



THE GOVERNMENT OF KADUNA STATE

KADUNA STATE PLANNING AND BUDGET COMMISSION

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES TO CONDUCT DATA MANAGEMENT AND INFOGRAPHICS TRAINING

1.0 BACKGROUND

Under the leadership of Malam Nasir El-Rufai, the Kaduna State Government has placed emphasis on developing a robust plan which is informed by real and timely data that will match and inform the annual budget of the State. The Economic Intelligence Unit (EIU), which was established to consistently monitor and forecast macro-economic trends, needs to constantly work with data and produce timely reports.

Infographics are now used to explain, summarize and beautify reports for the public to read and understand easily. PowerPoint Presentations are also done with few words, infographics on the other hand provide an even more concise and easily understood document for the audience.

The Planning and Budget Commission wishes to equip its personnel with the skill set required to manage and present data in an accessible format, and is therefore inviting reputable Consulting firms to express interest in providing this service.

2.0 OBJECTIVE OF THE CONSULTANCY

The main objective of this Service is to train staff of the Planning and Budget Commission on Data Management and Infographics.

3.0 SCOPE OF SERVICE

The scope of this Consultancy is to:

- i. Identify strategic areas in which the Staff of the Planning and Budget Commission are to be trained on Data Management and Infographics;
- ii. Conduct workshops/trainings on Data Management in two (2) batches, 25 persons per batch;
- iii. Conduct workshops/trainings on Infographics in two (2) batches, 25 persons per batch;

4.0 INPUT

The anticipated input of the Consulting Firm should be a 3-man team for a duration of 10 days (5 days per batch).

5.0 EXPECTED OUTPUT (Deliverables)

- Detailed step by step training on Data Management and Infographics and how to use it in the day-to-day schedule of duty;
- Detailed Training modules which can be used as a refresher course after the 5-day training;
- Detailed final report on the training complete with attendance list and pictorial evidence.

6.0 ELIGIBILITY CRITERIA

Documentation required from interested, reputable Consulting firms include, but are not limited to the following:

- a. **Certificate of Registration/Incorporation with the Corporate Affairs Commission/Business Name.**
- b. **Evidence of Current Registration with Kaduna State Public Procurement Authority (2019)**
- c. **Evidence of current Registration of Business Premises with Kaduna State Ministry of Commerce, Industries and Tourism (2019).**
- d. **Company/Principal Partners' (where Partnership) Audited Accounts for 2016,2017 & 2018.**
- e. **Evidence of Financial Capability and Banking Support.**
- f. **Key Personnel with their qualifications, professional registration, years of experience and experience on similar jobs.**
- g. **Evidence of at least three (3) similar verifiable projects successfully executed or/and in progress within the last three (3) years. (Provide evidence of awards, certificates of payment, practical completion and/or making good certificates where applicable).**
- h. **VAT Registration and evidence of remittance for 2016,2017 & 2018.**
- i. **Tax Clearance/ Personal income Tax Certificate of Principal Partner (where Partnership)**
- j. **Any other relevant information that would be helpful in determining the Firm's suitability for the work.**
- k. **Company should have good turn over to gain some advantage.**
- l. **Evidence of Compliance with ITF (2019) obligations**
- m. **Evidence of Compliance with PENCOT (2019) obligations**

7.0 **QUALIFICATION AND EXPERIENCE OF FIRMS AND KEY CONSULTANTS**

Interested reputable firms should also have at least 5 years' proven experience in training on MS Office Packages, Data Management and infographics.

The firms must have undertaken at least two similar assignments in Nigeria and/or elsewhere in the last 5 years.

A team of three key staff will be set up to deliver on the consultancy assignments. They are expected to be able to demonstrate:

I. Core competencies:

- *Knowledge Sharing and Continuous Learning*
- *Team Work/Communication/Self-Management*
- *Results Orientation and Commitment to Excellence*
- *Be fluent in English Language and possess strong communication skills*

Qualifications And Experience Key Staff

The key Consultants must be professionals with experience in the areas of Economics, Statistics, Graphics Design, in-depth computer application and ICT.

- The team leader must be an experienced trainer of not less than 10 years, with cognate expertise in the Public Sector, particularly with at least 5 years cognate experience in training public officers on Data Management and Analysis.*
- The other two (2) resource persons should have a minimum of 4 years relevant experience in graphic design, computer application and ICT.*

7.0 **SELECTION OF CONSULTING FIRM**

The firm will be selected through **Consultants Qualification Selection (CQS)** method in accordance with the procedures set out in the Kaduna State Public Procurement guidelines.

Interested Consulting firms may obtain further information at the address below during office hours (9.00am to 4.00pm) local time (Monday - Friday).

8.0 **SUBMISSION OF EXPRESSION OF INTEREST**

Interested firms are to submit one (1) original and seven (8) copies of their Expression of Interest to the address below not later than three (3) weeks from the date of this publication in a sealed envelope marked "**Expression of Interest**".

**The Commissioner
Planning and Budget Commission
No. 16 Muhammadu Buhari Way,
Kaduna, Nigeria**

9.0 **OPENING OF EXPRESSION OF INTEREST**

All Expression of Interest (**Eoi**) submissions received will be opened immediately following the deadline for the submission of interest on the **30th May 2019** at 12.00noon, at the **Planning and Budget Commission Conference Hall Kaduna**.

For further enquiries, please contact **08133198695 or 07037240007**. **Only Shortlisted Firms will be invited on a later date for collection of Request for Proposal.**

10. **DISCLAIMER**

- The Planning and Budget Commission will not be responsible for any cost or expenses incurred as a result of responding to and / or the preparation of submission in response to this publication by any interested party.
- The Commission reserves the right to reject any application and will not entertain any litigation in respect of this advertisement.
- Note that this exercise places no commitment on the Commission nor establishes any legal relationship whatsoever.