Request for Proposals (RFP)

PF No. and Title: NG-3456 – To Conduct a Cross-sectional Validation Study of Vitamin A Biomarkers Among Children in Katsina State

Individual Consultant-Research Coordinator

Application reference	NG-Sol2596
Issue date	20/10/2026
Submission deadline	27/10/2026
Contracting entity	Helen Keller International (Helen Keller Intl)
Place of performance	**Katsina State, Nigeria**
Consultancy duration	14 months
Required field residence	Katsina State during the study data-collection period
Anticipated start date	November 1, 2026
Submission email	nigeria.recruitment@hki.org

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Read this Call for Applications and all attachments in full, paying particular attention to the instructions and requirements. Issuance does not oblige Helen Keller Intl to engage a consultant or to pay costs incurred in preparing a submission. Treat the information and details in this application process as private and confidential.

SECTION 1: Introduction, Eligibility of Applicants, and Definitions

Introduction

Helen Keller International (Helen Keller Intl) is a nonprofit organization dedicated to saving and improving the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. Helen Keller Intl invites eligible individuals to apply for engagement as an Individual Consultant - Research Assistant in Katsina State, Nigeria.
The purpose of this Call for Applications is to select a qualified individual consultant for the Research Assistant assignment on the basis of relevant qualifications, experience, technical merit, proposed approach and cost. Applicants are required to submit a cover letter, comprehensive CV/resume, Technical Offer and Financial Offer, together with the required Conflict of Interest Declaration.

Eligibility of Applicants

Individuals applying for this consultancy must have the legal right to work in Nigeria, demonstrate the capacity to undertake the Scope of Work, provide the required declarations and be willing to comply with applicable Helen Keller Intl requirements.

Required Qualifications and Experience

- Bachelor's degree or equivalent qualification in Statistics, Biostatistics, Data Science, Epidemiology, Public Health, Nutrition, Dietetics, or another relevant field.
- Demonstrated practical experience in research data management, data cleaning, validation, quality assurance, and analysis.
- Strong practical experience using Stata or R for data management and analysis, together with strong Microsoft Excel skills for data cleaning, validation, formulas, and management of large datasets.
- Experience programming electronic data-collection tools using ODK or a comparable platform, including appropriate skip logic, validation rules, constraints, calculations, and other built-in quality controls.
- Demonstrated ability to identify data-quality problems, investigate their causes, document and track data queries, and support timely resolution.
- Experience conducting descriptive analyses, including frequencies, summary statistics, cross-tabulations, and preparation of routine data summaries.
- Prior experience supporting field surveys, research studies, or large-scale data collection.
- Experience managing and reconciling information collected through both electronic and paper-based systems.
- Strong analytical, organisational, problem-solving, and communication skills, with excellent attention to detail and commitment to data confidentiality.
- Ability to work effectively in a multidisciplinary team and provide responsive technical support to field personnel.
- Good written and verbal communication skills in English, and willingness and ability to work in Katsina State and travel to study locations as required.

Desirable Experience and Skills

- Training or experience in nutrition, dietetics, dietary assessment, or related nutrition research is highly desirable.
- Experience working with dietary-recall data, biomarker or biospecimen data, or GIS/geospatial data is an added advantage.
- Ability to communicate in Hausa is highly desirable.

"Applicant" means an individual applying for this consultancy assignment. "Consultant" means the individual selected and contracted by Helen Keller Intl to undertake the assignment. "Application" or "proposal" means the cover letter, CV, Technical Offer, Financial Offer and required declaration submitted in accordance with Section 3. "Conflict of Interest" and "Affiliate" are defined in Annex A.

SECTION 2: Scope of Work

Program Background

Helen Keller is seeking an individual consultant to serve as Research Assistant for a field-based cross-sectional study in Katsina State, Nigeria, assessing vitamin A status among young children and evaluating vitamin A biomarkers. The Research Assistant will provide technical support for study implementation, with a strong focus on electronic data collection, data management, data quality assurance, analysis, and field research support. Working closely with the Research Coordinator and study investigators, the consultant will support the development and testing of study tools, maintain high-quality study databases, conduct routine data-quality checks and analyses, and ensure that issues identified in incoming field data are promptly documented, communicated, and resolved. Strong practical experience in data management and analytics is required. Experience with biospecimen collection and analysis, as well as dietary data collection and analysis in a research setting, is highly desirable.
The anticipated consultancy engagement duration is 14 months, and the assignment requires residence in Katsina during the study data-collection period.

Scope of Work, Key Objectives and Activities

Under the supervision of the Research Coordinator and in coordination with the study team, the Research Assistant will be responsible for the following activities.

Research Tools & Electronic Data Collection

- Support the Research Coordinator in the development, adaptation, review, and field testing of questionnaires, paper logs, dietary assessment forms, and other study materials.
- Develop, programme, test, and maintain electronic questionnaires using ODK or other approved electronic data-collection platforms.
- Configure appropriate skip logic, validation rules, constraints, calculations, and other built-in quality controls within electronic questionnaires.
- Conduct systematic testing of electronic forms before deployment and document identified issues, corrections, and approved versions.
- Support deployment of approved tools to field devices and provide technical assistance to field teams on their use.

Data Management & Quality Assurance

- Support development and implementation of the study data-management plan, data dictionary, file-naming conventions, and routine data-quality procedures.
- Monitor incoming data routinely for completeness, accuracy, consistency, duplication, missing values, outliers, and adherence to study procedures.
- Develop and maintain data-quality checks and tracking systems for data queries, corrections, and resolution of identified issues.
- Communicate data queries promptly to the Research Coordinator and relevant field teams and follow up until issues are appropriately resolved.
- Maintain clean, organised, secure, and version-controlled study databases and ensure appropriate handling of identifiable research data.
- Ensure accurate entry, verification, and reconciliation of all paper logs and paper-based dietary recall forms, including checks to identify and resolve transcription and data-entry errors.
- Support linkage and reconciliation of participant information across survey modules, dietary assessment records, and biomarker or biospecimen records, where applicable.

Data Analysis & Reporting

- Clean, prepare, label, document, and maintain datasets for routine monitoring and statistical analysis.
- Conduct routine descriptive analyses, including frequencies, summary statistics, cross-tabulations, and other analyses required for study monitoring and reporting.
- Use Stata, R, or other approved statistical software to support data cleaning, analysis, and reproducible data-management workflows.
- Generate regular data-quality, recruitment, and field-progress summaries to support timely decision-making during study implementation.
- Prepare analytical tables, charts, and other data summaries for review by the Research Coordinator, investigators, and study team.
- Support management and analysis of GIS or geospatial data, where applicable.
- Maintain clearly documented analysis files, syntax, scripts, and data-processing records to support reproducibility and auditability.

Field Implementation & Logistics Support

- Support organisation and implementation of interviewer training, pilot testing, survey deployment, and field monitoring activities.
- Manage field logistics in coordination with the Research Coordinator and Helen Keller Logistics Officer, including preparation and tracking of tablets, forms, and other study materials.
- Provide ongoing technical and data-management support to interviewers and supervisors during fieldwork and troubleshoot data-collection issues promptly.
- Participate in field monitoring visits and support verification of compliance with approved data-collection and data-management procedures.
- Escalate significant data-quality, protocol, or operational concerns to the Research Coordinator promptly and support follow-up to resolution.
- Maintain complete documentation of data-management activities, form revisions, data queries, corrections, and database updates, and contribute to routine study reports and presentations.

Deliverables and Illustrative Timeline

The following outputs will be produced through the responsibilities above, in accordance with the approved protocol and agreed study workplan. Specific delivery dates will be agreed with the supervising lead and Principal Investigators.

Output	Required contribution	Timing
Electronic data-collection tools	Developed, programmed, tested and maintained electronic questionnaires; documented form testing, corrections and approved versions; deployed approved tools to field devices.	During study preparation and before/during field deployment.
Data management and quality assurance	Study data-management support, data dictionary and file conventions; routine data-quality checks; query, correction and resolution tracking; clean, secure and version-controlled databases.	Throughout data collection and data-management activities.
Analysis and monitoring summaries	Clean and documented datasets; descriptive analyses; data-quality, recruitment and field-progress summaries; analytical tables, charts and other data summaries.	Routinely throughout study implementation and reporting.

Output	Required contribution	Timing
Field implementation and technical support	Support for interviewer training, pilot testing, field deployment and monitoring; tablet/form tracking; technical and data-management troubleshooting during fieldwork.	During preparation, deployment and field implementation.
Documentation and reporting	Documented analysis files, syntax/scripts, data-processing records, form revisions, data queries, corrections and database updates; contributions to routine study reports and presentations.	Throughout the assignment and at relevant reporting stages.

Anticipated Consultancy Period and Engagement Terms

The anticipated consultancy engagement duration is 14 months. The assignment requires residence in Katsina State during the study data-collection period and travel to study locations as required. The start date will be confirmed by Helen Keller Intl. No relocation allowances are available for this consultancy assignment.
The start date, final remuneration/payment arrangements and other contractual terms will be confirmed in the written consultancy agreement issued by Helen Keller Intl. Applicants must submit a Financial Offer as part of the application, including the proposed professional fee/remuneration and any other costs necessary to perform the assignment.

SECTION 3: Application and Proposal Instructions

The application must comprise the following components: (1) Cover Letter and supporting documents, (2) Comprehensive CV/Resume, (3) Technical Offer, (4) Financial Offer, and (5) completed and signed Conflict of Interest Declaration. The Technical Offer and Financial Offer must be submitted as separate documents/files, and no cost information should be included in the Technical Offer. All application materials must be in English.
Incomplete applications or submissions that do not address the stated requirements may not be considered.

Cover Letter and Supporting Documents

The cover letter must identify the Individual Consultant - Research Assistant assignment, explain your suitability with reference to Sections 1 and 2, and provide your address, email and telephone number. State the submission date, a 90-day application validity period, your availability and your ability and willingness to work in Katsina State, reside there during the study data-collection period, and travel to study locations as required within the anticipated 14-month consultancy engagement.
Confirm your written and verbal English capability and indicate your ability to communicate in Hausa, where applicable. The cover letter should briefly summarize relevant experience and confirm availability. Attach a current CV/resume, the signed Conflict of Interest Declaration in Annex A, a valid government-approved identity document, Taxpayer Identification Number documentation, and copies of relevant certificates or licences where applicable.

Comprehensive CV / Resume

Present education, relevant qualifications and work experience clearly, starting with the most recent experience. Demonstrate practical experience in research data management, data cleaning, validation, quality assurance and analysis; use of Stata or R and Microsoft Excel; programming of electronic data-collection tools such as ODK; support to field surveys or research studies; and management of electronic and paper-based data. Identify dietary-assessment, biomarker/biospecimen or GIS/geospatial experience where held.

Provide at least three professional references, including each referee's name, organization, relationship to you, address, email and telephone number. Helen Keller Intl reserves the right to contact references and to seek clarification of application information.

Part 1: TECHNICAL OFFER

Prepare the Technical Offer in Microsoft Word, single-spaced, with consecutively numbered pages. The Technical Offer should be clear, concise and sufficiently detailed to demonstrate your understanding of the assignment, relevant experience, proposed approach and availability. Do not include any financial or cost information in the Technical Offer.

1. Past Performance / Relevant Experience - maximum 2 pages

Describe assignments similar in nature and scale to the requested research and data-management support, including electronic data collection, data cleaning and quality assurance, statistical analysis, field-survey support and management of electronic and paper-based data. For each relevant assignment, state the scope, your responsibilities, deliverables, dates and client or employer. Highlight dietary, biomarker/biospecimen or GIS/geospatial experience where held.
Provide at least three professional references for relevant previous work. Reference contact details do not count toward the two-page limit.

2. Technical Approach - maximum 2 pages

Explain your understanding of the study objectives and Scope of Work, and how you would carry out the requested responsibilities. The technical approach should address the following areas:
Electronic data collection: development, programming, testing and deployment of ODK or comparable electronic questionnaires, including skip logic, validation rules, constraints, calculations and version control.
Data management and quality assurance: database organisation, routine quality checks, data-query tracking and resolution, reconciliation of electronic and paper-based information, and secure handling of identifiable research data.
Data analysis and reporting: data cleaning, documentation, descriptive analysis, summary statistics, cross-tabulations, analytical tables and charts, and reproducible workflows using Stata, R or other approved software.
Field implementation support: interviewer training and piloting, tablet/form preparation and tracking, field troubleshooting, monitoring visits and escalation of significant data-quality or protocol concerns.
Workplan and availability: a proposed sequence of activities across the anticipated 14-month engagement, including residence in Katsina State during the study data-collection period and travel to study locations as required.

3. Individual Qualifications and Availability - maximum 3 pages, excluding CV

Provide a brief statement explaining how you meet the minimum qualifications and experience requirements in Section 1 and identify any desirable qualifications or experience you possess.
The statement should include:

- Country and current place of residence;
- Proposed availability/start date;
- Ability to undertake the assignment for the required duration;
- Ability and willingness to reside in Katsina State during the required field period;
- Oral and written proficiency in English and Hausa; and
- Any travel arrangements that may be required to undertake the assignment.

Where travel to Katsina or other study locations will be required, the applicant should indicate the anticipated travel arrangements and any relevant assumptions.Do not include travel costs in the Financial Offer. No relocation allowance is available.

Part 2: FINANCIAL OFFER

Submit the Financial Offer separately from the Technical Offer. The Financial Offer should provide a clear and detailed cost proposal for the full consultancy engagement. It should state the proposed professional fee/remuneration, the basis of payment (for example, monthly, daily or deliverable-based), quantities or level of effort where applicable, applicable taxes and any other costs required to complete the assignment.
Provide sufficient detail to allow Helen Keller Intl to assess the reasonableness and realism of the proposed costs and their consistency with the Technical Offer. Clearly state all cost assumptions and identify any costs expected to be covered directly by Helen Keller Intl. Do not include a relocation allowance. Payment terms will be confirmed in the resulting written consultancy agreement.

Conflict of Interest Disclosure

Complete and sign Annex A. Helen Keller Intl may reject an application where an actual or potential conflict could adversely affect independent performance. Failure to provide an accurate declaration may also lead to rejection.

Submission Requirements

A complete submission must include the cover letter, comprehensive CV/resume, Technical Offer, Financial Offer and signed Conflict of Interest Declaration, together with the supporting documents requested above. The Technical Offer and Financial Offer must be submitted separately. Cost information must appear only in the Financial Offer.
Incomplete applications or applications that do not address the stated requirements may not be considered. No relocation allowances are available for this consultancy assignment.

SECTION 4: Evaluation Criteria and Basis for Selection

Helen Keller Intl will assess applications for compliance with the requirements and suitability for engagement as the Individual Consultant - Research Assistant. Selection will follow a best-value approach, considering technical merit, relevant qualifications and experience, demonstrated ability to perform the Scope of Work, and the reasonableness of the Financial Offer.
The following criteria will guide the assessment. Desirable experience and skills will be considered as advantages and do not replace the required qualifications.

Evaluation criterion	Basis for assessment
Past Performance / Prior Relevant Experience	Practical experience in research data management, cleaning, validation, quality assurance and analysis; support to field surveys, research studies or large-scale data collection; and management and reconciliation of electronic and paper-based information.
Personnel Qualifications	A bachelor's degree or equivalent qualification in Statistics, Biostatistics, Data Science, Epidemiology, Public Health, Nutrition, Dietetics or another relevant field. Strong practical Stata or R skills, strong Microsoft Excel skills and good written and verbal English. Ability to communicate in Hausa is highly required.
Role-related Knowledge and Skills	Programming electronic data-collection tools using ODK or a comparable platform; data-quality checks and query resolution; descriptive analyses and data summaries; reproducible data-management workflows; secure handling of research data. Nutrition/dietary, biomarker/biospecimen or GIS/geospatial experience is advantageous.

Evaluation criterion	Basis for assessment
Operational Capability	Ability to provide responsive technical and data-management support to field teams; support training, pilot testing, deployment and field monitoring; manage study materials and data documentation; work effectively in a multidisciplinary team; and work in Katsina State and travel to study locations as required.

Assessment will be based on the submitted application materials and may include interviews, clarification of qualifications and experience, and reference checks. Technical Offers will be assessed against the stated criteria. Financial Offers will be reviewed for completeness, cost reasonableness, realism and consistency with the Technical Offer. Technical merit will be the principal consideration, while cost and other relevant factors will also be considered in determining best value. Applicants may be contacted before a final selection decision.

SECTION 5: Application Validity, Submission Deadline and Instructions

Applications must remain valid for 90 days from the submission date, as stated in the cover letter. Submit the cover letter, comprehensive CV/resume, signed Conflict of Interest Declaration, Technical Offer and Financial Offer by the deadline shown on the cover page to nigeria.recruitment@hki.org. The Technical Offer and Financial Offer must be submitted as separate files/documents.
Email subject: Research Assistant
The Financial Offer must be clearly identified and kept separate from the Technical Offer. Do not include cost information in the Technical Offer. Where a reference number has been assigned, include it in the application and file names.

SECTION 6: Clarifications and Contracting

Applicants should submit their strongest complete application, including the required Technical and Financial Offers. Helen Keller Intl reserves the right to seek clarifications, conduct interviews, check references and limit further consideration to the most suitable applicants. Helen Keller Intl may discuss or negotiate technical, financial and contractual terms with one or more applicants before making a final selection, and may decide not to make an engagement.

SECTION 7: Terms of the Call for Applications

1. No commitment. Issuance of this Call for Applications does not constitute a commitment to engage a consultant and does not commit Helen Keller Intl to pay costs incurred in preparing or submitting the application, Technical Offer or Financial Offer.

2. Attachments. The annexes and attached documents form an integral part of this Call for Applications.

3. Verification. Helen Keller Intl may contact applicants to confirm contact details and that the submission was made for this Call for Applications.

4. Accurate information. All information supplied in response to this Call for Applications and its attachments must be full, accurate and complete.

5. Conflict of interest. Disclose in Annex A any past, present or anticipated relationships with parties associated with the issuance, review or management of this Call for Applications and resulting consultancy engagement. Failure to provide full and open disclosure may result in rejection or re-evaluation of a selection decision.

6. Right to select or reject. Helen Keller Intl reserves the right to select and negotiate with individuals it considers qualified, to terminate discussions without liability, and to reject any or all submissions without explanation.

7. Reserved rights. Submissions become the property of Helen Keller Intl. Helen Keller Intl may disqualify a submission for failure to follow instructions; waive deviations it considers immaterial; extend the deadline with notice; terminate, modify or reissue the Call for Applications; or make a selection on the basis of the initial evaluation without discussion.

8. Independence. Disclose any factor that could limit the ability to perform the role independently, including relationships with counterpart employees or past employment that may give rise to a conflict.

Equal Opportunity and Reasonable Accommodation

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive working environment where diversity is fully valued.
Helen Keller Intl is committed to equal opportunity. All qualified applicants will receive consideration for this consultancy engagement without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.
Helen Keller Intl is committed to providing reasonable accommodation to individuals with disabilities. Qualified individuals who need support during the application or interview process should contact nigeria.recruitment@hki.org.

ANNEX A: Conflict of Interest Disclosure

Helen Keller Intl Code of Conduct & Ethics Policy

In accordance with the Helen Keller Intl Code of Conduct and Ethics Policy, Helen Keller Intl requires full and open disclosure when dealing with procurement. Helen Keller Intl employees must avoid a conflict of interest or the appearance of a conflict of interest, disclose actions or relationships with prospective vendors, contractors or consultants, and must not solicit, request, accept or agree to accept a gift from a vendor or prospective vendor. Helen Keller Intl reserves the right to reject any or all submissions when this is considered to be in the best interests of the organization or the people it serves. Each applicant must disclose any actual or possible conflict of interest relating to the services to be performed in Nigeria. Failure to disclose fully may lead to rejection.

Definition of Conflict of Interest

A "Conflict of Interest" is a situation in which an applicant, an Affiliate or a subcontractor has financial, organizational, personal, reputational or other interests that would, or may appear to, make it difficult for the applicant to fulfil obligations to Helen Keller Intl objectively, independently and professionally, or where such an interest can reasonably be foreseen.

Examples include, but are not limited to, an applicant who:

- Has been or is involved in designing a proposal or funding request that has been or will be submitted to Helen Keller Intl.
- Has been or is involved in advising an entity that is a Principal Recipient or Sub-recipient.
- Has been or is involved in, or has advised on, the procurement of goods or services by a Principal Recipient or Sub-recipient.
- Has been or is involved in providing auditing services to a Principal Recipient or Sub-recipient.
- Has submitted an expression of interest, tender or bid, or otherwise indicated an interest in providing services to a Principal Recipient or Sub-recipient, which remains valid during the resulting engagement.

"Affiliate" means a business concern, individual or other entity that directly or indirectly controls or can control the applicant; is controlled or can foreseeably be controlled by the applicant; or is, together with the applicant, controlled or foreseeably controlled by the same third party.

Individual Consultant Conflict of Interest Declaration Form

Consultancy assignment: Research Assistant | Country: Nigeria
Application reference: _____

Select one statement and complete the signature fields below.

[ ] No conflict to declare. I have read and understood the conflict-of-interest rules in this Call for Applications and declare that no Conflict of Interest exists on my part or on the part of an Affiliate in relation to the required services. I agree to comply with these rules.

[ ] Conflict to disclose. I wish to disclose an actual or potential Conflict of Interest. I have attached a detailed description of the situation and proposed mitigation measures for consideration by Helen Keller Intl.

Full name _____

Signature _____

Title / capacity _____

Date _____

ANNEX B: Professional References

Provide at least three professional references.

Reference 1

Full name and position _____

Organization _____

Email and telephone _____

Address _____

Professional relationship _____

Reference 2

Full name and position _____

Organization _____

Email and telephone _____

Address _____

Professional relationship _____

Reference 3

Full name and position _____

Organization _____

Email and telephone _____

Address _____

Professional relationship _____

Certification

I declare that the information provided in this CV is accurate and authorize Helen Keller Intl to undertake reasonable and necessary inquiries in assessing the information provided and my suitability for the Individual Consultant - Research Assistant assignment.

Signature _____

Date _____