



Terms of Reference

Title: Planning Expert to Develop Monitoring & Evaluation Plan for the HIV National Strategic Plan IV 2016-2020

*Empowered lives.
Resilient nations.*

Post Level: (IC) National Consultant

Type of Contract: IC

Service Period: 37 Working days - from 8th May to 28th June 2017

Duty Station: Mozambique, Maputo

A. PROJECT TITLE: Support to develop the capacity for local HIV response

B. PROJECT DESCRIPTION

Background

UNDP's democratic governance practice focuses on fostering inclusive participation, strengthening responsive governing institutions, and promoting democratic principles. UNDP's commitment to HIV and other major health challenges is based on the principles that health is both a driver and outcome of development and that actions across a wide range of development sectors have a significant impact on health outcomes. UNDP focuses on addressing the social, economic and environmental determinants of health, which are primarily responsible for health inequalities.

The project intends to strengthen the capacity of the Government National AIDS Council in coordination and communication among stakeholders in order to increase efforts to eliminate the epidemic. This is in line with the Political Declaration adopted by the UN High Level Meeting on HIV and AIDS held in 2011, where the Heads of State agreed "to develop additional measures, where necessary, to strengthen national, regional and global coordination and monitoring mechanisms of HIV and AIDS responses through inclusive and transparent processes with the full involvement of Member States and other relevant stakeholders, with the support of the Joint United Nations Programme on HIV/AIDS".

The project has 4 specific outputs:

Output 1: The capacity of National AIDS Council at national level, and in selected provinces and districts improved to coordinate planning, implementation and monitoring of the HIV programmes.

Output 2: The HIV law is reviewed, disseminated and implemented.

Output 3: The grant management model is revised.

Output 4: The revised grant management model is adopted and implemented by the Government.

In Mozambique, HIV and AIDS constitutes a major challenge for the development of the country. The prevalence of HIV among Mozambican adults aged 15-49 is 11.5% (2009 AIDS Indicator Survey). Gaza Province has the highest prevalence rate among adults (25.1%) and Niassa has the lower (3.7%). The INSIDA report also revealed that HIV prevalence is higher in urban areas than in rural areas.

In terms of gender, the INSIDA report reveals an increase in the feminization of HIV with the rate of infection among women higher comparing to men (13.1% and 9.2%, respectively). In Sofala, the prevalence among young women is almost five times higher than men of similar age, and in Gaza it is almost six times higher. Gender inequalities are the basis of both violence against women and increased vulnerability to HIV/AIDS. Unequal power relationships play a role by influencing risky sexual behaviors and help perpetuate violence against women and girls. In Mozambique also, the HIV prevalence rates are higher in the urban areas (15.9%) in relation to rural areas (9.2%).

The fight against HIV and AIDS will continue to be a priority for the Government of Mozambique, and it is reflected in the 5 year government plan for the period of 2015-2020. The new HIV National Strategic Plan recently approved (NSP- IV) for the period of 2016-2020 and the new the United Nations Development Assistance Framework (UNDAF) 2016-2020, both reflect the HIV specific country concerns.

From the Government the Ministry of Health is a key support partner and from the UN the UNAIDS and the WHO. Other stakeholders are also relevant as the NSP IV builds on Adolescents and Youth, prevention treatment, Human Rights and Gender Based Violence.

Recently, in June 2016, in the context of HIV High Level Meeting a new HIV Political Declaration was adopted with new HIV targets. This increases the relevance and urgency of development a national country M&E Plan for the NSP that can respond and interact with the global targets and indicators.

Description of the assignment:

- **Development of HIV Monitoring and Evaluation Plan of National Strategic Plan IV 2016-2020**

The deliverable provided by the Monitoring and Evaluation Expert will be a National HIV Monitoring and Evaluation Plan an appendix of NSP IV 2016-2020 (with the description of the budget needed for

implementation). The document should capture the overall HIV Country main indicators, that will guide different stakeholders interventions from the Government, civil society organizations, private sector and other key stakeholder involved with the HIV epidemic response and the respective targets that will enhance interventions.

This consultant work is intended to build in the past National M&E plans and as well the government specific sectors and CSO's M&E plans.

Objective of the assignment

The main deliverable provided by the M&E Plan expert will be composed by the HIV Monitoring and Evaluation Plan for the NSP IV 2016-2020.

C. SCOPE OF WORK

In line with the current country HIV Strategic Plan the HIV M&E expert will support the development of the annex HIV M&E Plan, working in two phases:

PART A

1. Literature Review to take stock of the existent work already done by NAC (national structure of HIV response, objectives of M&E Plan, M&E Structure, Sources of Information, Priorities of NSP IV).
2. Conduct a field work data collection.

Specific activities will include:

- 2.1 Analysis of existent documents, data and information collected;
- 2.2 Prepare a data collection tool or data collection questionnaire;
- 2.3 Consult with the relevant stakeholders

PART B

3. Develop the country M&E Plan.

The M&E Expert will use as main reference document the National Strategic Plan (NSP IV 2016-2020), as well as other informative sectorial documents to be provided by the relevant stakeholders. As the new NSP also addresses Human Rights, HIV and gender based violence key indicators of Human rights, HIV and GBV must be included in the plan.

D. EXPECTED OUTPUTS / DELIVERABLES

The planning expert will produce will produce clear measurable deliverables, as follows:

- Deliverable 1:** Conduct a desk review of key documents related to the M&E Plan already developed
- Deliverable 2:** Conduct a workshop for selection and validation of indicators
- Deliverable 3:** A Data collection tool/ A questionnaire for data collection
- Deliverable 4:** Conduct a data collection through a deep interview with key Intervenients (government, CSO's, Private sector, UN)
- Deliverable 5:** Conduct a data analysis
- Deliverable 6:** Deliver the first draft M&E Plan
- Deliverable 7:** Facilitate the validation session
- Deliverable 8:** Deliver the final version of M&E plan

Deliverables/ Outputs	Estimated duration to complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Conduct a desk review of key documents related to the M&E Plan already developed	05 days	8.05 to 12.05.2017	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health
Deliverable 2: Conduct day technical meeting/ workshop for validation of indicators pre-selected	1 days	13.05.2017	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health
Deliverable 3: A Data collection tool/ A questionnaire for data collection	5 days	15.05 to 19.05.2017	UNDP Mozambique UNAIDS

			National AIDS Council Ministry of Health
Deliverable 4: Conduct a data collection through a deep interview with key Interveniens (government, CSO's, Private sector, UN)	10 days	22.05 02.06.2017 to	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health
Deliverable 5: Conduct a data analysis	5 days	02.06 09.06.2017 to	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health
Deliverable 6: Deliver the first draft M&E Plan	1 day	12.06. 2017	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health
Deliverable 7: Facilitate the validation report workshop session	1 day	15.06.2017	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health
Deliverable 8: Deliver the final M&E Plan	1 day	23.06. 2017	UNDP Mozambique UNAIDS National AIDS Council Ministry of Health

E. INSTITUTIONAL ARRANGEMENTS AND DUTY STATION

The Duty Station/location for the contract duration is Maputo City. The contractor will not be required to travel outside Mozambique within the framework of the contract. The HIV M&E planning expert will work under

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the direct supervision of the National AIDS Council. He/she can work from home, with regular visits to CNCS Office in order to liaise with both offices and benefit from their support and advice.

The data collection work will take place in Maputo. A working group will be formed and includes the Health national M&E directorate experts, the National AIDS Council and other members, the UN, the CSO's all members of the M&E Multisectorial working group (GAIE) under the NAC leadership.

The National AIDS Council will provide the necessary logistic support and office facilities to carry out the assignment. He/she will have access to office space, internet access when in the CNCS Office. The contractor is required to provide a weekly brief to National AIDS Council and more specifically to the M&E focal point. The briefings will be held normally at Government, National AIDS Council premises.

F. METHODOLOGY

The Individual Contractor (IC) will determine the most appropriate methodology. However, its relevant that the actions aiming the development of Indicators, data collection, data analysis, to be developed following this approach

- i) Visits to some relevant government ministries, Civil society organizations and representatives of the private sector;
- ii) Literature review;
- iii) Workshop for indicators selection;
- iv) Plenary discussions and Group work;
- v) Workshop for consultation and validation;
- vi) Meetings of consultation and validation.

G. PAYMENT SCHEDULE AND REPORTING REQUIREMENTS

- a. Before each payment, the IC will produce a progress report on his/her work. The report shall reflect the deliverables foreseen in the correspondent table;
- b. Payments will be done upon presentation of the report of satisfaction, by the requester the National AIDS Council, the IC will receive the first payment of 40%.
- c. Upon presentation of the final document and acceptance by the requester, the IC will receive the second and last installment of 60%.

H. DURATION OF WORK

37 days to be carried out in the period going from 8/05/2017 to 28/06/2017.

Payments will be done after the completion of **2 phases** as per the following:

Submission of 1st Draft of M&E Plan 2015-2019

10.06.2017 (40%)

After the submission of the final version and upon acceptance of final M&E Plan by the National AIDS Council

28.06.2017 (60%)

I. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

The required qualifications for the assignment are:

1. Advanced degree in Sociology, Anthropology, Social Sciences, Development studies, Political Sciences, Public Health, Medicine, Statistics or related fields;
2. Minimum of 10 years of "relevant" work experience in the area of Monitoring and Evaluation of public policies of HIV and AIDS in Mozambique.
3. Practical experience on writing reports in particular in HIV and AIDS area;
4. Practical experience in consultations and in the development of M&E Framework;
5. Extensive experience in terms of planning and monitoring;
6. Proven facilitation skills (workshops, data collection, etc.) and work experience with governments, and civil society organizations;
7. Knowledge of National AIDS Council coordination role is an asset.
8. Good Knowledge of Portuguese and English.

Core Competencies

The M&E Expert is expected to have **core competencies**:

1. Promoting Ethics and Integrity/Creating Organizational Precedents
2. Building and promoting effective National AIDS Council mandate
3. Leveraging National AIDS Council mandate on AIDS Coordination
4. Fair and transparent language.

Additionally, he/she is expected to have **functional competencies**:

1. Contributing to positive outcomes for the national multisectorial response in a client based approach that:
 - a. Support the development of indicators;

- b. Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
 - c. Demonstrates understanding of client's perspective;
 - d. Keeps the client informed of problems or delays in the provision of services;
 - e. Uses discretion and flexibility in interpreting rules in order to meet client needs and achieve organizational goals more effectively;
 - f. Solicits feedback on service provision and quality.
- 2. Strong interpersonal and written and oral communication skills;
 - 3. Ability to work well in multi-disciplinary teams.

J. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of pages and price).

Travel

Not travel are expected to take place for the type of contract services expected.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

K. RECOMMENDED PRESENTATION OF OFFER

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offer is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

L. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; [70]*

** Financial Criteria weight; [30]*

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
<i>Criteria A (Candidate profile):</i> Minimum 10 years of "relevant" work experience in the development of HIV M&E Plans; policies, programs and projects with particular focus on the HIV area prevention, treatment and human rights; proven experience in studies, researchs, consultation process in the area of HIV; extensive experience in terms of Developing of M&E Plans.		20
<i>Criteria B (Candidate profile):</i> Advanced degree in Sociology, Anthropology, Social Sciences, Development Studies, Political Sciences, Public Health, Medicine, Statistics or related fields.		05
<i>Criteria C (Candidate profile):</i> Proven experience in the elaboration of M&E plans; public policies of HIV and AIDS in Mozambique; Practical experience on writing reports in particular in HIV and AIDS area; Practical experience in consultations and in the development of M&E Framework; Extensive experience in terms of planning and monitoring;		20
<i>Criteria D (Methodological Proposal):</i> Knowledge and applied understanding of to National AIDS Council coordination role in all country strategy. Proven facilitation skills (workshops, data collection, etc.) and work experience with governments, and civil society organizations. Adequacy of the proposed methodology with the objectives of the consultancy; detailed methodology, including the timeline of the consultancy.		20
<i>Criteria E (Methodological Proposal):</i> quality assurance of deliverables (M&E mechanisms and criteria)		05
<u>Financial</u>	30%	30
<u>Total</u>	100%	100

Only candidates obtaining a minimum of 70 points in the Technical Evaluation would be considered for the Financial Evaluation.

The financial score for the financial proposal will be calculated in the following manner:

$S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

(Total Financial Maximum points = 100 points)

Total Score

The technical score attained at by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: T= 0.7, F=0.3

The Total score will be calculated by formula: $TS = St \times 0.7 + Sf \times 0.3$

TS - Is the total score of the proposal under consideration?

St - is technical score of the proposal under consideration.

Sf - is financial score of the proposal under consideration.

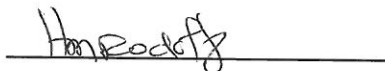
M. Queries:

Any queries must be submitted through the following e-mail address: procurement.mozambique@undp.org. Any such queries must be clearly identified by the title of this assignment and UNDP shall not be liable for none response to any queries which are not attended to due to none compliance with this directive.

N.B: UNDP is a none discriminative organisation and is gender sensitive, therefore this post is open to all suitably qualified applicants independent of their status.

This TOR is approved by:

Signature



Name and Designation

Habiba Rodolfo, Head of Governance Unit

Date of Signing

12th April 2017