January 9th 2024

TENDER FOR DETAILED REVIEW AT ATIKU INSTITUTE FOR DEVELOPMENT.

Atiku Institute for Development is a division of American University of Nigeria. Tenders are invited for the provision of Detailed Review services for the Atiku Institute for Development from its inception in 2016.

The American University of Nigeria Board of Trustees requests sealed bids for a consulting firm to review Atiku Institute for Development. The Atiku Institute for Development is focused on developing solutions to the challenges faced by the people of Nigeria through research in areas of Health, Education, Human Capital Development, and Peace Building. Our scope includes conducting research on development issues**,** Developing proposals for interventions to address challenges**,** Implement funded and sponsored projects**,** Conduct project and program evaluations**,** Facilitate knowledge sharing through hosting seminars, workshops, and conferences in Nigeria and beyond**,** Conduct capacity building activities**,** Support students with internship opportunities, Facilitate multi-country and multi institutions partnerships to share knowledge**,** Support State and non-state entities to develop evidence-based strategic plans and Provide Fellowship opportunities to Faculty from institutions of higher education in Nigeria and beyond.

Country: Nigeria

City: Yola, Nigeria

Type: Consulting firm

Career Category: Administration/Finance

Years of Operations 10 years

Period of Review from inception (2016 to July 31, 2023)

SCOPE

We are currently seeking proposals from reputable consulting firms to conduct an overall Review of the Center, including Donors' funds received from inception, Management fee given to AUN, operational expenditure, payroll, benefits, and other relevant areas and ensure Process alignment with AUN.

REVIEW OBJECTIVES

The objective is to identify adequately:

- Total donors' funds received from inception to 31 July 2023.
- Total management fee paid to AUN
- Operational expenditure, including payroll and benefits with business justification and indicate any exceptions noted
- Perform process review to ensure Atiku Institute for Development process alignment with AUN.
- Proffer recommendations as necessary.

JOB DESCRIPTION

Tenders are invited for the provision of a Detailed Review for Atiku Institute for Development from its inception in 2016. Atiku Institute for Development's financial year runs from 1st August to 31st July 2024. The contract will be for one-off review by Atiku Institute for Development, Tenders should clearly articulate their capability and experience of carrying out these services in Nigeria, interested Consulting firms are requested to submit a Tender document of not more than 15 pages for the technical proposal and 4 pages for the financial proposal. The proposal should contain the following information:

- Organizational Profile
- Proposed approach to review work.
- Details of relevant experience within the International Development Sector
- Review Improvements and value add that could be offered to Atiku Institute for Development
- Profile of senior staff such as Review partner, Manager, and Review Lead who would supply the services including the location of staff.
- Tax Clearance Certificate for the last 3 years
- Indicative workplan
- Financial Proposal- Providing a full breakdown of hours per member of staff and any additional charge.
- Evidence of registration with required statutory agencies (CAC, SCUML,) etc
- Provide an overview of your company, including a brief description of your company's history, ownership structure, financial stability, philosophy/culture, and approximate number of employees.
- Describe your expertise in our industry, outlining your ability to provide expertise and experience in the areas of health benefit plan analysis and design.
- Please indicate any other services, capability, designation or experience that differentiates your organization from the competition.
- A cover letter shall be included with the proposal on the firm's letterhead with a duly authorized signature and company stamp/seal. The letter will include the Name of Business, Address, Contact Person, Phone Number, and Email Address.
- Proposals will be evaluated based on what is deemed to be in the best interests of Atiku Institute for Development, including such factors as the bidder's experience and expertise in the provision of tax and review services, the flexibility of the proposal, and total cost. The cost will not be the sole factor in evaluating bids.
- Tender documents submitted late shall be rejected.
- All submissions must be in English language and services will be provided in Nigeria and payment made in Naira.
- Failure to comply with the instruction(s) and provide any required document(s) may automatically result in disqualification.
- Tender documents submitted late shall be rejected

GENERAL INFORMATION:

- This RFP shall not be construed to be a commitment on the part of American University of Nigeria, nor shall it entail the applicant to make any claim(s) whatsoever and/or seek any indemnity from American University of Nigeria, by virtue of such applicant having responded to this RFP.
- American University of Nigeria will not be responsible for any cost or expenses incurred by any interested party in connection with any response to an inquiry nor shall it entitle any party submitting documents to claim any indemnity from American University of Nigeria.
- The American University of Nigeria reserves the right to reject any and all proposals, to waive informalities in proposals, and to accept the proposal deemed to be in the best interest of the American University of Nigeria.

Method of Application

Bids should be submitted in sealed envelopes clearly marked "Tender for the Provision of Detailed review Services" and should be addressed to:
The **Purchasing and Procurement Manager**
American University of Nigeria, Lamido Zubairu Way, Yola By-pass, Yola, Adamawa State until Noon, January 19th, 2024
NOTE: All electronic Bid Responses should be sent ONLY to **procurement@aun.edu.ng** any other correspondences will be termed invalid

SIGNED

Purchasing & Procurement Manager

APPENDIX A

DETAILED REVIEW BID FORM

COMPANY INFORMATION:

Name…….

Corporate Head office Address:
……
……

Certificate of Incorporation Number…….

VAT Registration Certificate Number…….

Number of Branches in Nigeria…….

Does your company have a national coverage ……

CAPITAL BASE

Assets……Naira

Shareholders' funds…...……Naira

Profit Before Taxes……...Naira

(Include evidence of Tax Clearance Certificate for the past three years)

Year founded/Established…….

Web site…….

Name of Company Reviewers…….

BOARD MEMBERS:

1. Chairman/CEO (Name)…….…...

   Address……

   ……

   ……

   Telephone Nos……

   Fax Nos……...……

   E-mail address……

2. Name……...

Address…… Telephone …… Nos…….……...

E-mail address…….……

3. Name……...

Address……

Telephone Nos……...

E-mail address……

4. Name……

Address……

Telephone Nos……...

E-mail address……

5. Name……...

Address……

Telephone Nos.……...

E-mail address.……

Note. Please enclose brief profile of key management staff and their experiences.

PRODUCTS/SERVICES

List your available services

a) ……
b) ……
c) ……
d) ……
Others……

List of 10 major clients and contact phones

1) ……
2) ……
3) ……
4) ……
5) ……

Please note that the Atiku Institute reserves the right to verify the claims by your company.

Total Number of Clients……..

Does your company accept electronic payment …….?

RESPONDENT

……. ……

NAME SIGNATURE/DATE

DESIGNATION……..……