FAMILY HOMES FUND LIMITED

REQUEST FOR PROPOSAL (RFP)

Engagement of a Training Consultant for a Three-Day Project Management and Monitoring & Evaluation Capacity Development Programme

For Staff of Family Homes Fund Limited (FHFL), including Members of the African Development Bank (AfDB) Project Implementation Unit

Issuing Organisation	Family Homes Fund Limited (FHFL)
Issue Date	27 August 2026
Proposal Submission Deadline	02 September 2026 at 12:00 noon
Submission Period	Seven (7) calendar days from 27 August 2026 to 02 September 2026

IMPORTANT: Proposals received after the stated deadline may be rejected.

1. Background

Family Homes Fund Limited (FHFL) is a housing development finance institution established by the Federal Government of Nigeria. As part of its commitment to strengthening institutional capacity and improving the delivery, monitoring and reporting of projects, FHFL intends to engage a competent training consultant to deliver a practical three-day capacity development programme on Project Management and Monitoring & Evaluation (M&E).

The proposed programme is intended for eight (8) participants in Abuja and is designed to integrate project management and M&E across the project cycle, from defining objectives and planning activities through resource and risk management, performance tracking, reporting and evidence-based decision-making.

2. Purpose of the Engagement

The purpose of this engagement is to procure the services of a qualified and experienced training consultant to design and deliver a practical, participatory and outcome-focused three-day training programme that strengthens participants' ability to plan, implement, monitor, evaluate and report on projects effectively.

3. Objectives of the Training

- develop practical project plans that define scope, deliverables, schedules, resources and budgets;
- identify project risks and apply appropriate mitigation and control measures;
- create practical M&E frameworks with clear results, indicators, baselines, targets and means of verification;
- use monitoring data to assess performance, identify implementation gaps and recommend corrective actions; and
- prepare concise project and M&E reports that communicate progress, results, challenges and recommendations for management decision-making.

4. Expected Learning Outcomes

- translate project objectives into practical work plans and measurable results;
- use basic tools for scheduling, resource/budget control and risk management;
- develop and apply indicators and performance targets to track project results;
- interpret project information to identify gaps, trends and areas requiring management attention; and
- communicate project performance and lessons through clear, evidence-based reporting.

5. Scope of Services / Training Modules

Day One – Project Planning, Resources and Risk

Module 1: Project Management Fundamentals and Planning

- Project management concepts, principles and the project life cycle.
- Defining project objectives, scope, deliverables and success criteria.
- Work Breakdown Structure (WBS) and activity sequencing.
- Developing practical project schedules and work plans.

Module 2: Resources, Budget and Risk Management

- Resource identification, allocation and utilisation.
- Project budgeting and cost monitoring.
- Procurement considerations and resource controls.
- Risk identification, assessment, prioritisation and response.
- Risk monitoring and escalation.

Day Two – Monitoring, Results and Performance

Module 3: Results-Based Monitoring and M&E Frameworks

- Purpose and relationship between monitoring and evaluation.
- Results chain: activities, outputs, outcomes and impact.
- Developing a practical M&E framework.
- Selecting useful indicators and defining baselines and targets.
- Means of verification and data sources.

Module 4: Data, Performance Tracking and Corrective Action

- Quantitative and qualitative project data.
- Data collection tools and data quality considerations.
- Tracking progress against indicators, milestones and targets.
- Interpreting performance information and identifying implementation gaps.
- Using evidence to support corrective action and continuous improvement.

Day Three – Reporting, Decision-Making and Integrated Application

Module 5: Project Reporting and Evidence-Based Decision-Making

- Integrating project implementation information with M&E findings.
- Project progress and M&E reporting essentials.
- Presenting data clearly for management decision-making.
- Communicating achievements, challenges, risks and corrective actions.
- Lessons learned and knowledge capture.

Module 6: Project Review, Evaluation and Improvement

- Purpose and timing of project evaluations.
- Reviewing outcomes, effectiveness and sustainability.
- Identifying lessons and areas for improvement.
- Using evaluation findings to strengthen future project planning and implementation.

Integrated Case Study: From Project Plan to Performance Report

- Review a realistic project scenario.
- Identify objectives, deliverables, risks and key indicators.
- Review implementation and monitoring information.
- Identify performance gaps and recommend corrective actions.
- Prepare and present a concise management-level project performance summary.

6. Training Methodology

The consultant shall adopt a practical and participatory approach that combines facilitator-led input with application-oriented learning. The proposed methodology should, at a minimum, include:

- Facilitator-led presentations
- Interactive discussions
- Practical exercises
- Group work and presentations
- Relevant case studies
- Simulations and practical demonstrations
- Question-and-answer sessions
- Pre- and post-training assessments

Bidders are encouraged to propose additional methods that will improve practical application and knowledge retention while remaining within the three-day delivery period.

7. Key Deliverables

- Three-day professional training programme for eight (8) participants.
- Experienced and qualified facilitator(s).
- Participant training materials and presentation slides.
- Practical project management and M&E templates and tools.
- Exercises, scenarios and an integrated case study.
- Pre- and post-training assessment.
- Certificates of participation for all eight (8) participants.
- Participant evaluation and feedback summary.
- Post-training report highlighting activities, key learning outcomes, observations and recommendations.

8. Training Details

Training Approach	Practical and Participatory
Delivery Format	Physical / Classroom
Location	Abuja, Nigeria
Duration	Three (3) Days
Number of Participants	Eight (8) FHFL Staff

9. Consultant Eligibility and Minimum Requirements

Interested firms should demonstrate the capacity and experience to deliver the assignment and should submit evidence covering, at a minimum, the following:

- Full company profile and evidence of legal registration/incorporation.
- Demonstrated experience in project management, monitoring and evaluation training or related capacity development assignments, preferably for public-sector, development, financial or institutional clients.
- Relevant experience and qualifications of proposed facilitator(s), including CVs and evidence of professional competence.
- At least two (2) relevant client references or evidence of similar completed assignments.
- Adequate administrative, logistical and technical capacity to deliver the programme in Abuja.
- A clear understanding of the assignment and a methodology/work plan aligned to the requested scope.

10. Duration and Schedule

The training itself shall be delivered over three (3) consecutive days. The successful consultant shall agree the specific training dates with FHFL after contract award. The consultant shall also provide the training materials and proposed detailed agenda in advance of delivery.

11. Submission Format and Financial Proposal

Interested firms shall submit both Technical and Financial Proposals as part of their bid. The submissions should be clearly separated and labelled.

Technical Proposal should include, at a minimum:

- Cover letter / letter of proposal.

- Company profile and relevant experience.
- Understanding of the assignment.
- Detailed methodology and training approach.
- Proposed training agenda/work plan.
- Profile and CVs of key facilitator(s).
- Evidence of similar assignments and client references.
- List of proposed deliverables and post-training support, where applicable.

Financial Proposal shall comply with the following requirements:

- All costs shall be quoted in Nigerian Naira (₦).
- The quoted price shall be inclusive of professional fees, applicable taxes, duties, logistics, materials and all other costs associated with the execution of the assignment.
- Prices shall be inclusive of 7.5% Value Added Tax (VAT), where applicable.
- FHFL shall deduct and remit applicable statutory taxes in accordance with extant laws, including applicable Withholding Tax (WHT) and Stamp Duty, where applicable.
- Bidders shall provide a clear and transparent breakdown of all costs.
- No additional claims arising from statutory deductions shall be entertained after contract award where such deductions are applicable.

12. Evaluation Criteria

The selection process will follow a Quality and Cost-Based Selection (QCBS) approach in line with FHFL procurement requirements and the applicable provisions of the Public Procurement Act (2007). Evaluation will consider both the quality of the technical proposal and the competitiveness and transparency of the financial proposal.

I. Technical Evaluation

- Full company profile and evidence of relevant corporate capacity.
- Relevant experience and track record in similar training/capacity development assignments.
- Qualifications, competence and experience of proposed facilitator(s).
- Quality and appropriateness of the proposed methodology and training approach.
- Clarity and practicality of the proposed work plan, agenda and deliverables.
- Demonstrated understanding of FHFL's stated training requirements.

II. Financial Evaluation

- Competitiveness of the financial proposal in relation to the scope of services.
- Clarity, completeness and transparency of the cost breakdown.
- Overall value for money to FHFL.

13. Proposal Submission

Submission of proposals shall be completed within seven (7) calendar days commencing on 27 August 2026 and closing on 02 September 2026 at 12:00 noon.

Softcopy submission:

procurement@fhfl.com.ng

CC: uumar@fhfl.com.ng

Hard Copy Submission Address:

- The Procurement Unit
- Family Homes Fund Limited

- 4th Floor Renaissance Place, Trustfund Tower
- Ademulegun Street, CBD, Abuja.

14. Submission Deadline

The deadline for submission of proposals is Wednesday, 02 September 2026 at 12:00 noon. Proposals received after the deadline may be considered non-responsive and may not be evaluated.

15. Notes to Applicants

- Proposals that do not comply materially with the requirements of this RFP may be considered non-responsive.
- FHFL reserves the right to verify all information and references provided by applicants.
- Participation in this procurement process does not guarantee contract award.
- Only shortlisted firms may be contacted for further clarification, negotiation or presentation, where applicable.
- FHFL reserves the right to cancel this procurement process at any stage without liability or recourse to any party.
- Applicants may contact the Procurement Unit for clarification or further information in writing.
- All costs incurred by bidders in preparing and submitting their proposals shall be borne solely by the bidders.
- FHFL may request clarifications from bidders during the evaluation process without implying any commitment to award.

16. Confidentiality

The consultant shall treat all information obtained during the assignment as confidential and shall not disclose, reproduce or use such information for any purpose other than the performance of the assignment without the prior written approval of FHFL.

17. Ownership of Deliverables and Intellectual Property

All training materials, templates, tools, reports and other deliverables specifically developed for FHFL under this assignment shall be made available to FHFL for its institutional use, subject to the terms of the eventual contract. Pre-existing proprietary materials of the consultant shall remain the consultant’s property, while FHFL shall receive the necessary right to use any such materials incorporated into the deliverables for internal purposes.

18. FHFL Contact

All procurement-related correspondence concerning this RFP should be directed to the Procurement Unit using the submission email addresses stated in Section 13 above.