



TERMS OF REFERENCE

*Empowered lives.
Resilient nations.*

**FOR A NATIONAL CONSULTANT TO PROVIDE MONITORING AND EVALUATION ADVISORY SERVICES
TO THE NATIONAL AIDS COUNCIL IN MOZAMBIQUE**

Location	UNDP Mozambique Application
Deadline	11 th August 2018
Type of Contract	Individual Contract
Post Level	National Consultant
Languages Required	Portuguese and English
Starting Date	27 th August 2018
Duration of Contract	12 Months

A. PROJECT TITLE: UN JOINT PROGRAMME ON AIDS – STRATEGIC INFORMATION COMPONENT

B. PROJECT DESCRIPTION

1. 1. Background

In Mozambique, HIV and AIDS constitutes a major challenge of public health and a threat for sustainable development. To address this challenge, the Government approved in 2015 the National strategic plan to fight HIV and AIDS IV (2015-2019), which has the following objectives: (i) reduce the incidence of HIV by sexual transmission in 50% by 2020; (ii) reduce the rate of vertical transmission of HIV to less than 5% by 2020; and (iii) reduce mortality related to HIV and AIDS in 49% until 2020.

National HIV estimates for the year 2017 shows that there were around 2.1 million people living with HIV, and during the same period about 130,000 new infections have occurred. The transmission rate was 14%. One of the major concerns of the Government, as part of the HIV and AIDS response in Mozambique, is to keep people alive. Indeed, the country witnessed over the past few years a considerable increase in the number of health facilities offering antiretroviral treatment, as well as in the number of people who benefit from this service. In 2017, around 1,292 health units were equipped and able to offer antiretroviral treatment and 1,115,096 people

were in treatment. As a result of these and other efforts, it is estimated that the number of HIV-related deaths in 2017 declined and was about 70,000.

The prevalence of HIV among Mozambican adults aged 15-49 is 13.2% (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 2017 the National AIDS Council developed a National M&E plan aiming to inform and to monitor the national response, against the target defined in the NSP IV. The M&E national plan, is a national document of reference that provides the guidelines for monitoring the implementation on NSP IV. The document has a multisectorial character and also has the main objective to combine the biomedical and the non-biomedical HIV and AIDS response. Aiming to improve the implementation of M&E National Plan and the respective M&E are, NAC would like to recruit a technical assistance.

Description of the assignment:

- The main objective of the assignment is to recruit an Expert that can provide advisory services on Monitoring and Evaluation area to NAC based in the detailed scope of work described below.

C. SCOPE OF WORK

In line with the NAC Mandate the IC will provide technical assistance in the area of M&E area at central and to the local levels. In addition, the M&E Advisory will provide support to other relevant sectors of the HIV response.

He/She will work directly with the NAC M&E Team under the leadership of NAC/ SE – CNCS. The monthly work plan of the M&E expert must be approved by the SE - CNCS.

The M&E Expert advisor will be responsible for the implementation of the following activities:

- Implementation of M& E Plan of NSP IV at all levels;
- Implementation of situation room for the monitoring of NSP IV Indicators;
- Design and implement the community system information;

- Implementation of Global Monitory Response (GAM);
- Revitalize the provincial technical monitoring groups (the GTM), aiming to decentralize the M&E processes, namely estimatives and other modeling exercises til the local level;
- Implementation of NASA/ MEGAS 2017;
- Creation of technical capacity on M&E area of NAC at all levels;
- Among others.

NAC will count with the support of the Technical Multisectorial Group/ Grupo Técnico Multisectorial (GTM), as well ith the support of the Strategic Information Advisory Group/ Grupo Assessor de Informação Estratégica (GAIE) for the operationalization of the M& E and to reach the defined targets.

D. EXPECTED OUTPUTS / DELIVERABLES

The Consultant will produce clear measurable deliverables, as follows:

Deliverable 1: Implementation of Monitoring and Evaluation Plan of NSP IV

- Development of tools for the implementation of M&E Plan;
- Standartize indicators, establish consensos, definition and reporte;
- Identify relevant indicators cação de indicadores relevantes a serem inseridos nas fichas de mapeamento;
- Support in the development of indicators of diferente sectors and the specific tool of data collection;
- Definition of specific targets (sector and provinces) and support the definition of non existente targets;
- Definition of flux information;
- Budget (indicative budget of M&E Plan – 1 page of tex and 1 page of table): see other countries experiences.

Deliverable 2: Support the implementation of 100 Days National Plan

- National prevention plan (definition of indicators, targets and analyses of metas information);
- Definition of national targets;
- Report and monitory the implementation of prevention Scorecard.

Deliverable 3: Implementation of NASA/MEGAS Exercise /(Mesures the expenditures with HIV and AIDS)

- Support NAC with elaboration and implementation of NASA;
- Implement operational studies to support planning;
- Update HIV and AIDS MOT Report/ Moods of HIV and AIDS Transmission National Report.

Deliverable 4: HIV Situation Room

- Support daily management of situation room;
- Support data entry, gaps analysis, report generation;
- Management of equipment.

Deliverable 5: Multisectorial Technical Group (GTM)

- Support in the technical management of GTM annual work plan;
- Support to revitalize GTM;
- Assist GTM to implement diverse activities under GTM TOR's.

Deliverable 6: Strengthen technical capacities in M&E

- Develop a Plan aiming to develop competences of the technical team in M&E at all levels;
- Mentorship process for recruitment, analysis and report– plan for mentorship of indicators;
- Preparation of training packs for staff técnicos;
- Organize and deliver trainings of GTM members, at central and local level, of key sectors of HIV and AIDS National response for better implementation of daily work;
- Participation in all process under responsibility of the M&E area;
- Participation in all planning meetings of diverse M&E processes at central level;
- Develop a Quarterly plan;
- Presentation of periodic evaluation reports of technical assistance.

Deliverables/ Outputs	Estimated duration to complete	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Deliverable 1 Implementation of NAC M& E Plan plan at all levels	August 2018	31 st August 2018	UNAIDS National AIDS Council
Deliverable 2 Indicators Standardized	August 2018	31 st August 2018	UNAIDS National AIDS Council

Deliverable 3 2018 GAM Report compiled	September 2018	30 th September	UNAIDS National AIDS Council
Deliverable 4: Questionnaire for mapping delivered and under implementation	September 2018	30 th September	UNAIDS National AIDS Council
Deliverable 5: Questionnaire for M&E delivered and under implementation by different sectors and stakeholders	September 2018	30 th September	UNAIDS National AIDS Council
Deliverable 6: An active M&E and Strategic Information working Group	Permanent activity (monthly meetings)		UNAIDS National AIDS Council
Deliverable 7: Monitoring NSP IV Strategic Plan/ Implementation of situation room	Permanent activity (2 evaluations per year)		UNAIDS National AIDS Council
Deliverable 8: Monitoring NSP IV Strategic Plan/ Implementation of situation room	October 2018		UNAIDS National AIDS Council
Deliverable 9: provincial technical M&E groups revitalized and funtional	October 2018		UNAIDS National AIDS Council
Deliverable 10: M&E Kit trainings developed	October 2018		UNAIDS National AIDS Council
Deliverable 11: Delivered M&E trainings at provincial, regional and national level (5 Trainings)	October -December 2018 January to March 2019		UNAIDS National AIDS Council
Deliverable 12: M&E Plan for 2019 Delivered M&E	January to March 2019		UNAIDS National AIDS Council
Deliverable 13: Technical capacities in M&E created (2 Evaluations implemented)	March to August 2019		UNAIDS National AIDS Council

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 advisor will work under the direct supervision of the National AIDS Council and the UNAIDS Office.

The data collection work will take place in Maputo and outside Mpauto. As described, he/she will liaise with the different working groups at central, regional and provincial level as the GTM ans as well as with the M&E Multisectorial working group (GAIE) under NAC leadership.

The National AIDS Council in collaboration with UNAIDS Country Office in Mozambique will provide the necessary logistic support and office facilities to carry out the assignment.

The contractor is required to provide a weekly brief to National AIDS Council and UNAIDS Country Office in Mozambique, more specifically to the both focal points. The briefings will be held normally at Government, National AIDS Council premises.

F. METHODOLOGY

The Individual Contractor (IC) will determine the most appropriate methodology.

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 a montly the payment as deccribed in the deliverables.

H. DURATION OF WORK

12 months to be carried out in the period going from **27th August 2018 to 30th August 2019.**

I. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

The required qualifications for the assignment are:

1. Advanced degree in M&E, 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 with M&E systems
4. Practical experience in producing strategic documentation M&E related;
5. Practical experience in consultations and in the development of M&E Framework;
6. Practical experience on writing international reports, mainly on HIV;
7. Extensive experience in terms of planning and monitoring;
8. Proven facilitation skills (workshops, data collection, etc.) and work experience with governments, and civil society organizations;
9. Knowledge of National AIDS Council coordination role is an asset.
10. Good Knowledge of Portuguese
11. Knowledge of English is an asset.

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.		10
<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;		30
<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,		5

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 (Language):</i> Knowledge of working language quality		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: $TS = S_t \times 0.7 + S_f \times 0.3$

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

S_t - is technical score of the proposal under consideration.

S_f - 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

A handwritten signature in blue ink, appearing to read 'Habiba Rodolfo', is written over a horizontal line.

Name and Designation

Habiba Rodolfo, Head of Governance Unit

Date of Signing

30th July 2018

