

## Terms of Reference



Empowered lives.  
Resilient nations.

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**Title:** Elaboration of Civil Society Strategy in response to PEN IV  
2016-2020

**Post Level:** (IC) National Consultant(s)

**Type of Contract:** IC

**Service Period:** 37 working days - from 8<sup>th</sup> May to 28th June 2017

**Duty Station:** Mozambique, Maputo

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

B. PROJECT DESCRIPTION

1.1 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 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.

## 1.2 Rationale for activity implementation (Development of CSO Strategy in response to PEN IV)

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.

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 2015-2019 and the new the United Nations Development Assistance Framework (UNDAF) 2016-2020, both reflect the HIV specific country concerns.

Civil Society Organizations have multiple functions in development agenda in general and have role in the HIV/AIDS pandemic and governance at all levels, from the local to the global. There is general agreement that strong CSO's participation in the response to HIV and Health in general is essential to control the epidemic. In the AIDS response, CSOs have played a critical role since the first NSP. They have been key providers of prevention, treatment, care and support services and have worked to create the social, political, legal and financial environment needed to effectively respond to the epidemic. Although with all these contributions from the CSO, some of them as part of the implementation of three generations of NSP, one of the report statements under the final evaluation of NSP III, was the fact that CSO contribution was not easy or possible to measure. At some point this was also associated with lack or even no CSO's clear strategy to response to NSP.

To overcome the referred challenge, the NSP IV, integrates for the first time, specific components for CSO intervention, the strengthening of community systems, human rights and justice; issues that require civil society to a greater contribution. In this sense, becomes therefore even more relevant to develop a CSO strategy, that can guide, direct the inclusion of CSO's and during the monitoring of NSP implementation capture the relevant contribution of civil society in a more coordinated national response from national to local level.

In addition, many CSO's face other challenges, as chronic resource constraints, capacity building, partnerships, which can limit the extent and scope of the collective important work contribution they do to the NSP's. A common framework of operations compiled around a CSO strategy, will also play a greater and more consistent technical, material, financial support to policy-makers, donors and multilateral agencies to support the CSO's.

### **Description of the assignment:**

- **Development of the Civil Society Strategy for a better response to the National Strategic Plan IV 2016-2020 and the Global Fund.**

The deliverable provided by the Consultant Expert(s) will be a detailed Country Strategy for CSO's interventions that can support the implementation of NSP IV 2016-2020 and/or in the Global Fund.

The document should develop an approach that promotes the development and sustainability of communities and community organizations and actors, and enables them to contribute to the long-term sustainability of health and other interventions at community level.

### **C. SCOPE OF WORK**

The expert(s), will develop the work in two phases:

#### **PART A**

1. Literature Review to take stock of the existent work already done by CSO's
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 Strategy.
4. Validation.

The Expert(s) will use as main reference documents the NSP IV and the Global Fund country current concept note on community interventions, as well as other informative documents to be provided by the relevant stakeholders.

### **D. EXPECTED OUTPUTS / DELIVERABLES**

The expert(s) will produce will produce clear measurable deliverables, as follows:

- Deliverable 1:** Conduct a desk review of key documents
- Deliverable 2:** A Data collection tool/ A questionnaire for data collection
- Deliverable 3:** Conduct a data collection through a deep interview with key Intervenant (CSO's, selected government institutions, Private sector, UN)
- Deliverable 4:** Conduct a data analysis
- Deliverable 5:** Deliver the first draft Report

**Deliverable 6:** Facilitate the validation session

**Deliverable 7:** Deliver the final Report

Deliverables/ Outputs	Estimated duration to complete	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
<b>Deliverable 1:</b> Inception report: Presentation, discussion and approval of methodology; definition of approach	05 days	8.05 to 12.05.2017	UNDP, UNAIDS PLASOC-M
<b>Deliverable 2:</b> Conduct a desk review of key documents related to the CSO's. Prepare the Data collection tool/ A questionnaire for data collection	5 days	15.05 to 19.05.2017	UNDP, UNAIDS PLASOC-M
<b>Deliverable 3:</b> Mapping exercise. Conduct a data collection through a deep interview with key Interventient (CSO's, Private sector, UN, Government)	20 days	22.05 to 02.06.2017	UNDP, UNAIDS PLASOC-M
<b>Deliverable 4:</b> Report writing/ Conduct a data analysis	5 days	05.06 to 09.06.2017	UNDP, UNAIDS PLASOC-M
<b>Deliverable 5:</b> Deliver the first draft report	1 day	9.06. 2017	UNDP, UNAIDS, PLASOC-M
<b>Deliverable 6: Workshop session</b> Facilitate the validation report	1 day	14.06.2017	UNDP, UNAIDS PLASOC-M
<b>Deliverable 7: Final Report</b> Deliver the final Document	1 day	23.06. 2017	UNDP, UNAIDS PLASOC-M

#### **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 expert(s) will work under the direct supervision of the UNDP. They (He/she) can work from home, with regular visit to the UNDP and UNAIDS to liaise with both offices and benefit from their support and advice.

The data collection work will take place in and outside of Maputo City. A working group will be formed and includes the Health Civil Society Platform (PLASOC-M), the UNAIDS and the UNDP under the PLASOC-M leadership.

The PLASOC-M in collaboration with UNAIDS Country Office in Mozambique will provide the necessary logistic support and office facilities to carry out the assignment. They, He/she will have access to office space, internet access when in the UNAIDS Office.

The contractor is required to provide a weekly brief to PLASOC-M, the UNDP and UNAIDS Country Office in Mozambique, more specifically to the three focal points. The briefings will be held normally at UNAIDS or UNDP premises.

#### **F. METHODOLOGY**

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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) A participatory approach and using mix participatory and consultation methods;
- ii) Desk/literature review;
- iii) Focus groups discussion;
- iv) key discussion with thematic platforms, key informants interview.
- v) The tools and guidelines will be developed in coordination with the UNDP and UNAIDS
- vi) Field work- visits to some provinces and civil society organizations
- vii) 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 PLASOC-M, 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 1 <sup>st</sup> Draft document	10.06.2017 (40%)
After the submission of the final version and upon acceptance of final document	28.06.2017 (60%)

## I. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

For complementarity, a team of 2 consultants is recommended that a mix of skill set be considered for this exercise (knowledge of CSO and HIV and knowledge and facilitation skills of similar process)

The Senior consultant leads all the research and provides guidance to the Junior consultant. The required qualifications for the Senior Consultant 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 Monitoring and Evaluation of public policies of HIV and AIDS in Mozambique.
3. Practical experience on writing reports in HIV and AIDS area;
4. Practical experience in consultations and in the development of M&E Framework;
5. Extensive experience with CSO's issues;
6. Proven facilitation skills (workshops, data collection, etc.);
7. Good Knowledge of Portuguese and English.

The Junior consultant works under the total responsibility of the Senior consultant. The required qualifications for the Junior Consultant are:

1. Degree in Sociology, Anthropology, Social Sciences, Development studies, Political Sciences, Public Health, Medicine, Statistics or related fields;
2. Minimum of 5 years of "relevant" work experience in such type of exercise
3. Practical experience on writing reports in HIV and AIDS area;
4. Practical experience in consultations and in the implementation of mapping exercise;
5. Extensive experience on civil society issues;
6. Proven facilitation skills (workshops, data collection, etc.)
7. Good Knowledge of Portuguese and English.

### **Core Competencies**

The Expert(s) is expected to have **core competencies**:

1. Promoting Ethics and Integrity/Creating Organizational Precedents
2. Building and promoting effective civil society capacity building
3. Leveraging PLASOC-M mandate
4. Fair and transparent language.

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

1. Contributing to positive outcomes for the national multisector response in a client based approach that:
  - a. Support the development of Data-base of information;
  - 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**

Travels are expected to take place for the type of contract services expected.

Payments 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 only with agreed expenses and with evidences of proven receipts.

#### **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 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]*

<b>Criteria Senior Consultant</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
<i>Criteria A (Candidate profile):</i> Minimum 10 years of "relevant" work experience in the development of Mapping exercise; policies, programs and projects with focus on the HIV and TB.		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 with CSO's. Practical experience on writing reports, in studies, research's, consultation process.		20
<i>Criteria D (Methodological Proposal):</i> Knowledge and applied understanding of CSO's operating under HIV		20



and TB. 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.		
<i>Criteria E (Methodological Proposal):</i> quality assurance of deliverables (M&E mechanisms and criteria)		05
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>
<b><u>Total</u></b>	<b>100%</b>	<b>100</b>

<b><i>Criteria Junior Consultant</i></b>	<b><i>Weight</i></b>	<b><i>Max. Point</i></b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
<i>Criteria A (Candidate profile):</i> Minimum 5 years of "relevant" work experience in the development of Mapping exercise; policies, programs and projects with focus on the HIV and TB.		20
<i>Criteria B (Candidate profile):</i> 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 with CSO's. Practical experience on writing reports; Practical experience in consultations in studies, research's.		20
<i>Criteria D (Methodological Proposal):</i> Knowledge and applied understanding of CSO's operating under HIV and TB. Proven facilitation skills (workshops, data collection, etc.) with 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
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>
<b><u>Total</u></b>	<b>100%</b>	<b>100</b>

*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](mailto: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 organization 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

12<sup>th</sup> April 2017