



National AIDS Council

Co-ordinating the multi-sectoral response to HIV and AIDS

CALL FOR EXPRESSION OF INTEREST

REVIEW OF THE NATIONAL AIDS COUNCIL RISK MANAGEMENT FRAMEWORK

TENDER NUMBER: NAC/CB/15/2018

Qualified individuals and/or companies are invited to participate in the review of the National AIDS Council's Risk Management Framework.

For the detailed Terms of Reference please refer to the NAC website: - www.nac.org.zw.

CLOSING DATE: 16 JULY 2018

PROVISION OF CONSULTANCY SERVICE

1. The National AIDS Council (NAC) (hereinafter described as “the Purchaser”), hereby invites sealed bids from individuals or companies for the provision of consultancy service described in detail in this call for expressions of interest.
2. This invitation to bid is being offered to individuals or companies on the clear understanding that its contents are strictly confidential and may not be disclosed to any third party without prior written permission of (NAC).
3. There is no intention that the proposed resultant contracts will in any way be limited to any specific individual or service provider, and the terms of reference are based on generally achievable performance requirements.
4. **The most economically advantageous proposal shall be accepted. The purchaser reserves the right to accept the bid in whole or part or not to accept any bids at all.**
5. **Proposals shall be submitted as one original plus two (2) copies.** In the event of any discrepancy between them, the original shall govern.
5. **Bids must be enclosed in sealed envelopes and endorsed on the outside with the advertised tender number, the description, the closing date, and must be posted in time to be sorted into P. O. Box MP 1311, Mt Pleasant, Harare or delivered by hand to: The Procurement Unit, National AIDS Council, 100 Central Avenue, Harare at 10:00 hours on or before the closing date.**
6. The deadline for the submission of bids is **16 July 2018 at 1000 hours**
Bids received after that date and time will not be accepted. Bids will be opened shortly after the specified deadline in the presence of bidders’ representatives.
Bidders are invited to attend.
7. **Individuals and/ or companies must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) and proof of such registration must be attached.**

Failure to comply with the above will lead to automatic disqualification

Terms of Reference

Review of National AIDS Council Risk Management Framework

1. BACKGROUND INFORMATION

1.1 The National AIDS Council (NAC) is a parastatal under the Ministry of Health and Child Care (MOHCC). NAC was formed through an Act of Parliament, National AIDS Council Act (Chapter 15:14). NAC Head Office is located at number 98/100 Central Avenue in Harare. The NAC mandate is to provide for measures to combat the spread of Human Immuno Virus (HIV) and Management, Coordination and Implementation of programmes that reduce the impact of HIV and AIDS.

1.2 The President of Zimbabwe is the Patron of NAC and the NAC Board provides an oversight role. The Board reports to the Minister of Health and Child Care. The board has five (5) committees and these are listed as follows:-

- The Executive Committee
- Operations, Advocacy and Strategic Information Committee,
- Audit and Risk Management Committee,
- Finance and Administration Committee, and the
- Governance, Human Resources and Benefits Committee.

1.3 NAC Management is headed by Dr T. Magure, the Chief Executive Officer. He is supported by six (6) Directors who head the following departments:-

- Operations,
- Finance and Administration,
- Human Resources,
- Audit,
- Monitoring and Evaluation, and
- Information and Communication

1.4 NAC's lower structures consists of 10 Provincial offices and 82 administrative district offices. The table below refers:-

NAME OF PROVINCE	NO. OF DISTRICT OFFICES (DAACs)
Harare	12
Mashonaland East	9
Mashonaland Central	8
Mashonaland West	8
Midlands	9
Manicaland	8
Masvingo	8
Bulawayo	6
Matabeleland North	7
Matabeleland South	7

- 1.5** Oversight role at Province and District level is provided by Provincial AIDS Action Committees (PAACs) and the District AIDS Action Committees (DAACs) respectively.
- 1.6** The Provincial Offices are headed by the Provincial Managers who are supported by officers in Finance and Administration, M & E and IT departments. The District Office are manned by one officer, the District AIDS Coordinator.
- 1.7** NAC is also a Sub Recipient of Global Fund and has four Sub-Sub Recipients (SSRs) engaged to implement the 2018-2020 grant. The SSRs are listed in the table below:

SSRs:

No.	SSRs and Location	Area of Operation
1	Plan - Harare	Chimanimani, Kwekwe, Umguza, and Umzingwane
2	ZACH - Harare	"
3	UNFPA	Whole Country
4	CESHAR	"

2. OBJECTIVES

The NAC Board is committed to effectively manage risks relating to operational, financial, compliance, and strategic that may militate against the organization's attainment of planned goals. The Board strives to ensure that there are sound corporate governance systems; effective financial controls, enterprise risk management and ICT systems; compliance with rules and regulations and internal policies. The areas to be targeted by this review are the Risk Management Policy, Risk Management Strategy, and the Risk Based Auditing Methodology for the Internal Audit Department.

The specific objectives of reviewing the NAC Risk Policy and Framework are to:

- To simplify the Risk Register layout for ease of adoption and implementation by all NAC employees.
- To promote an open fora for discussing Operational and Strategic risks facing the National AIDS Council.
- To retrain all staff members including risk champions, middle and senior management in order for them to appreciate the essence of risk identification and management.
- To update the Risk Policy by incorporating any changes that may have taken place over the years.

3. SCOPE OF WORK

The amount of work required in order to achieve the above stated objectives would involve undertaking some of the procedures stated below:-

- Review the NAC Risky Policy and Framework and simplify it for easy implementation.
- Visit, on a sample basis, NAC provincial and district offices, and also sub-sub recipients,
- Review the Risk Management Policy, Risk Management Strategy and Risk Based Auditing Methodology for Internal Audit in line with current trends.
- Streamline and simplify the risk register for ease of implementation.
- Train staff, Risk Champions and management to appreciate the essence of risk management (risk identification and risk monitoring).

4. TIMEFRAME

The exercise is expected to be completed within 90 days from the date appointment

5. BUDGET AND PROPOSAL

Bidders are expected to come up with their detailed budget/fees for undertaking the activity, together with a detailed proposal of how they intend to carry out the work, including timeframes.

6. REQUIREMENTS

The specific requirements of the Consultant are as follows:

- Applicants should possess a minimum of a degree in accounting and/or risk management. A relevant master's degree such as an MBA and MBL will be an added advantage. In addition, possession of relevant professional qualifications such as CA, ACCA, CIMA, and CISA shall be considered.
- The bidder must be registered with the relevant professional and regulatory bodies and the proof of such registration must be attached
- Firms of Chartered Accountants should have sound knowledge and experience in developing and reviewing enterprise risk management policies.
- A minimum experience of five (5) years in developing and reviewing risk management policies will be required.
- Complete the work within 90 days of being appointed.

7. EVALUATION CRITERIA

Bidders will be evaluated for their capability and responsiveness. Substantially responsive bids will be evaluated based on their relative effectiveness in meeting the criteria and specifications as listed below;

		Score
1	Compliance to mandatory requirements	15
2	Compliance to scope of work as outline	40
3	Qualifications	5
5	At least five(5) consultancy experience of the similar nature	6
6	Registration with relevant bodies	4
7	Timeline of completion	10
8	Financial Proposal	20
	Total Score	100