistance on Functional Assessment of the Monitoring and Evaluation System for the Nigeria Nutrition Technical Team (NTT)

### Background and Context

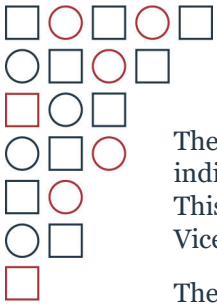
The multisectoral and multidisciplinary nature of nutrition makes effective and creative coordination and delivery mechanisms a critical development imperative especially for Nigeria. As nutrition sensitive interventions largely driven through the health sector accounts for about 20% of reduction in malnutrition, it means a significantly larger proportion stands to be accounted for outside of the health sector. Evidence suggests that between 20-80% of stunting reduction depending on the Macro and other basic causes are attributed to nutrition sensitive interventions implemented by different sectors other than the health, such as agriculture, education, water, industry, women, children and youth, etc. As Nigeria's strategic approaches to reduce malnutrition, the Nigerian government has put through the National Nutrition Policy and Multisectoral Plan of Action for Food and Nutrition (NMPFAN) - 2021 – 2025, with multisectoral coordination as one of its key strategies. A multisectoral approach to reducing all forms of malnutrition is highlighted to be the best approach in many parts of the developing world.

The NMPFAN is the first cohesively articulated multi-sectoral plan to advance nutrition interventions and requires high level commitment and leadership to translate to results. Key objectives include:

- Attaining food and nutrition security for all Nigerians by 2025, with an emphasis on vulnerable groups such as infants and children, adolescents, women of reproductive age and people in difficult circumstances.
- Improved programme planning and coordination in the country ensuring that there is effective and timely release of funds for implementation of the different policies and programmes and putting in place effective machinery for M&E;
- ensuring that the representatives of relevant sectors on the committee undertake effective implementation of their various policies and programmes while assisting the Federal Ministry of Budget and Economic Planning to carry out a regular review, of policies and programmes with regard to their potential impact on food and nutrition issues; and
- Setting up and managing a database of nutrition activities.

In implementing NMPFAN alongside other food and nutrition development programs, several gaps were identified. Some of which include:

- MDAs working independently and in silos, necessitating a strengthened coordination mechanism.
- The non-release of Government allocated funding and duplicity of funding on certain programs with no clear and encompassing objectives.
- A lack of capacity across MDAs to implement the MNPFAN. As the first multisectoral plan that attempts to reduce malnutrition in the country and the lack of capacity to implement priority actions, coordinate, monitor and provide feedback is a major impediment to its implementation.



The desire to achieve medium-term objectives amidst the country's stagnated malnutrition indices requires that malnutrition is addressed as a human capital and economic emergency. This has warranted the need to establish a Nutrition Technical Team (NTT) reporting to the Vice President.

The NTT draws from the Office of the Vice President's (OVP) leadership at the National Council on Nutrition, National Economic Council and Human Capital Vision Secretariat to harness political, technical and financial resources of government to centre issues on malnutrition and move the country towards credible documentable progress in the medium term.

### **The Nutrition Technical Team**

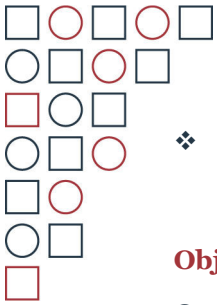
The Nutrition Technical Team (NTT) was set up to operate as an advisory body within the National Council on Nutrition (NCN) in the OVP to act on behalf of the Nutrition Core Working Committee (NCWC) to oversee the development and implementation of the HEVP's 5-Point High Level Framework for Nutrition and its operating modalities. The aim of the framework is to ensure the technical preparedness of the OVP, identify the need to develop or update technical guidelines, provide support on technical issues faced by the collective and provide oversight to the technical quality of specific interventions.

The mission of the NTT of the NCN is to ensure results-oriented nutrition policy development and program implementation by relevant sectors at the Federal and State levels. Using the unique position within the NCN, the NTT will facilitate the prioritisation of designed nutrition interventions in a manner that responds to and surmounts complex underlying systems and processes. The focus will be to align Nutrition outcomes with the Medium-Term National Development Plan (MTNDP 2021-2025) and the National Poverty Reduction with Growth Strategy (NPRGS) to accelerating the Human, Social and Economic Capital development.

The NTT supports the OVP to carry out its function and role as the Chair of the NCN in better supporting existing government MDAs in their roles and mandates.

Specifically, the objectives of the NTT are to:

- ❖ Complement the coordination role of the Ministry of Budget and Economic Planning by providing high-level oversight for the implementation of the NMPFAN and achievement towards national development objectives and the country's global commitments.
- ❖ Ensure annual prioritised plans are hinged on evidence for maximum impact to meet national and global targets. This will include harnessing advise from technical advisory bodies as well as analytics that provide a quantitative evidence base against which progress can be measured.
- ❖ Monitor and report to the Council Chair, the status and progress on national (federal, state and partner) nutrition interventions, to effectively implement NMPFAN priorities.
- ❖ Collaborate with Government at all levels as well as partners and Private sector to facilitate the translation of the budgets of MDAs into appropriations and ensure timely release of funds.
  - Ensure accountability and transparency in the utilization of such funds.
  - Ensure the effective and frequent use of data to communicate to policy and decision makers for improved nutrition outcomes.
- ❖ Help break down common obstacles such as siloed departments, insufficient project management expertise, and plans containing unclear targets or objectives.
- ❖ Facilitate establishment or strengthening of adequately and appropriately staffed and resourced bureaus within MDAs, to support the delivery of sectoral interventions and broader objectives.



- ❖ Work with relevant MDAs to raise the profile of nutrition by using data and analytics for broad stakeholder engagement beyond nutrition-related sectors, to make nutrition a priority national discourse.

## Objectives of the Consultancy

### Overall Objective:

To provide technical assistance in the functional assessment and review, and to support the design and operationalization, of a simplified 'fit-for-purpose' monitoring and evaluation system for the NTT to ensure it meets the needs of its users and provides high-quality data for decision-making.

### Specific Objectives

- Conduct a comprehensive assessment of the NTT's M&E roles, tasks, available resources, and existing capacities. This assessment will also review the current M&E needs and opportunities to identify strengths, weaknesses, and areas for improvement.
- Based on the findings, tailor recommendations to enhance the NTT's M&E capacity, enabling it to effectively fulfill its roles and support data-driven decision-making processes.

### Activities

The consultant will be responsible for the following activities:

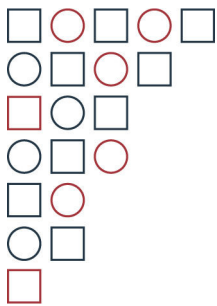
- Conduct a desk review of the Nigeria NTT Monitoring and Evaluation System and assess its alignment with the National Nutrition Strategic Plans, guidelines, policies and strategies towards achievement of set national goals and targets for nutrition.
- Conduct a detailed review of the existing Nigeria Nutrition and/or health Strategic Plans, Guidelines and Policies including but not limited to Nigeria's National Development Plan (NDP), 2021 – 2025, the National Poverty Reduction with Growth Strategy (NPRGS), Multisectoral Plan of Action for Food and Nutrition (NMPFAN).
- Assess the alignment of NTT mandate/structure, monitoring and evaluation systems with the National strategies, guidelines and policies on nutrition and how the M&E systems support the achievement of set out national goals and targets.
- Identify gaps and areas for improvement within the NTT monitoring and evaluation system in data collection, management, and utilization.
- Assess overlaps and explore possibilities of integration of the NTT monitoring and evaluation systems with other Nigeria Health and Nutrition information systems such as the Nigeria Health Management Information System (HMIS)

## Methodology

The consultant will employ a rigorous, mixed methods approach, incorporating both qualitative and quantitative data collection and analysis techniques. The methodology proposed must ensure a comprehensive understanding of the current Nigeria nutrition landscape and its related monitoring and evaluation framework and processes, identify gaps, and develop actionable recommendations.

The methodology will include the following components:

1. Document Review and thematic analysis:
  - Conduct a thorough review of existing Nigeria health and nutrition-related strategies, policies and guidelines, previous assessments, and reports.



- Analyze the alignment of NTT mandate and structure with the revised National strategies, policies and guidelines for Nutrition Policy and other relevant frameworks.
- 2. Key Informant Interviews (KIIs):
  - Interview key stakeholders at the OVP/NTT, government Ministries, Departments, and Agencies (MDAs) and Development Partners working on nutrition. Interview guides and questions collect insights on the current OVP/NTT structure, operations, challenges, and opportunities for improvement.

## **Deliverables**

### **Inception Report:**

- Detailed work plan and methodology, including the assessment tools and questionnaires.
- Timeline and key milestones.

### **Comprehensive Assessment Report:**

- Findings from the systematic review and key informant interviews, including monitoring and evaluation system gaps, operations, challenges, and opportunities for improvement.

### **Dissemination and Action Plan:**

- Presentation of findings to stakeholders; both the OVP and Nutrition International

## **Gender**

Nutrition International is committed to gender equality. Consultants are required to indicate how they will ensure that gender equality considerations are included in the provision of TA, including how they are incorporated into deliverables. Examples of gender equality integration could include but are not limited to; ensuring government departments responsible for women are included wherever possible, gender sensitive indicators are included, emerging data is sex disaggregated, and relevant documentation related to gender is reviewed. Nutrition International's gender equality strategy as well as tools to support gender mainstreaming can be accessed here: [Program Gender Equality Strategy](#).

## **Timeline**

The consultancy is expected to be a 45-day consultancy to be implemented between December 2024 and March 2025. The successful consultant will be expected to develop a detailed work plan that outlines the proposed activities, deliverables and corresponding number of days for each task.

## **Management and reporting/coordination mechanism**

- The Consultant will be under the supervision of the OVP/NTT Coordinator, and in close collaboration with the Nutritional International Regional Monitoring, Data and Learning (MDL) Manager and Nigeria Country Director, in undertaking the assignment.
- Neither office space nor equipment will be provided for this assignment. The consultant is expected to use their own equipment.



**Travel**

No international travel is anticipated during this consultancy. Local travel under this consultancy will be supported by Nutrition International based on prior approval by NI team. Travel allowance will be based on the standard rates of the organization.

**Budget**

This will be a deliverables-based contract, with up to 3 payment milestones spread out over the course of the assignment. The consultants may propose a schedule for deliverables and payments. The maximum total cost for this assignment is CAD 30,000 or its equivalent in USD or the local currency.

**Payment**

- As per NI policy, payment will be made against approved deliverables.
- No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advances purchases, for example for supplies or travel, may be necessary.
- Individuals engaged under a consultancy or individual contract will not be considered ‘staff members’ under the Staff Regulations and Rules of the NI policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

**Qualifications and experience**

The consultant/team should have the following profile:

**Education**

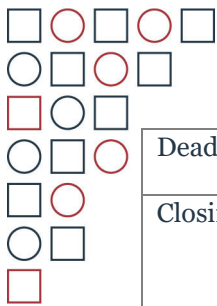
- An advanced university degree (master’s or higher) in Public Health, Epidemiology, Statistics, Social Sciences, Monitoring and evaluation, or other related field.

**Experience:**

- At least 15 years of experience in monitoring and evaluation of public health programs, preferably in nutrition.
- Proven experience in designing and implementing M&E frameworks and tools.
- Strong analytical skills and experience with data collection, analysis, and interpretation.
- Familiarity with nutrition program indicators, national and global reporting systems
- Excellent written and verbal communication skills in English.
- Ability to work effectively with government officials, development partners, and NGOs.

**RFP Timetable**

Activity	Date Required
RFP available for distribution	<b>Monday, 28<sup>th</sup> October 2024</b>



Deadline for Receipt of Questions	<b>Wednesday, 6<sup>th</sup> November 2024</b>
Closing Date and Time for Proposals – Mandatory	<b>Sunday, 11<sup>th</sup> November 2024</b> <b>11:59pm West Africa Time</b>
Evaluation and Selection Process Completion	<b>Monday, 18<sup>th</sup> November 2024</b>
Projected Contract Award Date	<b>Wednesday, 20<sup>th</sup> November 2024</b>

### **Application Process**

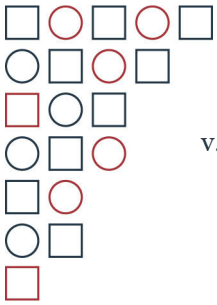
Interested candidates should be individuals or a small team of individuals/firm.

Successful application would be based on technical approach, experience, cost effectiveness (value for money) followed by a process of co-creation and joint work planning with the consultant(s).

- Full proposals need to be submitted via email to the following address with all attachments in docx or PDF to [technicalassistance@nutritionintl.org](mailto:technicalassistance@nutritionintl.org) and [soinyiaku@nutritionintl.org](mailto:soinyiaku@nutritionintl.org) by the deadline of November 10, 2024.
- Please use subject line “NGA-NO2 RFP Submission NTT ME Functional Assessment”
- For the purpose of requesting any clarification or information, please send an email to with the subject line: “NGA-NO2 RFP Clarification needed”

The application **MUST** include:

- i. **Cover Letter:** Proposals must be accompanied by a cover letter (not exceeding 1 page) with the respondent’s address and convey the Consultant’s ability and suitability to carry out the work. The letter must be signed by a suitable authority able to commit the agency to a binding contract. It must quote the RFP number and title.
- ii. **Signed Letter of Offer** provided in Annex A of this document.
- iii. **Detailed Technical Proposal:** This should not exceed 10 pages and should include the following:
  - Project description, demonstrating a high-level understanding of the scope and purpose of the project.
  - Competencies and experience that the Consultancy would bring to the objectives.
  - Approach, with a clear narrative of the activities to be conducted to achieve each objective and a clear description of the proposed methods to be used.
  - Proposed deliverable(s) for each activity.
  - Workplan with a timeline. The workplan should include the proposed timelines for each of the activities, milestones, and deliverables. Preferably a Gantt chart showing deliverables and timeframes.
- iv. **Profile:** Full Resume(s) or Curriculum Vitae (CV) of key team members must be submitted together with the Technical Proposal. Citations, examples and/or accessible electronic links to examples of relevant recent written work by key personnel should also be submitted as part of the resume/CVs



- v. **Financial proposal:** The Consultant shall submit a financial proposal detailing:
- Breakdown of expected activities and deliverables.
  - Proposed cost disaggregated by the number of days.
  - Dates when progress reports and invoices will be submitted.
  - Proposed fees should be inclusive of all tax, and standard business overheads.

**Receipt, evaluation and handling of proposal**

Once a proposal is received before the due date and time, NI will:

- Log the receipt of the proposals and record the business information.
- Review all proposals and disqualify any non-responsive ones (i.e. that fail to meet the terms set out in these instructions) and retain the business details on file with a note indicating disqualification.
- Evaluate all responsive proposals objectively in line with the criteria specified below (Table 1) and inform short listed candidates of the evaluation decision on a timely basis.

NI reserves the right to:

- Accept or reject any and all proposals, and/or to annul the RFP process, prior to award, without thereby incurring any liability to the affected Respondents or any obligation to inform the affected respondents of the grounds for NI's actions prior to contract award.
- Negotiate - with Respondent(s) invited to negotiate - the proposed technical approach and methodology, and the proposed price based on the Respondent's proposals.
- Amend this RFP or its timelines at any time.

Submitted proposals will be shortlisted and the successful proposal will be identified based on the below selection criteria (See Table 1). The selected Respondent will be contacted and will be expected to enter into a Contract with NI for the duration of the consultancy. The terms and conditions of this current RFP will normally form part of the Contract.

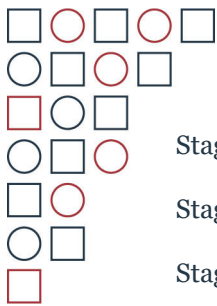
The objective of the Evaluation and Selection Process is to identify the Proposal that effectively meets the requirements of this RFP and provides the best value to NI. A Proposal may be deemed non-compliant if it is not submitted in the requested format or if requested information is not submitted. All determinations are made at the sole discretion of NI.

Table 1: Scoring Criteria for Proposals

Item	Assessment Category	Weight
Profile	The required qualifications and key competencies (education and work experience) to carry out the assignment are met by consultant (as per the presented resume(s))	30%
Technical Proposal	The Technical proposal provides a high-level understanding of the project scope. The proposal clearly indicates: 1) the proposed objectives of the work, 2) the activities to be conducted to achieve each objective, 3) the deliverable(s) for each activity. Including workplan with a timeline with specific deadlines proposed for each of the activities, milestones, and deliverables.	50%
Financial proposal	The financial proposal captures all critical components, any expenses, and justification summaries	20%
<b>TOTAL</b>		<b>100%</b>

**The Evaluation Stages**





Stage 1: Review of Mandatory Requirements

Stage 2: Review of Technical Proposal

Stage 3: Review of Financial Proposal

Stage 4: Shortlisting based on scoring of Technical and Financial Proposals

Stage 5: Interview of shortlisted candidates and final selection

Review of Mandatory Requirements: each proposal first will be evaluated for completeness of the submission. Failure to comply with any of the terms and conditions contained in the RFP including, but not limited to, failure to provide the required information or documentation, may result in disqualification.

Once confirmed that the Respondent has met the mandatory submission requirements of the RFP, Technical Proposals will be evaluated by NI based on their compliance with the requirements set out in this RFP.

Financial Proposals will be evaluated based on their compliance with the requirements as set out in this RFP.

Evaluation considerations may include but are not limited to:

- a) competitiveness of pricing
- b) compatibility of delivery schedule with needs
- c) prior performance (for previously contracted Respondents)
- d) risk assessment and identification; and
- e) managerial ability to complete the tasks set out in the RFP.

Respondents may be requested to correct errors or inconsistencies identified by NI during the proposal evaluation process. Respondents that do not comply with such requests within the timeframe communicated will be disqualified.

All the terms and conditions of this RFP and its annexure, including the Respondent's response to this RFP, will form a part of the award unless otherwise negotiated. The Respondent understands that if it proposes an amendment or additional terms to the award, these must be clearly detailed in the proposal and may affect the evaluation of the proposal.

## **ANNEX A – LETTER OF OFFER**

“We have examined the information provided in your Request for Proposals (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.”

“We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.

“Our proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from Nutrition International.

“All statements and responses to this RFP are true and accurate.”

“We understand the obligations regarding Disclosure as described in the RFP Guidelines and have included any necessary declarations.”

“We confirm that all personnel named in the proposal will be available to undertake the services.”

“We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

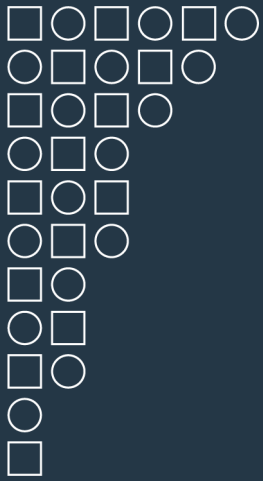
“I confirm that I have the authority of [insert name of organization] to submit this proposal and to clarify any details on its behalf.”

Name: .....

Title: .....

Date: .....

Signature: .....



[www.NutritionIntl.org](http://www.NutritionIntl.org)