

# Terms of Reference (TOR)

National Consultant to conduct Survey on Barriers to adherence to HIV care and treatment in Belize

## 1. Background and Context

Belize has a total population of 370,300 (mid-year 2015 estimate) of whom approximately 42% are under 25 years of age. Although an upper-middle-income<sup>1</sup> country by World Bank classification, the heavily indebted, highly vulnerable to economic and disaster shocks, and weak national capacity of Belize disguises and denies significant rates of poverty, unemployment, chronic malnutrition, drug abuse and violence as well as other specific conditions that drive the HIV epidemic. The country is negatively impacted by a severe “brain drain” problem, losing many professionals, including health care workers, to other countries. This has serious implications for the provision of adequate health care, which is provided mostly by the Government.

Related to HIV/AIDS epidemic, Belize has an estimated adult prevalence of 1.2% for persons 15-49 years, and more than 3,300 people diagnosed with HIV/AIDS.

Young people constitute an important vector to HIV transmission, due to lack of HIV prevention education and Behavioral Change Communication and negative stigma and socio-economic circumstances, causing continued risky sexual behavior patterns. Their vulnerability is further fuelled by the fact that less than half the relevant population benefits from any form of secondary education; half of whom do not finish their study, and only 5% of whom go on to tertiary education. This leaves a large, unreached and unprotected adolescent and youth cadre on the street exposed to associated risk.

UNDP was nominated by the Belize’s Country Coordinating Mechanism, (CCM) and approved by the Global Fund to act as the Principal Recipient for the management of Global Fund Round 11 Resources for a HIV/AIDS Project.

This project, aims to halt the spread of HIV with a special emphasis on at risk population including young people 15–24 years in Belize. This initiative is part of the national efforts related to the achievement of the MDG 6 focused on halt and start reversing the spread of HIV/AIDS in the country, and a commitment to make a difference in Belize for its young population. It is aligned with the National Strategic Plan for HIV/AIDS, which applies human rights standards and principles, emphasizes efforts to support most-at-risk groups, and strengthens service providers. It proposes to address key gaps in the national response to HIV/AIDS, and focuses specifically on the most at-risk groups.

## 2. Purpose & Objectives

The purpose of the consultancy is to conduct a Barriers to adherence study in Belize for person living with HIV.

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<sup>1</sup> <http://data.worldbank.org/country/belize>

The specific objectives of the survey are to understand barriers resulting in low treatment adherence and to identify strategies to reduce or eliminate those barriers to increase the adherence rate to 80% by the end of the grant in December, 2018.

### **3. Scope of Work & Outputs**

The scope for this assignment includes the design and implementation of Barriers to Adherence study.

The expected outputs are:

- a) Final Report in English of the Barriers to Adherence study to be approved by NAC, UNDP and the Ministry of Health (in hard copy and electronic form in WORD format); and
- b) PowerPoint Presentation of the finding of the study to the various partners of the HIV/AIDS National Response.

### **4. Methodology & Approach**

Use a scientific approach for conducting a population-based survey.

The detailed methodology will be determined based on a Technical Proposal to be developed by the service provider.

### **5. Project Duration**

20 days after signing of contract

### **6. Deliverables**

Expected deliverables are:

- a. Detailed work plan for conducting the Barriers to Adherence study, upon signing of contract
- b. Draft Report on data collection and analysis of the Barriers to Adherence study
- c. Comprehensive Final Report on the Barriers to Adherence study, including a clean data set of the data collected in SPSS format.
- d. PowerPoint presentation of the main findings of the survey

The timeframe for the reports and the presentation will be included in the technical proposal submitted by the Service Provider, but must not exceed 20 days.

All reports must be submitted in hard copy and electronic form, in WORD Format.

### **7. Qualifications & Experience**

- Master's in Epidemiology, Public Health, Psychology/Psychiatry, general medicine, sociology or any other related expertise

- Experience in data collection and data analysis for Barriers to Adherence studies and similar studies locally or regionally
- Ability to submit a concise and well written analytical report on the results of the study in English

## 8. Terms of Payment & Timeline

The terms of payment will be based on approval of deliverables by MOH and UNDP-GF.

Outputs	%	Timeline
Draft Report on the data collection and analysis of the Barriers to Adherence study	50%	15 days
Presentation of findings of the Barriers to Adherence study and Final Report for Barriers to Adherence study	50%	5 days

Financial proposal to be prepared in local currency and must be inclusive of VAT and other applicable indirect taxes.

Validity of proposal: 45 Days

## 9. Recommended presentation of Proposal

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:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, a methodology and proposed workplan on how they will approach and complete the assignment
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

## 10. Criteria for selection of Best Offer

The criteria serving as basis for evaluating offers is:

- 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%;

## **10. Submission of Application Package**

Proposals are required to submit by email or in 1 sealed envelope clearly labeled *RFP: National Consultancy to conduct a Survey on Barriers to adherence to HIV care and treatment in Belize.*

**United Nations Development Programme**

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**Deadline for Application:** September 9th, 2016 at 4:00p.m.