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Resilient nations.*

## **TERMS OF REFERENCE**

### **INDIVIDUAL CONSULTANT**

<b>POST TITLE:</b>	<b>Consultant to conduct a study on the experience of stigma and discrimination in health care settings by transgender people including those living with HIV in Pattaya City</b>
<b>AGENCY/PROJECT NAME:</b>	<b>UNDP Thailand</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Home based, Thailand (Domestic travel may be required)</b>

### **1) PROJECT DESCRIPTION**

HIV-related stigma and discrimination (S&D) is recognized as a key barrier to HIV prevention, testing, care and adherence to treatment. Currently, PLHIV and key populations and other vulnerable groups continue to face stigma and discrimination when seeking access to health services.

According to the National AIDS Strategy 2017-2030, "[these social problems can become more severe than the disease itself, presenting a major obstacle for access to key services." Confirmed by the most recent data, many key populations do not know their HIV status and half of those who are living with HIV started treatment late (56% of PLHIV had CD4 level less than 200 at first diagnosis, 2016). Moreover, the number of AIDS-related deaths remains persistently high with little decline during the past few years.

Thailand is committed to reduce 90% discrimination against PLHIV and key populations in health care settings by 2030 and has recognized that reducing HIV-related stigma and discrimination is critical in ensuring proportionate and equitable access to services to those most affected, in particular key populations. While significant progress has been made over the last five years to reduce S&D through the introduction of national monitoring systems to measure S&D and the on-going development and expansion of complaints resolution and rights protection system, issues remain, particularly among key populations.

ESCAP Resolutions 66/10 and 67/9 have recommended that member states address reduce levels of social stigma, discrimination and violence, and to increase access to health services, especially for HIV. Specifically, linkages between the community, community-based systems/organizations and government health care systems are lacking. This includes a lack of capacity and empowerment at the community level and creating a reliable referral system and linkages to treatment within the health care system. The high CD4 levels at first diagnosis demonstrate the need for early testing and treatment and prevention services provided through CBOs and community health organizations which can then be effectively linked to continued care and treatment within the existing health care system.

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP's vision is to support countries in achieving the simultaneous eradication of poverty and significant reduction of inequalities and exclusion.

## 2) OBJECTIVE OF ASSIGNMENT AND SCOPE OF WORK

- 1) To work with the local health department/Ministry of Health and civil society on data collection and analysis of cases of discrimination experienced by transgender people including those living with HIV, and to explore what prevents people from receiving HIV services and the different barriers they face during the HIV service cascade (HIV testing, results, treatment and adherence).
- 2) To provide actionable recommendations to build the capacity of civil society organizations to strengthen their role as linkage between transgender people including those living with HIV, and health care providers.
- 3) To provide actionable recommendations that will better inform and improve HIV services, including capacity building measures to train and support health care staff.

## 3) EXPECTED OUTPUTS AND DELIVERABLES

The consultant is expected to produce the following deliverable:

- 1) A work plan including the guided questions and data collection forms for conducting the study;
- 2) Ethical clearance certification to conduct the study;
- 3) A presentation of the key findings of the report is produced to be presented to key stakeholders before the finalization of the report and;
- 4) A comprehensive report in English that documents the occurrence of stigma and discrimination and its impact in health care settings that can be used to disseminate widely and better inform policy.

## 4) INSTITUTION ARRANGEMENTS

Under the overall guidance of UNDP Thailand's Programme Specialist/Team Leader of the Democratic Governance and Social Advocacy Unit, the consultant will report directly to and work closely with UNDP Thailand's National Project Officer – Governance, Human Rights and LGBTI. The time required to review and approve outputs prior to authorizing payments is 7 – 10 days.

## 5) DURATION OF ASSIGNMENT, DUTY STATION, AND EXPECTED PLACES OF TRAVEL

**DURATION OF ASSIGNMENT:** The duration of the assignment is 1 June – 30 November 2018 for a maximum of 30 days.

**DUTY STATION:** Home based, Thailand. Travel to Pattaya City of Chonburi Province will be required.

## 6) DEGREE OF EXPERTISE AND QUALIFICATIONS

### I. Academic Qualifications:

- A doctoral degree in Human Rights, Health Sciences, Sociology, Psychology, Social Sciences or other relevant fields.

## II. Years of experience:

- At least 8 years of relevant experience in qualitative research studies related to HIV and Health.

## III. Language:

- High proficiency in oral Thai and English and written English, and has extensive experience in writing UN reports.

## IV. Competencies:

### **Functional Competencies:**

- Extensive experience in data collection and interview to conduct a qualitative study;
- In depth knowledge about HIV and health, SOGIE and human rights;
- Produced related publications for UN or other international development organizations;
- Previous experience working with the UN, development partners, government agencies, and/or civil society organizations is an advantage.

## **7) REQUIRED DOCUMENTS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- a) **Letter of Confirmation of Interest and Availability** using the template provided in Annex III;
- 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) **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.
- d) **Proposed outline of methodology** for conducting the study.

**Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified**

## **8) CRITERIA FOR SELECTION OF THE BEST OFFER**

### Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Relevance of Education – Max 5 points
- Criteria 2 Special skills, Language, etc.- Max 10 Points
- Criteria 3 Relevance of experience in area of specialization (e.g. HIV and health) – Max 20 points
- Criteria 4 Relevance of experience in key areas (e.g. conducting qualitative study) – Max 15 points
- Criteria 5 Assessment of approach/methodology to assignment – Max 20 Points

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

## 9) CONSULTANT PRSENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

## 10) PAYMENT TERMS

Consultant must send a financial proposal based on the lump sum amount.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/Outputs	Payment
First payment of 30% shall be made upon successful receipt of a work plan including the guided questions and data collection forms for conducting the study, and ethical clearance certification.	Payment of 30%
Second payment at 40% shall be made upon satisfactory receipt of a draft report and a presentation of the key findings.	Payment of 40%
Third (final) payment of 30% shall be made upon satisfactory receipt of a final report.	Payment of 30%

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.