

**NIGERIA CENTRE FOR DISEASE CONTROL
PLOT 801 EBITU UKIWE STREET,
JABI, ABUJA**

NOTICE BOARD ADVERT

**CALL FOR APPLICATIONS FROM FISCAL (FIDUCIARY) AGENTS
TO SUPPORT THE FISCAL MANAGEMENT OF A US-CDC GLOBAL HEALTH
SECURITY EBOLA GRANT (GHS-EBOLA) AWARDED TO
THE NIGERIA CENTRE FOR DISEASE CONTROL**

The Nigeria Centre for Disease Control (NCDC) is a recipient of the US-CDC Global Health Security Ebola Grant, under a non-research Cooperative Agreement (CoAg) and is in the third year of implementation of the five-year award which started in 2014/2015 and will end by 2019/2020 budget year. The continuation will be subject to availability of funds. The third year award will be ending on 29th September, 2017. As part of the requirements for implementing this award, a Fiscal (Fiduciary) Agent is expected to be engaged to carry out risk assessments of the capacity of NCDC to undertake public financial management of this fund in relation to practices, controls and accountability consistent with the spirit of the CoAg.

A. Scope of Work

The responsibilities of the Fiduciary Agent will include but not limited to the following:

- i. Establishing good governance and ensuring strong financial management practices, including robust internal and financial controls and risk management.
- ii. Ensuring funds are fully accounted for, under contract prevailing terms and conditions.
- iii. Processing payments and disbursements.
- iv. Maintaining Financial Records and Financial Reporting.
- v. Instituting and Applying procurement practices applicable under the terms and conditions for the CoAg.

- vi. Work with NCDC to develop a plan of action (POA) designed to address the fiscal deficiencies in administering CDC grantee award.
- vii. Identify and determine training needs of staff and provide plan of action.
- viii. Provide monthly, quarterly and annual progress report aimed at meeting the set-out CoAg targets.
- ix. Collect and manage funds from the Project Management System (PMS).
- x. Monitor receipts and disbursements on monthly basis, and by categories.

B. Deliverables

- i. A workplan that outlines the Fiscal agent's approach and procedures to be performed and timelines for activities.
- ii. Project Management ad hoc support, including but not limited to meeting logistics deliverables, such as meeting scheduling and coordination, summaries of meeting with stakeholders, coordinating deadlines and meeting materials preparation.
- iii. Risk assessment report
- iv. Monthly and weekly progress report

Most of the work will be carried out on-site at the NCDC offices/outlets nationwide

C. Eligibility Criteria

Interested bidder(s) that meet the following criteria may apply:

- i. Certificate of incorporation under the Nigeria Corporate Affairs Commission (CAC).
- ii. Have at least 2 years cognate experience in handling US-CDC project's fiscal management or in other allied organizations in Nigeria, and/or outside Nigeria.
- iii. Evidence of immediate past three years tax Clearance Certificate from the FIRS.
- iv. Evidence of three years company's audited accounts.
- v. Evidence of Registration with the Bureau of Public Procurement (IRR Certificate)
- vi. Evidence of Registration with the National Pensions Commission
- vii. Evidence of Registration with the Industrial Training Fund (ITF)

viii. Evidence of Registration with the Nigeria Social Insurance Trust Fund (NSITF)

Submission of Applications

Qualified organizations are required to submit hard copies of their applications and Company profile with other supporting documents in a sealed envelope to the following address:

**The National Coordinator/CEO
Nigeria Centre for Disease Control
Plot 801 Ebitu Ukiwe Street
Abuja, Nigeria**

ATTENTION: Head, Procurement Unit

Or send electronic copies of the application/requested documents to sunday.ameh@ncdc.gov.ng, with copies to sikiru.badaru@ncdc.gov.ng

Deadline for submission is at **1p.m. on Wednesday, 23rd August, 2017**

Signed

MANAGEMENT