



FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
AFRICA CENTRE OF EXCELLENCE
FOR MYCOTOXIN AND FOOD SAFETY

safer foods, secured living

920211 Main Campus, GidanKwano, Federal University of Technology Minna, Niger State, Nigeria.
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(REQUEST FOR PROPOSAL)

ON

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN
[ESMP]

INDIVIDUAL CONSULTANT

FOR

AFRICAN CENTER OF EXCELLENCE FOR
MYCOTOXIN & FOOD SAFETY BUILDING
(ACEMFS)

AUGUST, 2022



FEDERAL REPUBLIC OF NIGERIA

**STANDARD REQUEST FOR PROPOSALS
FOR THE SELECTION OF INDIVIDUAL
CONSULTANTS**

For

PUBLIC PROCUREMENT

In

NIGERIA

BUREAU OF PUBLIC PROCUREMENT (BPP)

**SECOND EDITION
JANUARY 2011**

NOTICE TO USERS

The attached Letter of Invitation for proposals from individual consultants and the related contracts (lump-sum and time-based) have been prepared by the [Bureau of Public Procurement] for the recruitment of individual consultants to carry out ;

- (a) services remunerated on a lump-sum contract, the scope and time of which can be determined fairly accurately (simple studies, tasks with a short term duration) and ;
- (b) for activities remunerated on a time-based contract (advice to the Government, technical assistance, training, etc) the duration of which is usually longer-term. Individual consultants are hired where support from a "home-office" of a consulting firm is not required or activities where:
- (c) teams of personnel are not required,
- (d) no additional outside (home office) professional support is required, and
- (e) the experience and qualifications of the individual are the paramount requirement.

The RfP is normally issued after a pre-selection process has taken place through advertising in the media (Request for Expressions of Interest – EoI). The EoI process is used to prepare a short list upon careful analysis of the EoI submissions and approval of the short list in accordance with the approval procedures described in the Regulations for the Use of Consultants Services. The short-listed Consultants are then invited to submit a proposal. In the case of the selection of Individual Consultants, the Procuring Entity may also approach possible candidates it has on its roster or through direct contracting when needed for assignments for which the candidate has a unique expertise.

A simple Letter of Invitation is sent to the shortlisted or selected individual consultants considered suitable for the assignment, accompanied by terms of reference, a model curriculum vitae (CV) to list the consultant's qualifications and experience, a draft letter for the consultant to submit a proposal, an annex to permit the consultant to provide comments on the Terms of Reference, and a draft contract, either for a lump-sum or time-based assignment. Once the Terms of Reference have been agreed by the contracting parties, they will be attached to the Contract as the "*Description of Services*".

The attached model draft contracts only include the general contract dispositions, which should be adapted as necessary for each contract. The notes in the standard text as well as the footnotes should be deleted from the final text.

Letter of Invitation

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.....
.....

1. The African Center of Excellence for Mycotoxin and Food Safety (ACEMFS) Federal University of Technology, Minna invites proposals for consulting services for the following assignment : **Environmental and Social Management Plan**. The purpose of doing the assignment is as follows:

1.1 OBJECTIVES OF THE SERVICES REQUIRED

The specific objectives of the proposed studies are as follows:

- To acquire knowledge required to create an interdisciplinary and experience based educational model that will prepare graduates on the rapidly emerging need for innovations at the nexus of food security, food safety, agricultural productivity and economics from local to global scales.
- To be able to foster impactful interdisciplinary research and implement solutions that will improve the quality of life of Africans through fit-for-purpose interventions fostering economic growth and access to sufficient safe food for all.
- To be able to address Africa's shortage of expertise and applicable solutions to ensure a safe, controlled and sufficient food supply that will support economic growth and public health.

1.2 SCOPE OF THE SERVICES REQUIRED

The core tasks for the ESMPs shall include:

- Assess the potential environmental and social impacts related to construction activities and recommend adequate mitigation measures, including costs estimation.
- Identify responsibilities and actors for the implementation of proposed mitigation measures
- Assess the capacity available to implement the proposed mitigation measures, and suggest recommendation in terms of training and capacity building, and estimate their costs.
- Develop an Environmental and Social Management Plan (ESMP) for the work. The ESMP should underline
 - (i) The potential environmental and social impacts resulting from construction activities
 - (ii) The proposed mitigation measures;
 - (iii) The institutional responsibilities for implementation;
 - (iv) The monitoring indicators;

- 1
- (v) The institutional responsibilities for monitoring and implementation of mitigation measures;
 - (vi) The costs of activities; and
 - (vii) The calendar of implementation.
- Consultations: The ESMP results and the proposed mitigation measures will be discussed with relevant stakeholders mainly involved by the construction activities. Recommendations from this consultation will be included in the final ESMP report.
 - Preparing the ESMP according to the generic contents below:

The objective of the study is to prepare an environmental and social management plan (ESMP) for the proposed upgrade of research facilities (laboratories) and the construction and maintenance of an animal house..

The ESMP should consists of a well-documented set of mitigation, monitoring, and institutional actions to be taken before and during construction and rehabilitation of the required facilities towards minimizing and elimination of the adverse environmental and social impacts. It should also include the measures needed to implement these actions, addressing the adequacy of the monitoring and institutional.

2. More details on the requested services are provided in the Terms of Reference included in the attached Request for Proposals.

3. The African Center of Excellence for Mycotoxin and Food Safety (ACEMFS) Federal University of Technology, Minna will make available the necessary documents and reports and other information concerning this assignment. You may obtain additional information at the following address: Abubakar Haruna. African Center of Excellence for Mycotoxin and Food Safety (ACEMFS) Office, Bosso Campus, Federal University of Technology, Minna 08023753751 bakarharuna@futminna.edu.ng

5. This Invitation has been addressed to the following short-listed consultants :

1. Messrs Planet Care and Environmental Solutions Limited
2. Messrs Hochenmu Global Services Limited
3. Messrs Hospitalia Consultaire

6. A candidate will be selected on the basis of comparison of individual qualifications (Curriculum Vitae and Experience).

7. The following forms are attached :

- (a) Terms of Reference ;
- (b) Model of Curriculum Vitae ;
- (c) Model of Letter for submitting the Proposal ;

(d) Form for Observations of the Consultant on the Terms of Reference ;

(e) Draft Contract, to be completed by the Consultant, including the financial proposal ;

8. Please inform us, upon receipt :

(a) that you received the letter of invitation ; and

(b) whether you will submit a proposal.

Yours sincerely,


ABUBAKAR HARUNA
DD Procurement Unit



EVALUATION REPORT

REQUEST FOR PROPOSAL

PROCUREMENT UNIT, FUTMIN



FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
AFRICA CENTRE OF EXCELLENCE
FOR MYCOTOXIN AND FOOD SAFETY

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FINANCIAL TENDERS REPORT
(REQUEST FOR PROPOSAL)

ON

ENVIRONMENTAL AND SOCIAL MANAGEMENT
PLAN [ESMP]

INDIVIDUAL CONSULTANT

FOR

AFRICA CENTRE OF EXCELLENCE FOR
MYCOTOXIN & FOOD SAFETY BUILDING
(ACEMFS)

AUGUST, 2022

REQUEST FOR PROPOSAL EVALUATION REPORT ON:

PROCUREMENT OF SERVICES FOR ESMP INDIVIDUAL CONSULTANT

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APPENDICES

- Appendix I:** Attendance list at Opening of Pre-qualification Bids
- Appendix II:** Copy of Advertisement in ACEMFS website and Notice Boards

1.0 INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to

- i. Intimate the ACEMFS and the University Management with the results of the evaluation exercise conducted on the consultants Technical and Financial proposals.
- ii To recommend the most suitable and favorable Proposal which has satisfied the criteria for the award
- iii. To recommend favorable conditions necessary for the successful rendering of the consultancy service within the specified period

1.2 BACKGROUND TO THE SERVICES REQUIRED

The services involved the provision of consulting services for the Environmental and Social Management Plan (ESMP) for the Construction of ACEMFS Building at the main campus, Gidan Kwano.

1.3 OBJECTIVES OF THE SERVICES REQUIRED

The specific objectives of the proposed studies are as follows:

- i. To conduct an Environmental and Social Assessment of the planned developments in order to identify and assess their potential environmental and social impacts;
- ii. To provide an overview of the environmental baseline conditions of the proposed subprojects, summarize the potential impacts associated with the construction works, and set out the management measures required to mitigate any potential impacts in a series of sector specific Environmental and Social Management Plans (ESMPs).
- iii. To be utilized by the contractors, to be commissioned by ACEMFS for the sub-projects, and will form the basis of site-specific management plans that will be prepared by the contractors as part of their construction methodology prior to works commencing.
- iv. To carry out consultations with relevant stakeholders. The outcome of the consultations will be reflected in the ESMP report and incorporated into the project design as appropriate;
- v. To prepare and cost an Environmental and Social Management Plan (ESMP) detailing mitigation measures as well as institutional roles and responsibilities in the operationalization of the ESMP;

- vi. Appraise the project activities and determine any potential negative and positive impact on the environment;
- vii. Identify sensitive components of the existing environment within the project area and environs;
- viii. Establish the existing state of the environment and identify sensitive components of the existing environment within the project area and area of potential project influence.

1.4 SCOPE OF THE SERVICES REQUIRED

The core tasks for the ESMPs shall include:

- Assess the potential environmental and social impacts related to construction activities and recommend adequate mitigation measures, including costs estimation.
- Identify responsibilities and actors for the implementation of proposed mitigation measures
- Assess the capacity available to implement the proposed mitigation measures, and suggest recommendation in terms of training and capacity building, and estimate their costs.
- Develop an Environmental and Social Management Plan (ESMP) for the work.

1.5 PERFORMANCE EVALUATION:

Independent performance assessment of the ESMP developed will be presented to the ministry of environment for approval, this would also be a criterion for award of certificate of compliance in due course.

1.6 REPORTS AND TIME SCHEDULE :

Report shall be produced and send to Center Leader, Safeguard Officer and copy Procurement Office.

1.7 DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE

PROVIDED BY THE CLIENT:

- i. Project Appraisal Document
- ii. Relevant project documents
- iii. Access to relevant stakeholders

1.8 INDICATION OF WORK PROGRAMME AND LOCATION(S)

The various activities to be carried out by the Consultant shall be in the **UNIVERSITY CAMPUSES AT GIDAN KWANO AND/OR BOSSO)**

2.0 METHOD OF TENDERING

Open tendering method was used through public advertisement in the ACEMFS website and tenders notice boards on Monday June 6, 2022.

2.1 PRE QUALIFIED CONSULTANTS

The following three (3) consultants who responded to the invitation were pre-qualified for Request for Proposal (RfP) stage.

Consultants

1. Mr. Joseph Galu Peter-Agba
2. Mr. Abdulkarim Marwa Haruna
3. Mr. Iyobhebhe Sebastine

3.0 REQUEST FOR PROPOSAL

3.1 PURPOSE OF REQUEST FOR PROPOSAL

A. Technical Proposal

The request for proposal (Technical Proposal) section provides the standard format that permits the requested technical information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate the technical proposals in accordance with the established selection criteria. The completed forms will indicate details of the Consultant's organization and experience, methodology, work plan, work schedule, team composition and task assignments, and staffing schedule.

These criteria are as follow:

Criteria, sub-criteria

	<i>Points</i>
(i) Specific experience of the Consultant with International Development Agency (IDA) of the World Bank (WB) relevant to the assignment.	[20]
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference.	[10]
(a) Technical approach and methodology	[10]
(b) Work plan	[40]
(iii) Total points for criterion (i) & (ii):	
Professional staff qualifications and competence for the assignment.	[15]
(a) Academic qualification	[15]
(b) Professional qualification	[15]
(c) Year of Experience (2points / year)	[15]
(d) Languages spoken (5points / Language)	[60]
Total points for criterion (iii) :	100
TOTAL POINTS	
The minimum Technical Score St required to pass is :	[70]Points.

iv.

If the co.
Registrar

Thank you

20/09/2

B.

Financial Proposal : Standard Forms

This section provides the standard format that permits the requested financial information to be presented in a clear, precise and readily available manner and allows the Client to easily understand and evaluate the financial proposals in accordance with the established selection criteria.

4.0 EVALUATION RESULTS**4.1 TECHNICAL EVALUATION RESULT: REQUEST FOR PROPOSAL**

S/N	RFP	Mr. Joseph Galu Peter-Agba	Mr. Abdulkarim Marwa Haruna	Mr. Iyobhebhe Sebastine
1	EXPERIENCE (20%)	18	16	16
2	METHODOLOGY (10%)	8	8	8
3	WORK PLAN (10%)	8	8	8
4	PROFESSIONAL QUALIFICATION			
	i. Academic Qualification (15%)	13	13	13
	ii. Professional Qualification (15%)	13	12	0
	iii. Year of Experience (15%)	13	13	13
	iv. Languages Spoken (15%)	12	8	13
	TOTAL SCORE	85	78	71

In compliance with the BPP guidelines specified in the Standard Request for Proposal for Procurement of Services, the consultants that met the 70% and above were considered for submission of financial Proposal.

Sl. No.	NAME OF COMPANY (Messrs)	Responsiveness of quotations (Yes/No)	COMPARISON OF QUOTATIONS		Total price (N)	Delivery schedule (period in weeks)	Ranking
			SUBMITTED	CORRECTED			
1	Mr. Joseph Galu Peter-Agba	YES	6,156,795.00	6,156,795.00	6,156,795.00	5	1 ST
2	Mr. Iyobhebhe Sebastine	YES	7,122,125:00	7,122,125:00	7,122,125:00	5	2 ND
3	Mr. Abdulkarim Marwa Haruna	YES	7,254,920.00	7,254,920.00	7,254,920.00	4	3 RD
4	RESERVED PRICE		5,675,000:00	5,675,000:00	5,675,000:00	4	

5.0 RECOMMENDATION FOR AWARD

Based on the results of the Pre-Qualification, The Request for Proposal (RfP) and the Financial Proposal of the individual consultants, **Mr. Joseph Galu Peter-Agba** is hereby recommended for the award of the contract for **consultancy service (Environmental and Social Management Plan)** at the reserved price of **Five Million, Six Hundred and Seventy Five Thousand Naira (N 5,675,000.00)** only with a completion period of Four (4) weeks.

PROPOSAL EVALUATION COMMITTEE

- 1. Abubakar Haruna Procurement Officer ACEMFS - Chairman *[Signature]*
- 2. Mr. Bijim Habila Silas Safeguard Officer ACEMFS - Member *[Signature]*
- 3. Dr. Helen Shnada Auta M&E Officer ACEMFS - Member *[Signature]*
- 4. Mrs Fumilayo Okoinemen Proj. Acctant ACEMFS - Member *[Signature]*
- 5. Mr. Shafiu Sule Auditor - Member *[Signature]*
- 6. Mr. Yandalu Yusuf Finance Officer - Member *[Signature]*
- 7. Mr Ado Malik Ass.Proj Acc. ACEMFS - Secretary *[Signature]*

(A) Registrar
 Approval is hereby given for the appointment of **Mr Joseph Galu Peter-Agba** for the consultancy services.
Abubakar Haruna
 20/09/22

(B) Head, Procurement
 Produce the letter, pls
Ado Malik
 20/09/22

FEDERAL UNIVERSITY OF TECHNOLOGY

P.M.B. 65, Minna, Niger State, Nigeria.

VICE-CHANCELLOR

Prof. Abdullahi Bala, PhD, FSSN

REGISTRAR

Mr. A. N. Kolo, B.Sc., M.Sc., FIICA, ACIPM



Tel: +234 703 586 2582

Website: www.futminna.edu.ng

E-mail: registrar@futminna.edu.ng

OFFICE OF THE REGISTRAR

Your Ref: PU/SERV/ACEMES/03/2022

20th September, 2022

Our Ref:

Mr. JOSEPH GALU PETER AGBA,
No. 56, Gana Street,
Beside Access Bank Pls,
Maitama, Abuja.

PROVISIONAL AWARD OF CONTRACT FOR CONSULTANCY SERVICES FOR THE ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR AFRICAN CENTER OF EXCELLENCE FOR MYCOTOXIN & FOOD SAFETY BUILDING (ACEMES) AT FUT MINNA


This is to notify you that the Vice-Chancellor approved your proposal for Consultancy Services for the Environmental and Social Management plan at the sum of **Five Million, Six Hundred and Seventy-Five Thousand Naira (₦5,675,000.00)** only with a completion period of **Four (4) weeks** as corrected and modified in accordance with the instructions to consultants clause 32.1 is hereby accepted by the Tenders' Board of Federal University of Technology, Minna.

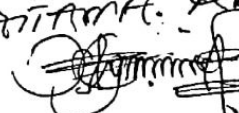
The award is provisional and subject to the following terms and conditions

- i. You are requested to proceed with the rendering of the Services on the basis that this notification of award shall constitute the formation of a contract, which shall become binding upon you furnishing us with signed contract agreement.
- ii. Agreeing to render consultancy services for Environmental and Social Management plan for the whole of the said services in strict compliance with the approved proposal, as well as the conditions of engagement.
- iii. Agreeing to the completion period as recommended, calculated from the official date of taking possession of the contract signing.
- iv. That no Fluctuation or Variation of Prices shall be entertained whatsoever.

If the conditions stipulated above are acceptable to you, please send your Acceptance letter to the Registrar within Twenty- One (21) days from the date of this letter.

Thank you.


Mr. A. N. Kolo
Registrar

ORIGINAL COPY IS
COLLECTED BY ME
MR. JOSEPH GALU PETER AGBA
NO. 56, GANA STREET
MAITAMA, ABUJA.
 21/09/2022

JOSEPH GALLU PETER – AGBA

(N.D,B.Sc, M.Sc, NES, NCA, NMGS)

Contact Address: The Mall, 56 Gana Street Maitama, Abuja
Branch Office: Suit A19, Kays Plaza, 48 Ebitu Ukiwe Street, Jabi, Abuja-Nigeria
Mobile: +234(0)8036045496, +234(0)8057795577
E-mail: joophagba@gmail.com,

21/09/2022

The Registrar
Federal University of Technology Minna
P.M.B. 65, Minna ,
Niger State,
Nigeria.

Dear Sir,

**ACCEPTANCE LETTER FOR THE CONSULTANCY SERVICES FOR THE
ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP) FOR
AFRICA CENTRE OF EXCELLENCE FOR MYCOTOXIN AND FOOD
SAFETY (ACEMFS) AT FUT MINNA.**

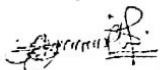
Reference to your letter of award dated 20th September, 2022. I write to accept the offer at the sum of Five Million, Six Hundred and Seventy – Five Thousand Naira (N5,675,000.00) only, for the above mentioned services.

I promised to handle the assignment professionally with best practice and to complete as at time schedule.

Thank you

I remain

Sincerely



Joseph Gallu Peter – Agba (ESMP Consultant)

No.56 Gana Street, Maitama, Abuja.