

John Snow, Incorporated (JSI) – We are public health care and health systems consultants and researchers driven by a passion to improve health services and health outcomes for all.

Applications are invited for:

Title: Request for Photography Services for the Dissemination of WHO COVID-19 Microplanning Guidance and Training Materials (October 18th)

Location: Nigeria

Period of Performance: October 18th - 19th, 2023

Background to the Project

- The USAID-funded project, MOMENTUM Routine Immunization Transformation and Equity (M-RITE), works in partnership with the Nigerian government to increase the capabilities of the health system, at national and subnational levels of the Health System of Ministry of health Nigeria Expanded Program on Immunization (EPI).
- The project seeks to address the barriers to reaching zero-dose and under-immunized children with life-saving vaccines and other health services.
- M-RITE is working closely with the Nigeria National Expanded Program on Immunization (EPI) and COVID Vaccination ramp up in the five focal States of Bayelsa, Edo, Imo, Jigawa, and Lagos, the Government of Nigeria and other routine immunization implementing partners.

Current Status of the Activity

- In November 2021, JSI Research & Training institute, Incorporated (JSI) supported World Health Organization (WHO) with technical writing and overall support to release an interim Guidance on Operational Microplanning for COVID-19 Vaccination.
- The guidance provided a 'conceptual framework' for COVID-19 vaccination microplanning at the sub-national level, including an eight-step process and standardized tools and procedures.

- Subsequently, a review of the guidance on, 1) Relevance and replicability of the COVID-19 vaccination strategies and tools in the existing microplanning guidance. 2) Vaccination rollout experiences in countries in order to gain deeper insight has since led to the an updated, expanded and refined version of the WHO COVID-19 microplanning guidance.
- In May 2023, the World Health Organization (WHO) released a revised version of the guidelines with technical writing and overall support from JSI.
- JSI is now organizing a launch event for key Routine Immunization stakeholders on the guidance and a two-day in-person microplanning training for SMOH, SPHCDA, and Local Government Area Immunization, Routine Immunization professionals, and Monitoring & Evaluation officers.

General Objective of the Assignment

- The overall objective of this assignment is to document the launch and training of the WHO COVID-19 microplanning guidance and training materials

The Assignment

- Take high resolution photos/ images of the entire proceedings.
- Capture the events on video.
- Create short video of highlights of the events.

Expected Outputs / Deliverables:

- High resolution images, short videos and full video of the launch proceedings.

Supervision:

- The photographer-videographer will be supervised by the M-RITE Snr SBC Advisor.

Schedule of Deliverables

Deliverable No.	Deliverable Name	Due Date
1	Capture proceedings of the dissemination event	Day of the event

2	Capture process of the first day of the training	Day of the event
3	Submission of electronic copies of images, short video and full video of event.	One week after implementation of the event

Terms of Payment

The vendor will be paid as follows:

- Upon signing the contract and submission of inception report.50%
- Upon completion of assignment and the same approved by M-RITE.50%

Application Procedures

Interested agencies/firms should do the following:

- Submit to M-RITE a proposal demonstrating why they think there are the most suitable for this assignment.

Selection Criteria

- Submissions will be evaluated in consideration of the Evaluation Criteria as stated below:
- The offer will be evaluated by using the Best value for money approach (combined scoring method).
- Technical proposal will be evaluated on 70%. Whereas the financial one will be evaluated on 30%.
- Below is the breakdown of technical proposal on 100%, which will be adjusted to 70%:

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Summary of Technical Proposal Evaluation Forms	Score weight
Expertise of Firm / Organization	10%
Proposed Methodology, Approach and Implementation Plan	50%
Management Structure and Key Personnel	10%
Total	70%

Financial Proposal (30%):

- To be computed as a ratio of the Proposal's offer to the lowest best price among the proposals received by M-RITE, Legal registration, Tax status etc.

Qualification of the Agency

- Experience documenting events on behalf of development and donor agencies
- Experience working with health-oriented development partners/ agencies.

Requirement / Evaluation Criteria

Bidders are expected to submit properly signed financial bid with company's letter head paper (N.B The Financial bids must be in NGN).

- Cost
- Delivery Period
- Validity period of quote
- Warranty period
- Specification

Application Closing Date

14th October, 2023.

How to Apply

Interested and qualified bidders should send their enquiries

to: jsi_integratedproject_procurement@ng.jsi.com using "Photography Services for the dissemination of WHO COVID-19 Microplanning Guidance" as the subject of the mail.

Note

- Following the requirement of the Federal Government of Nigeria, John Snow Incorporated (JSI) will deduct 5% withholding tax from the total contractual sum. Also, note that JSI- is a Non-Governmental Organization (NGO) and is VAT exempted.
- JSI reserves the right to reject any or all bids if it fails to meet the criteria or submitted after the stipulated closing date.
- Only successful bidder(s) shall be notified and will be asked to sign a Local Purchase Order (Contract document) with John Snow Incorporated.

- Note that any submission made after the stipulated date will not be considered.
- Interested vendors should apply by emailing their quotes no later than [October 14, 2023]