TERMS OF REFERENCE

CALL FOR EXPRESSION OF INTEREST - PREQUALIFICATION OF CONSULTANCY FIRMS

Location	Kebbi State, Nigeria (Augie, Bagudo, Gwandu, Jega, Shanga and Wasagu/Danko LGAs)
Project	EU Support to Social Safety Net (EU SOSAN) Project
Contracting organisation	Solidarités International (SI)
Donor	European Union
Type of engagement	Prequalification of firms for a roster, with assignments issued through individual work orders
Submission deadline	1st November 2026 11:59 pm Nigeria time

1. Background

Solidarités International is implementing the EU SOSAN project in Kebbi State as part of a consortium led by Oxfam Novib, with Jireh Doo Foundation (JDF) and the Association of Women Living with HIV/AIDS in Nigeria (ASWHAN). The project aims to strengthen state social protection systems and deliver inclusive, gender transformative and climate smart safety net and livelihood interventions for 44,740 poor and vulnerable households across six LGAs.

Within the consortium, SI leads activities on social protection and institutional systems strengthening, in close coordination with Kebbi State ministries, departments and agencies. SI now invites qualified consultancy firms to express interest in prequalification to provide technical support in this area over the life of the project.

2. Scope of Work and Deliverables

2.1 Scope of Work

Prequalified firms may be engaged for assignments within the following areas:

1. **Institutional capacity and gap assessments**
   - Assess the capacity of Kebbi State MDAs involved in social protection delivery, including the State Operations Coordinating Unit, the Ministry of Budget and Economic Planning and relevant line ministries.
   - Examine staffing, systems, coordination mechanisms, financing and data management.
   - Recommend practical measures to close identified gaps.
2. **Strengthening the State Social Safety Net Register**
   - Design and deliver training for government staff and enumerators on digital social protection data platforms.
   - Build skills in data collection and verification, data ethics and protection, and the use of register data for targeting and planning.
   - Support efforts to update, expand or improve the quality of the register.
3. **Social protection policy and coordination frameworks**
   - Provide technical review and drafting support for the State Social Protection Policy.
   - Develop related documents, such as implementation guidelines, coordination frameworks, costed workplans and monitoring and evaluation frameworks.
   - Support stakeholder consultation and validation processes alongside government counterparts.
4. **Pilots of alternative transfer modalities**
   - Design pilots of transfer modalities other than cash, including targeting criteria and delivery mechanisms.
   - Develop monitoring tools and learning frameworks for the pilots.
   - Support joint assessments with government and consortium partners.
5. **Documentation and learning**

- Develop a best practice manual documenting effective social protection models tested under EU SOSAN.
- Produce related knowledge products for learning and replication.
- Support policy engagement at state and national levels using documented evidence.

2.2 Expected Deliverables

Each assignment will fall under one of three categories, with deliverables adapted to its specific scope.

Capacity building and training

- Inception note confirming the training approach, target participants and schedule.
- Final curriculum, training materials and job aids, in a format SI can reuse after the assignment.
- Attendance records disaggregated by sex and, where relevant, by age, disability status and role.
- Training completion report summarising delivery, participant feedback and pre-and-post test results.

Assessments, studies and mapping

- Inception report setting out the methodology, sampling approach, data collection tools and workplan.
- Data collection instruments and, where applicable, anonymised datasets or transcripts.
- Draft report for review by SI and, where relevant, consortium partners.
- Final report incorporating feedback, with clear, actionable and prioritised recommendations.

Manuals, guidelines, curricula and policy documents

- Proposed outline or table of contents for validation before drafting begins.
- Draft documents, including diagrams, templates or annexes needed for practical use.
- Records of the validation process, where review by government or other stakeholders is required.
- Final print ready document incorporating validation feedback.

All assignments must integrate gender equality and social inclusion, disability inclusion, safeguarding and PSEAH, accountability to affected populations, and conflict sensitivity.

2.3 Cross Cutting Issues

All assignments, regardless of type, must mainstream the following considerations throughout design, delivery and reporting:

- **Gender equality and social inclusion:** meaningful participation of women, girls, persons with disabilities, older persons, youth and other marginalised groups in all training, assessment and consultation activities.
- **Protection, safeguarding and PSEAH:** informed consent, confidentiality and safe referral pathways, in line with SI policies on the Prevention of Sexual Exploitation, Abuse and Harassment.
- **Disability inclusion:** accessible venues, materials and methods.
- **Accountability to affected populations:** clear and accessible communication with participants and communities on the purpose of each activity.
- **Conflict sensitivity:** approaches that take account of the security context of the Northwest region.
- **Climate resilience and environmental sustainability:** where relevant to the assignment.

Firms should describe in their technical proposal how these considerations will be reflected in their approach.

3. Qualifications Required

The firm should have:

- Valid registration as a company, NGO or consultancy firm, with evidence of tax compliance.
- At least five years of experience delivering training, assessments, technical manuals or policy documents.
- Demonstrated experience in Northern Nigeria, preferably in Kebbi State or other Northwest states.
- Qualified personnel able to travel to and work in the six project LGAs.
- A written safeguarding policy, or willingness to adopt SI's safeguarding, PSEAH and code of conduct requirements.
- Sound financial management capacity.

The proposed Team Lead should have:

- An advanced degree in Social Sciences, Development Studies, Public Policy, Social Protection, Gender Studies or a related field.

- At least 10 years of experience in social research, including at least 5 years in social protection, livelihoods or gender programming with vulnerable groups.
- At least 7 years of team leadership or management experience.
- Proven experience in gender and power analysis, disability inclusive research and engagement with state and local government budget processes.
- Good knowledge of governance and socio-cultural contexts in Northwest Nigeria.
- Full professional proficiency in English and Hausa.

Firms should also propose an indicative pool of associate experts in social policy, public administration, monitoring and evaluation, and digital data systems. Specific personnel will be confirmed for each work order.

4. How to Apply

1. APPLICATION

Description of the desired application: CV, references if any.

Address and submission deadline

- Further information and or any queries that you may have can be directed to email: tenders@solidarites-nigeria.org
- Please send your interest/proposal to email tenders@solidarites-nigeria.org no later than 1st November 2026 11:59 pm Nigeria Time
- For any communication/request for information/submission, please clearly indicate "PREQUALIFICATION: TECHNICAL SUPPORT SERVICES FOR SOCIAL PROTECTION AND INSTITUTIONAL SYSTEMS STRENGTHENING, *EU SOSAN* PROJECT, KEBBI STATE" in the email subject line
- Subject of application should capture" **Prequalification: Technical Support Services for Social Protection and Institutional Systems Strengthening, EU SOSAN Project, Kebbi State**"

Interested firms should submit the following:

1. A cover letter (one page maximum).
2. A technical proposal (maximum 10 pages) covering understanding of the scope, standard methodology for each assignment category, quality assurance, and integration of cross cutting considerations.
3. Company profile, with the proposed Team Lead and pool of associate experts.
4. CVs of key personnel.
5. One sample deliverable relevant to social protection (training manual, assessment report or policy document).
6. Company registration documents (CAC certificate), Tax Identification Number and current Tax Clearance Certificate.
7. At least two client references for similar assignments, with contact details.

Applications without at least two verifiable references or without the mandatory registration and tax documents will not be considered. Joint applications are accepted where a lead firm is clearly designated.

Submit applications to **tenders@solidarites-nigeria.org** with the subject line: *"Prequalification: Technical Support Services for Social Protection and Institutional Systems Strengthening, EU SOSAN Project, Kebbi State."* Queries may be sent to the same address.

Only shortlisted firms will be contacted.

5. Selection

Applications will be assessed on the quality of methodology and understanding of the thematic area, relevant experience and quality of references and sample deliverable.