

## FHI 360

### REQUEST FOR PROPOSAL DATA MANAGEMENT CONSULTANT FOR MEDICAL OXYGEN DELIVERY

<b>PROJECT TITLE</b>	Meeting Targets and Maintaining Epidemic Control – Liquid Medical Oxygen Infrastructure expansion C19RM
<b>TARGET LOCATIONS</b>	Imo, Akwa-Ibom, Bayelsa, Abeokuta, Plateau, Bauchi, Nasarawa, Abuja FCT, Nigeria
<b>GOAL</b>	To develop a data management system for medical oxygen delivery systems.
<b>PROJECT DURATION</b>	2023 – Dec 2024
<b>DONOR</b>	USAID
<b>CONSULTANCY DURATION</b>	February 25, to April 30, 2024

## BACKGROUND

Family Health International (FHI 360) is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. FHI 360 is currently implementing the “Meeting Targets and Maintaining Epidemic Control (EpiC)’ project, which is a Seven-year global project funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). Although originally designed as an HIV program, EpiC has been modified to accept Pillar 2 COVID-19 funding to prevent, prepare for, respond to, and strengthen health systems to address COVID-19 and re-emergence.

EpiC Nigeria, through funding from USAID is providing infrastructures to expand access to liquid medical oxygen (LOX) which is a safe and efficient way of storing oxygen and guaranteeing ready access to medical oxygen. This hospital-based LOX system is known as VIE (Vacuum insulated Evaporator) system and includes a storage tank, vaporizer, and piped distribution network. Eight (8) health facilities are currently being supported by the project to receive various levels of support for the LOX expansion project including piping of 150 beds, installation of 10,000-liter LOX tanks, and supply of seed stocks of liquid medical oxygen (LOX). These facilities include Federal Medical Center Owerri, University of Uyo

Teaching Hospital, Federal Medical Center Yenagoa, Federal Medical Center, Abeokuta, Abubakar Tafawa Balewa Teaching Hospital, Bauchi, Dalhatu Araf Specialist Hospital, Lafiya; National Hospital Abuja and Jos University Teaching Hospital.

Consequently, FHI 360 is currently seeking the participation of qualified and interested consultancy firms to develop a Monitoring and Evaluation (M&E) framework for the oxygen ecosystems in the mentioned facilities and national LOX program in Nigeria.

### **Purpose of the Consultancy**

The objective of the consultancy is to support FHI360/EpiC Nigeria country team in establishing a Monitoring and Evaluation (M&E) system for the oxygen ecosystems, both at the facilities and national levels. This involves collaborating with pertinent stakeholders, including the Department of Planning Research and Statistics at the Federal Ministry of Health (FMoH) and the National Oxygen Technical Working Group. The firm will conduct baseline assessment and review the current reporting systems (Clinical, operational/management and financial) across all eight (8) health facilities, the FMoH and Oxygen Technical Working Group. Thereafter, recommend an appropriate M&E system for the oxygen ecosystem. The consultancy firm will also work with FHI360/EpiC team to integrate all relevant scopes for the oxygen ecosystem and support the development of an integrated dashboard.

The consultancy assignment will be implemented in the period between February 25th and March 31st, 2024, with a total duration of 30 working days.

### **Scope of Work/ Deliverables**

This scope of work includes the following.

- Conduct desk review on relevant national and international oxygen delivery system policies, SOPs, tools and guideline documents with particular focus on oxygen data management systems.
- Conduct baseline assessment to review current reporting systems (clinical,

operational / management, financial), assess hypoxemia prevalence, estimated oxygen demand, and recommend sustainable M&E frameworks for performance monitoring and reporting of the oxygen ecosystem.

- Develop SOP and data collection tools to be used for monthly monitoring and evaluation of the oxygen delivery system.
- Facilitate with FHI 360/EpiC team to train relevant staff at the facility, State Ministry of Health and Federal Ministry of Health on the developed M&E Framework, SOPs, and tools, including the dashboard.

### **Key Deliverables**

This consultancy will deliver the following.

- Baseline assessment report of the 8- supported health facilities, SMoH and FMoH.
- A monitoring and evaluation framework for oxygen delivery service developed.
- Data management (M&E) systems set up at the health facilities.
- Electronic dashboard to track and monitor oxygen consumption at state and national level built
- Final Report and Debrief. The report will include detailed narrative report, PowerPoint slides and an end of consultancy report.

### **Skills and Qualifications of Consulting Firm**

Consultant/Firm will provide a core study team and state their expertise and role of each team member.

The selection and award will be based on the following minimum educational and experience criteria:

- Minimum of a masters' degree qualification from a recognized university in Monitoring and Evaluation, Public Health, Development Studies, Research, or any other relevant field
- Significant work experience (at least 8 years) in similar settings and in multi-sectoral projects in Nigeria with conducting data analysis, research and/or evaluation – inducting prior experience in baseline assessments and evaluations including experience in M&E framework development; capacity building of government staff; data visualization; and data analysis and reporting for large-scale projects for other similar INGOs/UN organizations.
- Demonstrated experience in working with USAID-funded projects/studies and understanding of USAID requirements for similar studies will be an added advantage.
- High proficiency in the use of qualitative and quantitative data analysis techniques and software.
- Ability to manage available time and resources and produce high-quality work under strict deadlines.
- Experience in managing and supervising teams.
- Solid report writing, analytical, interpersonal, and communication skills.
- Previous work in the targeted areas is an asset
- Fluency in English and ability to write clear and concise reports.

## Evaluation Criteria

All applications will be evaluated against a standard criterion to ensure objective outcomes. Applications will be evaluated based on the following criteria.

Criterion	Maximum number of points
-----------	--------------------------

<b>Quality of the Technical proposal Submitted for the assignment.</b>	
<ul style="list-style-type: none"> <li>· Technical proposal details a strong methodology covering both quantitative and qualitative approaches</li> <li>· Technical proposal demonstrates strong data analysis approach (candidates to detail tools for use in performing analysis)</li> <li>· Evidence proves strong command of English (written and spoken during interviews)</li> <li>· Technical proposal demonstrates strong design and implementation approach.</li> <li>· Essential technical aspects of the task addressed sufficiently.</li> <li>· A well-defined scope of the task that corresponds to the TOR</li> <li>· Clear, realistic and logical planning.</li> <li>· Work plan available and demonstrates robust planning</li> </ul>	30
<b>Financial Proposals for the assignment</b>	
<ul style="list-style-type: none"> <li>· Sufficient level of detail/cost breakdowns available</li> <li>· Cost -effectiveness</li> </ul>	20
<b>Experience in and familiarity with similar assignments</b>	
<ul style="list-style-type: none"> <li>· Consultant proves prior experience and successfully executed assignments (demonstrated by sample submission)</li> <li>· Evidence of minimum of five years' experience designing and carrying out high -quality assessments (baseline studies or evaluations included), for at least four or more of the sectors under this assessment.</li> </ul>	15
<b>Consultant's qualifications are relevant to the consultancy</b>	
<ul style="list-style-type: none"> <li>· Consultant (s) Personnel's CVs align with the minimum qualifications identified in his Statement of Work/Terms of Reference</li> <li>· Consultants(s) cover letter explains relevant experience and relevant reports from previous work (minimum of 2)</li> <li>· Relevant minimum years of working experience demonstrated</li> </ul>	10
Demonstrated ability to manage the project/consultancy timelines	15
<b>Familiarity with the Nigeria Context</b>	
<ul style="list-style-type: none"> <li>· Working experience in different regions in Nigeria or similar context</li> <li>· Experience in conducting similar studies in Nigeria r similar contexts</li> <li>· Understanding of medical oxygen needs in Nigeria</li> </ul>	5
Statutory Company Registration documents and Updated Tax Clearance Certificate for the year 2020, 2021 and 2022	5
<b>Total</b>	<b>100</b>

## **Submission of Applications**

- (i) A letter expressing interest, which includes a narrative description of the applicant's qualifications for this consultancy, outlining how the applicant's skills and experience align with the consultancy requirements
- (ii) A technical proposal demonstrating a comprehensive understanding of the Terms of Reference/statement of Work, including, but not limited to, the following elements: Consultant/ Agency profile, a detailed explanation of the methodology, a proposed activity work plan, team composition (including CVs of each team member), references from at least two recent clients, and a detailed account of previous experience in similar studies (including at least one sample of a similar study conducted) and
- (iii) Financial proposal: This proposal must present clear and concise information that aligns with the requirements of the Terms of Reference, offering cost estimates for services provided, which including travel logistics costs, consultancy fees (Daily rate) and outlined cost for proposed meetings/training sessions with stakeholders.

Clarification and enquiry related to this expression of interest can be submitted to **[KEwulum@fhi360.org](mailto:KEwulum@fhi360.org)** before **February 8, 2024**.

Expressions of interest must be delivered in PDF format and submit to the email **[VIE-Proposal2022@fhi360.org](mailto:VIE-Proposal2022@fhi360.org)** on or before **February 15, 2024**

### **FHI360 Safeguarding Policy:**

FHI 360 is committed to provide a safe environment for all employees, beneficiaries, and anyone contracted by FHI 360. This Includes taking measures to protecting vulnerable people from Sexual Exploitation and Abuse (SEA) by either FHI 360 employees or associated personnel. FHI 360 abides by child safeguarding principles. FHI 360's Safeguarding Policies apply and flow out to all FHI 360 staff, board members, volunteers, and partner staff (subcontractors, consultants, vendors, and subrecipients), regardless of the funding mechanism or amount of contract, agreement, or purchase order.