



Executive Secretariat

ABIDJAN-LAGOS CORRIDOR ORGANIZATION

**SELECTION OF CONSULTANTS AND CONSULTING FIRMS FOR THE
IMPLEMENTATION OF ACTIVITIES OF THE GLOBAL FUND NEW FUNDING
MECHANISM**

Reannouncement Module 4

Terms of Reference

December 19th 2016

1. BACKGROUND

The Abidjan-Lagos Corridor Organization (ALCO) is a sub-regional organization created by the Heads of State of five (05) West African countries (Côte d'Ivoire, Ghana, Togo, Benin and Nigeria) to provide cross-border response to the spread of HIV infection and facilitate the free movement of people and goods along the Abidjan Lagos Corridor.

ALCO obtained a new grant from the Global Fund called “Project for HIV/AIDS prevention among vulnerable and key populations along the Abidjan-Lagos Corridor”. It is a three (03) year Project from January 1, 2016 to December 31, 2018.

Within the framework of the implementation of the activities of the Global Fund New Funding Mechanism, the Executive Secretariat of ALCO located in Cotonou, wishes to select individual consultants and consulting firms for the conduct of various studies planned within the project.

2. OBJECTIVES

The project has the following objectives:

- Reduce by the year 2018, new HIV infections by 30% among truck drivers and other mobile populations (travelers, traders), SW, MSM, young girls and women as well as IDUs along the Abidjan-Lagos corridor;
- Reduce by the year 2018, stigma, discrimination and violence against key populations and women along the Abidjan-Lagos corridor;
- Reduce by 50% by the year 2018 the number of AIDS related deaths among target populations along the Abidjan - Lagos corridor;
- Strengthen governance, coordination, leadership and Monitoring & Evaluation in addition to the national response from member countries and ECOWAS regional response.

This grant will allow ALCO to refocus its interventions. The organization will conduct a gradual assignment of its interventions in terms of service provision and supply to national programs to focus primarily on the issues of human rights and gender among key populations (MSM, SW, PLHIV), young girls and women, strengthening the community system and advocacy.

These Terms of Reference fall within this perspective.

3. VARIOUS TYPES OF STUDIES

The terms of reference help individual consultants and consulting firms to express their interest in view of providing the services detailed below:

Module 4: HIV and key populations

Study 1: Recruit an Expert for the establishment of the program for the reduction of risks and HIV infection in view of supporting the implementation of the pilot project among IDP/IDU;

Study 2: Conduct a quick assessment in view of estimating the size of the population of IDP/IDU, including HIV prevalence in the eight (8) border sites along the Abidjan Lagos corridor

4. CONSULTING FIRMS/CONSULTANTS PROFILE

The consultant/consulting firm shall demonstrate proven expertise and relevant references on the subject matter.

For the consulting firm

For the main consultant: Hold a Graduate Degree in epidemiology, public health, social sciences or equivalent (at least Master's Degree);

For Associate Consultants: Hold a Graduate Degree in statistics, demography, socio-anthropology, social sciences or equivalent (at least Master's Degree);

In general, they must have conducted HIV related studies in the course of the last ten (10) years; conducted studies in the area of services in line with the expression of interest during the last five (05) years (institution letterhead, stamp and signature);

The conduct of studies in relation to the area of service provision within the West African sub-region specifically along the Abidjan-Lagos Corridor in the field of HIV in favor of key populations and vulnerable groups would be an asset, in the course of the last five (05) years;

Have excellent ability to work in a team, with people from different profiles and of different sexual orientation;

Have an excellent mastery of French (oral and written) and a good knowledge of the English.

5. REQUIRED DOCUMENTS

The consultants/consulting firms must provide information indicating that they are qualified to perform these services. Information must be provided in two (02) copies including one original copy. In case of disparity between the copies, the original will prevail.

The following documents are required for applications.

For consulting firm

- A letter of expression of interest duly signed by the Director of the firm, and addressed to the Executive Secretary of ALCO. This letter must specify the chosen area of services;
- A certified copy of Tax Identification Number (TIN) registration certificate;
- Duly signed copy of the curriculum vitae of the consulting firm members;

- Certified copies of the most relevant qualifications of the consulting firm members (main consultant in epidemiology, public health, or social sciences or equivalent (at least Master's Degree) - associate consultants, statistician, demographer, socio-anthropologist or social sciences or equivalent (at least Master's Degree);
- Certificates of satisfactory performance issued to the consulting firm or to the consultants at the end of studies conducted in general in the past five years;
- Certificates of satisfactory performance issued to the consulting firm or to the consultants at the end of studies conducted in the past five years in line with the area of services in the component of the expression of interest (institution letterhead, stamp and signature);
- Excellent mastery of French (oral and written) and good knowledge of English;
- Any other references that could attest the experience of the consulting firm in the area of services in the component of the expression of interest.

For studies concerning Module 4, there will be a shortlist of consulting firms upon studies, in accordance with the procedures of Quality and Cost Based Selection (QCBS).

A consulting firm or an individual consultant may apply for one or several studies per area of studies. However, a separate application must then be submitted per area.

6. SELECTION CRITERIA

Selections will be based on the following criteria:

- Relevant experience of the firm for the mission : 70 points
- Qualification and experience of key personnel: 30 points

Any candidate with a total score of 70/100 will be prequalified and will receive the request for proposal for the study concerned.

Application Form of Expression of Interest

I, the undersigned, having taken cognizance of the notice for expression of interest published by ALCO in June 2016:

1. Herby submit an application for expression of interest for selection by ALCO on shortlist basis of :
 - a) The consulting firm: (*corporate name*)
 - Or**
 - b) The consultant (*Surname and given names*);
2. Acknowledge having consulted the list of documents required for application, the areas of competence sought and necessary information for the submission of this application;
3. Indicate that the present application relates to the module below:

- 3.1 Module N°: (a single module by sheet)
- 3.2 Title of the module:
- 3.3 Study n°:.....
- 3.4 Title of the study:.....

4. Provide the following information:

4.1 Detailed geographical location:
.....
.....
.....

4.2 Mailing address:

4.3 Telephone:

4.4 Email address:

For consulting firms:

4.5 Surname and given names of the first Authority:
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4.6 Title of the first Authority: (Director,
Director General, Associate Director, etc.)

Date:

Surname, given names and title of the signatory:

.....(Duly authorized person)

Official seal