



REQUEST FOR EXPRESSION OF INTEREST (EoI) FOR CONSULTANCY SERVICES

1. INTRODUCTION

The Universal Service Provision Fund (USPF) was established by the Nigerian Communications Act, 2007 to facilitate the achievement of national policy goals for universal service and universal access to Information and Communication Technologies (ICTs) in rural, un-served and under-served areas in Nigeria.

The Universal Service Provision Fund (USPF) further to the implementation of the 2016 budget and in compliance with the requirements of the Public Procurement Act, 2007 hereby invites qualified and reputable firms with proven experience to express interest to undertake the following Consultancies:

LOT NAME	CONSULTANCY	DESCRIPTION OF CONSULTANCY
TA	Technical Auditors for USPF Projects	To assist the Universal Service Provision Secretariat (USPS) in the supervision of its various projects to ensure completion on time, on budget and on quality.
TSS	Tenders Support Services	To offer advisory services to the USPS in the implementation of USPF 2016 projects
IA	Impact Assessment of USPF Projects	To carry out Impact Assessment of all USPF Projects
AR	Production of USPF Annual Report	To produce the USPF Annual Report for Year 2016
ISS	Innovative ICT Solution and Services	To Support Young Innovators for ICT Penetration in Nigeria
SMP	USPF SMP 2013-2017	To conduct a Mid -Term Review of USPF Strategic Management Plan 2013-2017
BMR	Board and Management Retreat	To Facilitate the USPF Board and Management Retreat for Year 2016
IUS	ICT Utilisation and Sustainability	To Hold Consultations and Awareness on ICT Utilisation and Sustainability
FM	Fund Manager	To act as Fund Managers for the USPS
EA	External Auditors	To audit the accounts of the USPF for the year 2015

2. RELEVANT TELECOMMUNICATIONS EXPERIENCE

The bidders shall be required to demonstrate the following competencies:

- A general understanding of telecommunications networks.
- Ability in terms of manpower and expertise to work with various entities (USPF, Vendors, Operators, Community leaders etc.)
- An understanding of the telecommunications terrain in rural areas of Nigeria
- An understanding of what the USPF projects entails
- Experience with technical works, including ICT, hardware/software development/deployment and proof of previous project experience
- Relevant technical and business deployment potential with reference to similar projects done
- Strong client orientation, pro-active relationship management skills, good track records in technical capacity building and client relationship management especially in Nigeria
- Any other relevant information that would support your company's proposal.

3. GENERAL ELIGIBILITY

All bids must comply with the requirements of Public Procurement Act, 2007 and interested bidders must submit the following documents:

- Evidence of incorporation with Corporate Affairs Commission. Companies must enclose Certified True Copies (CTC) of the certificate of incorporation and form CAC 7 and CAC 2.
- CTC of the Articles and Memorandum of Association of their Company, which must show that the Company has ICT related activities as part of its objectives
- Three years Tax Clearance certificates (2013, 2014, 2015)
- Evidence of Value Added Tax (VAT) registration certificate and past remittances.
- Audited accounts for the last three years (2013, 2014, 2015)
- Evidence of filing annual returns for the last three years (2013, 2014, 2015) with Corporate Affairs Commission
- Provide verifiable evidence of financial capacity to execute the project.
- A proper understanding of ICT solutions.
- Evidence of similar works done.
- Company profile and organizational structure, including names and resume of key personnel and technical staff with addresses and phone numbers.
- Current Pension Clearance Certificate from PENCOM and evidence of Compliance Certificate with Industrial Training Fund (ITF) Act No. 19 of 2011.
- Evidence of compliance with the Employee's Compensation Act which stipulates a remittance of 1% of the total annual emolument of workers to NSITF.
- Evidence of registration on the National Database of Contractors, Consultants and Service providers. Bidders are requested to submit an Interim Registration Report (IRR) issued by Bureau of Public Procurement (BPP) as evidence of compliance with this requirement in line with the provision of Section 5 (h) of the PPA, 2007.
- A sworn affidavit that the firm is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to conclusively participate in this project.

4. SPECIFIC CONDITIONS

In addition to the general eligibility the prospective Consultants shall also be required to demonstrate the following minimum competencies for the specific consultancies below:

- Impact Assessment of USPF Projects**
 - Extensive experience in impact assessment.
 - Sufficient understanding of the Nigeria telecommunications industry and Universal Services and Universal Access issues
 - Relevant academic qualifications and human resources.
 - Profile of company should show documentary evidence and other information to demonstrate qualifications of staff and work experience.
- Production of USPF Annual Report**
 - Extensive experience in publishing

- Relevant academic qualifications and human resources.
- Profile of company should show documentary evidence and other information to demonstrate qualifications of staff and work experience.

c. Innovative ICT Solution and Services

- Expertise in ICT
- Good knowledge of the Nigerian telecommunications industry
- Practical understanding of universal access issues
- Excellent communication and facilitation skills
- Must have successfully implemented similar events
- Ability to mobilise investors and young entrepreneurs
- Events management skills
- Expertise in Project Management

d. USPF SMP 2013-2017

- Expertise in telecommunications
- Minimum of five years of proven professional experience in the field of monitoring and evaluation
- Expertise in the field of monitoring and evaluation of the telecoms sector
- Good knowledge of the Nigerian telecommunications industry
- Practical understanding of universal access issues
- Excellent communication and facilitation skills
- Minimum ten years experience in organizational development, strategic planning and programme/project planning and management consultancy

e. Board and Management Retreat

- Expertise in telecommunications
- Good knowledge of the Nigerian telecommunications industry
- Practical understanding of universal access issues
- Excellent communication and facilitation skills
- Ability to engage high level policy makers
- Evidence of successful execution of similar jobs
- Minimum 10 years' experience in organizational development, strategic planning and programme/project planning and management consultancy

f. ICT Utilisation and Sustainability

- Extensive experience in community development initiatives, especially community led development.
- Sufficient understanding of the Nigerian telecommunications industry and Universal Services and Universal Access issues
- Sufficient understanding of the unique ICT potentials in the different geopolitical regions
- Relevant academic qualifications and human resources.
- Profile of company should show documentary evidence and other information to demonstrate qualifications of staff and work experience.

g. Fund Managers

- Membership of a relevant Professional body with a valid license to practice in Nigeria
- Good and practical knowledge of International Financial Reporting Standards (IFRS) and International Public Statement of Accounting Standards (IPSAS)
- Track record of ability to manage public funds efficiently for a period of not less than five years
- The firm must show evidence of a sound financial position for the last five (5) consecutive years
- The Ideal Fund Manager must be able to demonstrate ability in managing different classes of assets
- Adequate knowledge of Microsoft Great Plains (GP) Accounting Solution is key
- Evidence of valid registration with Financial Reporting Council of Nigeria (FRCN)
- Evidence of valid registration with Security and Exchange Commission (SEC)

h. External Auditors

- Membership of a relevant professional body with a valid license to practice in Nigeria
- Good and practical knowledge of International Financial Reporting Standards (IFRS) and International Public Statement of Accounting Standards (IPSAS)
- Track records of audit of similar Public Funds for a period of not less than five years
- The firm must show evidence of sound financial position for five (5) consecutive years
- Adequate knowledge of Microsoft Great Plains (GP) Accounting Solution is key
- Evidence of valid registration with Financial reporting Council of Nigeria (FRCN)
- Evidence of valid registration with the Office of the Auditor General for the Federation.
- Evidence of valid registration of firm and partners with the Institute of Chartered Accountants of Nigeria (ICAN).

5. Submission of Documents

The Expression of Interest (EoI) should be submitted in a sealed envelope clearly marked USPF EoI – LOT NAME - at the top right corner with name of the company clearly printed on the reverse side of the envelope and reach the office of the undersigned on or before **June 28, 2016 by 11.00 a.m.**

The Secretary

Universal Service Provision Secretariat
Nigerian Communications Commission, 9th Floor
Plot 423 Aguiyi Ironsi Street, Maitama - Abuja

Please note that submissions may be subject to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities.

6. DISCLAIMER

- Submissions after the date and time specified above shall be rejected.
- All cost incurred by bidders in response to this advert or enquiries shall be borne by such bidders and not the USPF
- USPF is not bound to shortlist any bidder, and reserves the right to annul the bidding process at any time without incurring any liabilities or proffering any reasons for the annulment.
- This advertisement is published for information purposes, and should not be construed as a commitment or obligation on the part of the USPF to award contract.

For further clarification on the advertisement, please email: uspfprocurement@ncc.gov.ng

Signed : **Management,**
Universal Service Provision Fund