

NATIONAL AIDS COMMISSION (NAC)

Capitol By-pass
P. O. Box 1645
1000 Monrovia, 10 Liberia
Mobile: +231 2200 1177
E-mail: info@nacliberia.org



June 21, 2018

EXPRESSION OF INTEREST FOR COMMUNITY BASED AND NON- GOVERNMENTAL ORGANIZATIONS

The National AIDS Commission located on the Capitol By-Pass, in the Ministry of Gender Children & Social Protection building, is requesting qualified CSOs / CBOs / FBOs with experiences in HIV/AIDS awareness, advocacy and community mobilization. Therefore, under the implementation of the National Catch-up plan on behalf of the Commission, concerned institutions are to send an Expression of Interest (EOI) for creating demand on HIV Counseling and Testing in Montserrado, Margibi and Grand Bassa Counties.

Qualification / Requirement for Eligibility:

- ✓ The Institution must be legally registered with a valid Business registration.
- ✓ Must have been established and legally registered for at least one (1) year prior to this expression of interest
- ✓ Must have an Article of Incorporation
- ✓ Must have an active Checking Bank Account with any Bank
- ✓ Must have an Office with basic Office Equipment in the County and at least three (3) permanent staff
- ✓ Must present proof of previous projects implemented – Reports (Narrative & Financial)

Scope of Work (SOW):

Key amongst the Activities as a **Scope of Work (SOW)** for selected Institutions / Organizations are as follows:

- Must have experienced HIV and AIDS Field Workers or Peer Educators to raise awareness and create demand for HIV Counseling and Testing among the General Population
- Must collaborate with CHTs and other Health Facilities to conduct HIV counseling and Testing for the General Population
- Manage financial resources and assets for smooth implementation of projects
- Must present proof of previous projects implemented – Reports (Narrative & Financial)
- Prepare and submit monthly progress Narrative and Financial Reports to the Commission
- Comply with all recruitment, procurement and financial procedures of the Commission

How to Apply:

All applications should be addressed to the Office of the Executive Director, National AIDS Commission.

All interested Institutions / Organizations are requested to tender in their sealed Expressions of Interest with a concept note, including a realistic budget for three (3) months to the following addresses:

Montserratado County
National AIDS Commission (NAC)
Ministry of Gender, Children and Social Protection Building
Capitol Bye-Pass, Monrovia

ALL APPLICATIONS SHOULD BE DELIVERED BETWEEN THE HOURS OF 10:00 AM and 4:00 PM

Signed: _____
Procurement Unit, NAC