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## **Terms of Reference**

### **Consultancy to Cost the National AIDS Commission's HIV & TB Strategic and M&E Plans.**

#### **1. Background**

The National AIDS Commission, the multi-sectorial group of entities working to halt and prevent the spread of HIV and TB in Belize as the National Response, is at a crucial juncture in its existence. It is readying itself for a comprehensive transition readiness exercise while beginning to prepare for a possible final grant from the Global Fund to fight the two diseases in Belize. As such, one of the most significant tools to inform these processes is the costing of the national strategic and M&E plans.

With a country facing 90% debt against its GDP and 55 % of its population below 25 years, within a context of almost 3,000 persons living with HIV and 120 persons living with TB, this an exercise that will provide the basis for the implementation and quality of service to the National Response. By being able to create systematic reports on the financial resources required for TB and HIV management and control as well as on sources of funding and funding gaps, the National Response will be better able to assess its financial needs and resource allocation strategies to better achieve its goals. The management of TB and HIV necessitates a united response; and therefore, costed national Strategic and M&E Plans will inform the investment opportunities and gaps for better and more sustainable planning.

The purpose of the consultancy is to provide technical assistance to design techniques, structures and processes that will improve the financial knowledge of the relevant authorities about diseases-related financial projections, investment budgets and financial performance of the TB- and HIV-disease response programmes.

#### **2. Objectives**

The objectives of the consultancy are to:

- Provide an approximate cost to the activities of the Strategic and M&E plans for the National Response to HIV and TB in Belize.
- Identify existing funding gaps in preparation for transition readiness exercise and new HIV and TB project cycle proposal design and development.

#### **3. Proposed Activities / Deliverables**

The Consultant shall work directly with the NAC Secretariat. The Consultant will interact and report directly to the NAC and UNDP. The Consultant's key duties and responsibilities are as follows:

- Desk review of strategic and M&E plans in relation to past NASA and NHA reports
- Conduct data collection activities: including location of sources, data mapping, data verification / validation and preliminary analysis.

- Identify investment needs and provide a minimum of 3 costed scenarios (scenarios to be agreed with NAC and UNDP, but typically a Business as Usual, moderate funding increase, high funding increase) and check the costing results for accuracy.
- Convene and facilitate final consensus building workshop based on the results discussing their incorporation into planning and the possible development of an action plan to ensure utilization of the costing results.

#### 4. Timeline and Deliverables

Task	Timeline	Payment Schedule
Desk review of strategic and M&E plans in relation to past NASA and NHA reports	2 days	10%
1. Conduct data collection activities: including location of sources, data mapping, data verification / validation and preliminary analysis. 2. Produce first draft report by identifying investment needs and provide a minimum of 3 costed scenarios (scenarios to be agreed with NAC and UNDP, but typically a Business as Usual, moderate funding increase, high funding increase) and check the costing results for accuracy	8 days	60%
3. Consensus building workshop based on the results discussing their incorporation into planning and the possible development of an action plan to ensure utilization of the costing results. 4. Final draft report of investment needs and costing scenarios	5 days	30%

#### 5. Institutional Arrangement

The NAC will provide all logistical support for the consultant.

#### 6. Level of Effort and Duration

15 work days within a 45-day period.

#### 7. Duty Station

Belize City

#### 8. Qualifications & Experience

##### **Education:**

- Postgraduate degree in Finance, Economics, Investment/Financial Planning or related fields.

##### **Experience:**

- Min. 5 years of relevant experience with preferable development experience
- Exposure and experience in national level costing.
- Proven experience in writing of assessment reports.

##### **Competencies**

- Ability to work both independently and in a team
- Focus on impact and results and responds positively to feedback
- Highly organized, detailed oriented
- Excellent Excel computational skills

- Excellent verbal and written communication skill
- Excellent coordination and presentation skills
- Punctuality with producing outputs
- Excellent writing skills, in English, and strong analytic aptitude.

#### **9. Scope of Price Proposal and Schedule of Payments**

Proposal must be presented as Lump Sum Amount and the lump sum amount must be “all-inclusive”; the contract price is fixed regardless of changes in the cost components;

#### **10. Recommended Presentation of Offer**

- 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, 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 Offeror 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.

#### **11. Criteria for Selection of the Best Offer**

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;

#### **12. Request for Proposal Package located**

Please download the RFP package at <http://procurement-notice.undp.org/>

#### **13. Submission of Application Package:**

Proposals are required to submit by email or in 1 sealed envelope clearly labeled *RFP: Consultancy to Cost the National AIDS Commission HIV & TB Strategic and M&E Plans.*

#### **United Nations Development Programme**

Attn: Procurement Associate

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**Deadline for Application:** Thursday, September 28, 2017 at 4:00p.m.