

**NETWORK OF PEOPLE LIVING WITH HIV/AIDS IN NIGERIA (NEPWHAN)**  
**VACANCY ANNOUNCEMENT FOR ENGAGEMENT OF CONSULTANTS**  
**NACA/ATM/RSSH & C19RM (2021 - 2023)**

**INTRODUCTION**

The civil society organizations (CSOs) in Nigeria contributed to the national response to COVID-19, particularly with regards to facilitating access to essential commodities and routine healthcare services. One of the key strategies employed by the ATM network in response to the disruption of essential health services include the strengthening of community led monitoring systems to identify gaps in the facility, community and government institution-based service delivery systems. The community-led monitoring (CLM) activities of the CBOs will be targeted at supporting efforts at preventing, treating and strengthening systems on COVID-19 containment. It will address gaps in the systems through an institutionalized monitoring system which will be created to facilitate the prompt detection of service disruptions and will translate these findings into advocacy agenda and social mobilization strategies to improve service uptake and enhance the quality of services received by clients. The CLM initiative is aimed at utilizing a data-driven approach to improve service delivery and client outcomes for end users of services at the facility and community levels. The CLM will enhance knowledge and awareness among community members on COVID-19/ATM and health, build capacity of community networks to increase COVID-19 case findings, active case search and contact tracing and follow up for testing campaigns; facilitate co-monitoring of HIV, TB and malaria with COVID-19 at community level to determine access, availability, accessibility, affordability and quality of services; and link the findings to the advocacy agenda and accountability platforms to enable targeted action at local, state and national level. The ATM Network will work in a total of 18 states in year 2022 & 2023.

It is against this background that NEPWHAN is looking for skilled and experienced consultants, who will Guide, Design and Develop the Electronic Information Management System (EIMS)

Below are the available positions;

**POSITION 1:**

**Role:** Consultant

**Context of Intervention:** Electronic Information Management System

**Supervision:** Network of People Living with HIV in Nigeria (NEPWHAN)

**Work Location:** FCT (NEPWHAN National HQ)

**Duration of consultancy:** 47 Days

**Overview:** In order to strengthen the generation of real-time objective information, data and reports from communities, there is a need to develop and deploy tools and electronic platforms for proper documentation of community led monitoring activities at the national, state and LGA levels. This electronic platform would also ease the process involved in collection, collation and analysis of data obtained at all levels.

The development, adaptation, deployment and maintenance of an Electronic Information Management System (EIMS) for the CLM implementation is crucial to achieving the objectives of the CLM intervention. National team will be trained on the use of the tool, they will further cascade the training to the State level participants who will use the tool for onward data collection and reporting through the EIMS platform. 810 members of the CLMTs will be trained to use the tools and platform in the project states in the 18 priority states.

**Objectives of the Consultancy: (1)**

1. To develop, validate and deploy CLM tools and electronic platforms for proper documentation at the state and LGA levels
2. Train CSOs on the use of e-tools and the EIMS for Community-Led Monitoring activities.
3. Conduct periodic maintenance and operationalization of the EIMS platform

**Overall, Scope of Work:** The Consultant will work under the leadership of NEPWHAN and supervision of the AIDS Tuberculosis and Malaria (ATM) networks to design and develop the EIMS tools and platform. He / She will facilitate the training of trainers including the review, adaptation and/or development of curriculum/modules and presentation slides that will be used during the training at the national and state levels. The documents shall provide practical guidance to ensure a pool of competent trainers are built at the national and state levels.

**TOR for the Consultancy: To deliver this task, the consultant will;**

- Conduct entry/interaction meeting with the ATM Networks to understand the networks and concept of the project.
- Develop inception report detailing method of work and implementation plan.
- Support review, adaptation or development of CLM Tools/document to be deployed on the EIMS Platform
- Develop and present a User Interface Design on the model and structure of the EIMS
- Deploy the Approved EIMS interface design on the EIMS Platform
- Develop Curriculum and User-friendly modules for virtual training of participants on the use of the EIMS Platform
- Build the capacity of CSOs on the use of e-tools and the EIMS for Community-Led Monitoring activities.
- Develop detailed consultancy report.

**Expected Deliverables**

- Inception report detailing method of work and implementation plan.
- UX Design interface of the EIMS Platform
- EIMS Platform (activated with approved CLM Tools)
- Training curriculum/modules for virtual training of participants on the use of the EIMS Platform
- Training of Trainers conducted.
- Consultancy report

**Knowledge and skill set required**

**Education/Eligibility Criteria:** The consultant is to possess the under listed:

- At least a Bachelor Degree in Computer Science/Engineering or other related discipline
- Must possess a recognized certification in Front-End or Back-End Web Development
- Must have an Online Portfolio or Reels of past web/application designed
- Must possess a recognized certification in Cyber-Security
- Experience working on Research and Data collection platforms for Healthcare Organizations and NGOs
- At least 1-2 years' experience in HIV/Malaria/TB programming and must be familiar with health and non- health sector
- Have undertaken at least one similar assignment in the last two years on EIMS/ERMS Design and deployment
- Must be resident in Abuja or its environs.

**Skills Required**

- Professional skills in Programming and Web Design and Development
- Extensive experience in Data structures and Algorithm
- Professional skills Database and SQL, Object-oriented programming (OOP) Languages
- Extensive experience in program management with special focus on community level monitoring and advocacy and health systems strengthening.
- Vast Experience and skills in Cloud computing
- Must have vast experience in the development of training modules on EIMS/ERMS
- Excellent interpersonal communication skills.
- Excellent organizational and time management skills with the ability to multitask and

- deliver high quality results in a fast-paced environment.
- Strong writing, presentation/facilitation and computer skills
- Strong sensitivity and adaptability in culture, gender, religion, race and nationality.
- Strong computer and other IT skills, including knowledge of various software for processing documents including Microsoft Office (Word, Excel and PowerPoint)
- Must be able to speak fluently, read and write in English

## **POSITION 2:**

### **INTRODUCTION**

COVID-19 has further increased the incidences of GBV and exposed women and girls as well as key and vulnerable population groups in Nigeria to greater levels of violence. To address this, the grant will also support the scale up of access to GBV services by providing hotlines, drop-in centers, safe spaces and community-based clinics, OSS with temporary staff, training materials, communication tools, as well as directory of GBV service providers. The purchase of dedicated GBV toll free lines will complement those existing in the 6 target states.

It is against this background that NEPWHAN is looking for skilled and experienced consultants at national and state levels to map, set up GBV call centers and support the training of volunteers to man the call centers. The State consultants will be engaged to conduct mapping of GBV services at State level to support the development of Directory of GBV services to enhance linkages and facilitate referrals. The national level consultant will be the lead consultant that would lead the process and coordinate the state consultants to deliver effectively on the deliverable. Both the national and state level consultants will support the set-up of GBV centers across the implementing states while staffing support will be provided to man the GBV hotlines.

**Roles:** Lead Consultant and State Consultants

**Context of Intervention:** Support and scale up existing GBV Hotlines in drop-in centers, safe places and community-based clinics, OSS with (temporary staff, training materials, communication tools as well as directory of GBV service providers) in 6 states.

**Supervision:** Network of People Living with HIV in Nigeria (NEPWHAN)

**Work Locations:** Plateau, Kwara, Kaduna, Kano, Ondo, Oyo (NEPWHAN States); Lagos, Ogun, Edo, Delta, Rivers and FCT (ACOMIN States)

**Duration of consultancy:** 15 days each

**Overview:** The lockdown measures as a result of COVID-19 contributed to the increase of GBV and exposed women and girls as well as key and vulnerable population groups in Nigeria to greater levels of violence. To address this, the grant will also support the existing and active GBV services by providing hotlines, drop-in centers, safe spaces and community-based clinics, OSS with temporary staff, training materials, communication tools, as well as directory of GBV service providers. The purchase of dedicated GBV toll free lines will complement those existing in the 6 target states.

**Objective of the consultancy:**

1. Building the capacity of the national ATM personnel on post GBV services
2. The Lead Consultant will provide oversight during the mapping of GBV PROVIDERS, development of directory the training of volunteers to man GBV center training at the state levels
3. The state consultant will conduct mapping of GBV PROVIDERS and develop a GBV directory
4. Support training of volunteers to man GBV center training, as well as the set-up of the call center.

## **Overall, Scope of Work:**

The Lead and State Consultants will work under the supervision of the ATM networks to establish Toll free lines and call center, Strengthen the capacity of facility based and community networks and platforms (drop-in centers, safe spaces, OSS community-based clinics) frontline staff and volunteers to deliver psychosocial care, trauma counselling, first aid, GBV referral pathways and relay information on available GBV services to survivors in the States, Support and Scale up existing GBV Hotlines in; drop-in centers, safe places and community-based clinics, OSS with (temporary staff, training materials, communication tools as well as directory of GBV service providers) in the states.

**1 Consultant (Lead Consultant):** He/she will provide oversight during the mapping of GBV service providers, development of directory, the training of volunteers to man the GBV center and training at the state level.

**12 Consultants (State level Consultants):** He/she will conduct mapping of GBV service providers and develop a GBV directory, set-up of GBV toll-free centers in 12 states of implementation and support training of volunteers to man the GBV toll-free centers in the states.

## **TOR for the Consultant(s)**

### **To deliver this task, the consultant will:**

- Conduct entry/interaction meeting with the ATM Networks to understand the organizations and concept of the project.
- Develop inception report detailing method of work and implementation plan.
- Installation of Toll-free lines and call centers across six states
- Support the States Unveiling/launch of the Toll-free lines
- Train support staff /volunteers on how to operate and manage the call centers
- Conduct mapping of GBV services at state levels to support the development of directories of GBV services
- Develop detailed consultancy report

## **Expected deliverables**

- Inception report detailing method of work and implementation approach.
- 288 relevant personnel from facility and community-based platforms, security personnel trained to deliver GBV support services across all 6 states.
- Volunteers trained to man the GBV call centers
- state GBV Toll free lines/centers launched.
- Mapped directory of GBV services within the States
- Consultancy report.

## **Education/Eligibility Criteria:** The consultant is to possess the under listed:

- At least a degree in public relations, social sciences or its equivalent; with experience
- working on HIV prevention programming for AYP, key and vulnerable populations issues.
- Must be a recognized member of Broadcasting Network of Nigeria or any other Information management association in Nigeria or Africa
- At least 4 years' experience in HIV/Malaria/TB programming and must be familiar with health and non-health sector
- Have experience with strategic document development.
- Have undertaken at least one similar assignment in the last two years on establishment of call centres and directories
- Must be resident in Abuja or its environs.

## Skills Required

- Must have experience setting up call centers and ability to register and get a linked organizational toll-free line
- Vast experience in setting up of Information Management Systems
- Extensive experience in program management with special focus on Gender and Human rights, advocacy and health systems strengthening
- Must have vast experience in the development of training modules on information management system
- Excellent interpersonal communication skills.
- Excellent organizational and time management skills with the ability to multitask and deliver high quality results in a fast-paced environment.
- Strong writing, presentation/facilitation and computer skills
- Strong sensitivity and adaptability in culture, gender, religion, race and nationality.
- Strong computer and other IT skills, including knowledge of various software for processing documents including Microsoft Office (Word, Excel and PowerPoint)
- Must be able to speak fluently, read and write in English

## **METHOD OF APPLICATION:**

Interested applicants should submit; (1) Detailed Curriculum Vitae, (2) 1-Page Capacity Statement (3) Inception report detailing method of work and implementation approach for the consultancy, electronically.

(i) Above documents should be attached as one **MS Word Document**.

(ii) Candidates should indicate the position they are applying for in the subject line of the email, as follows: **Name-Role-Subject Area-Location**. E.g: **Peter James -Consultant- EIMS-NEPWHAN HQ; or Abu Ayuba-Lead Consultant-GBV Hotline-NEPWHAN HQ; or Samuel Abe-State Consultant-GBV Hotline-Lagos**

### **Position 1: EIMS Consultant**

Send applications to: [hr@nepwhan.org](mailto:hr@nepwhan.org) and copy [nepwhanrecruitment@yahoo.com](mailto:nepwhanrecruitment@yahoo.com)

### **Position 2: Lead Consultant and State Consultants**

Lead consultant: Send applications to: [hr@nepwhan.org](mailto:hr@nepwhan.org) and copy [nepwhanrecruitment@yahoo.com](mailto:nepwhanrecruitment@yahoo.com)

State Consultants:

**Plateau, Kwara, Kaduna, Kano, Ondo and Oyo: Send applications to: [hr@nepwhan.org](mailto:hr@nepwhan.org) and copy [nepwhanrecruitment@yahoo.com](mailto:nepwhanrecruitment@yahoo.com)**

**Lagos, Ogun, Edo, Delta, Rivers and FCT: Send applications to: [acominnationalofficeabuja@gmail.com](mailto:acominnationalofficeabuja@gmail.com) and copy [info@acomin.org](mailto:info@acomin.org)**

### **Note:**

- Deadline for submission of application is 2 weeks with effect from date of advert placement (31<sup>st</sup> October 2022).
- The advert will be posted on NEPWHAN, ACOMIN, TB Network and NACA websites including other platforms. Potential candidates can visit these websites and reference same.
- Any candidate who fails to adhere to above instructions will be disqualified.