

ANNEX 2 — TECHNICAL PROPOSAL / METHODOLOGY TEMPLATE

Tender Reference: 2026-09-100

Assignment: Training and Capacity Building on the Operational Protocol for Managing Inmates with Mental Disabilities in Nigeria.

Complete for ONE individual consultant position. No financial information should appear in this proposal.

Applicant information	Response
Full name	
Position applied for (Lead / Mental Health Specialist / Training and Curriculum Specialist)	
Email and telephone	
Proposed availability period	

1. Understanding of the assignment

Explain the Protocol, C1 and C2 workstreams, target audiences, outputs and your specific contribution.

Applicant response:

2. Technical methodology

Describe how you would review and translate the Protocol into practical training content, role-specific tools and case-based exercises. Identify relevant safeguards and referral/continuity-of-care considerations.

Applicant response:

3. Role-specific approach

Lead: coordination, legal/technical review, three manuals, QA, stakeholder management and reporting. Mental Health Specialist: case management, referral pathways, field support and data. Training Specialist: adult learning, three manuals, facilitator guidance, assessments and training analysis.

Applicant response:

4. Proposed work plan and person-days

Attach Annex 7 showing your OWN proposed days, activities, component allocation and deliverables; do not allocate other applicants' days.

Applicant response:

5. Implementation sequencing and logistics

Use Annex 8 as an indicative schedule; identify assumptions, availability for ToT, eight-location rollout and two-day MHRB workshop.

Applicant response:

6. Quality assurance and coordination

Explain validation, peer review, approval checkpoints, division of responsibilities and coordination with RoLAC/NCoS.

Applicant response:

7. Monitoring, evaluation and reporting

Propose baseline/pre-post tools, disaggregation, feedback, analysis, reporting and practical measures to protect personal health information.

Applicant response:

8. Risks, inclusion and safeguards

Identify delivery risks, mitigation, accessibility, gender and disability inclusion, child sensitivity, consent and confidentiality.

Applicant response:

9. Relevant evidence and ToR comments

List comparable assignments, sample products and any specific ToR clarifications or suggestions.

Applicant response:
