



THE GOVERNMENT OF KADUNA STATE

MINISTRY OF EDUCATION

INVITATION TO TENDER FOR CONSULTANCY SERVICES FOR THE ADOLESCENT GIRLS INITIATIVE FOR LEARNING AND EMPOWERMENT (AGILE) PROJECT

1.0 Introduction

- 1.1 The Kaduna State Government, through the Ministry of Education, is desirous of engaging Project Consultants in providing professional support to the State Project Steering Committee and the State Project Implementation Unit of the Adolescent Girls Initiative for Learning and Empowerment (AGILE) project.
- 1.2 In compliance with the provisions of the Kaduna State Public Procurement Law 2016, the Ministry of Education, on behalf of the Kaduna State Government, invites interested, qualified, competent, experienced and reputable registered Project Consultants to submit pre-qualification documents for the post of Consultant, AGILE project.

2.0 Responsibilities

2.1 State Project Steering Committee

The Terms of Engagement of the Consultant to the State Project Steering Committee will principally be to support the Committee to carry out oversight functions in the following aspects:

1. Matters relating to the coordination of project activities, to ensure the smooth implementation of the State's project plans.
2. Development of annual work plan for the respective components in line with the Project Implementation Manual (PIM) and geared towards achieving the agreed indicators of the project
3. Implementation of all the work plan activities to achieve the project results guided by the Project Appraisal Document (PAD) and PIM.
4. Supporting the Commissioner of Education in monitoring and reviewing project implementation progress to ensure that the desired project objectives are achieved.
5. To interpret and ensure proper understanding and application of all project-related guidelines, manuals, tools, and others for effective and efficient program implementation.
6. To add value to the project delivery indices other than what is captured in these terms of engagement.

2.2 State Project Implementation Unit (SPIU)

The Project Consultant will provide support to the SPIU in the following areas:

1. Matters relating to the coordination of project activities, to ensure the smooth implementation of the State's project plans.
2. Developing and finalizing the annual work plan for the respective components in line with the Project Implementation Manual (PIM) and geared towards achieving the project's agreed indicators for the State Steering Committee's approval.
3. To implement all the work plan activities to achieve planned project results guided by the provisions of Project Appraisal Document (PAD) and PIM.
4. Proactively supporting the PIU in identifying bottlenecks impeding the project's speedy implementation and device strategies or mechanisms for resolving such impediments towards fast-tracking project implementation process.
5. Routinely supporting the PIU in monitoring and reviewing project implementation progress to ensure that the desired project objectives are achieved.
6. To interpret and ensure proper understanding and application of all project-related guidelines, manuals, tools and others for effective and efficient program implementation.
7. To add value to the project delivery indices other than what is captured in these terms of engagement.

3.0 **Pre-Qualification Requirements**

3.1 **Technical Bids**

Interested reputable Consultants are requested to submit the following Pre-qualification documents:

- i. Certificate of registration/incorporation with the Corporate Affairs Commission (CAC)
- ii. Evidence of current registration with the Kaduna State Public Procurement Authority (KADPPA).
- iii. Company Audited Account for three years **(2017, 2018 and 2019).**
- iv. Evidence of current Tax Clearance Certificates for three years **(2017, 2018 and 2019)-**
- v. Evidence of similar verifiable consultancy service in projects successfully executed/completed/on-going with attached copies of award letters, payment and completion certificates.
- vi. Evidence of VAT registration and remittances.
- vii. Any other relevant information.

Please NOTE: The documents should be arranged in the order listed above, paginated and signed by the Bidder.

4.0 **Submission of Documents**

- a) Complete Documents are to be submitted in three (3) hard copies each (One original and two copies).
- b) The documents must be inserted in separate sealed envelopes with the title "Pre-qualification documents for Project Consultancy Service for the Adolescent Girls Initiative for Learning and Empowerment (AGILE) project" clearly marked at the top right-hand corner of the envelope.
- c) All the envelopes must bear the **name and contact number of the bidder** at the rear sides and addressed to:

**The Commissioner,
Kaduna State Ministry of Education.
State Secretariat, Independence Way, Kaduna,
Kaduna State.**

- d) The Pre-qualification documents shall be placed in a large outer envelope which is to be dropped into the **Bid Box at the Conference Hall, Ministry of Education not later than 12:00 pm, on Wednesday, 24th February 2021.**
- e) Failure to comply with this requirement of separate and sealed envelopes for documents shall lead to disqualification.

5.0 **Opening of Bids**

The Pre-qualification documents received **shall be opened immediately after the close of receipt of bids** in the presence of the Bidders at:

**The Conference Hall,
Kaduna State Ministry of Education.
State Secretariat, Independence Way, Kaduna,
Kaduna State.**

6.0 **General Notice**

- a) Original Copy of the pre-qualification documents shall be opened at the close of submission.
- b) Only the bids that meet the pre-qualification requirements shall be considered.
- c) This advertisement shall not be construed as contract award or any commitment on the part of the Ministry; nor shall it entitle any company/firm to make any indemnity from the Ministry by virtue of such company/firm having responded to this advertisement.
- d) Response to this advertisement does not oblige the Kaduna State Government or its Agencies/Agents to consider responding to bidder's bid.
- e) The Client reserves the right to accept any bid, annul bid proceedings, or reject any or all bids at any time before contract award, without incurring any liability, or any obligation to inform Bidders on the grounds for the action.
- f) Late submission will be rejected.
- g) Submission of the bid through e-mail or fax will not be accepted.
- h) All submissions must be made in the **English** Language.

Signed:
Commissioner,
Ministry of Education