

Terms of Reference

A. Project Title: Short term consultancy for the development of new/innovative strategies in the diagnosis and treatment of TB and TB-HIV co-infection for migrant workers.

B. Project description

1. Background

In accordance with the International Convention on the Protection of the Rights of All Migrant Workers and their Families, The National Tuberculosis (TB) Program (NTP) of the Ministry of Health is seeking to create new strategies in the diagnosis and treatment of TB for migrant workers.

The World Health Organization (WHO) estimates that there are one billion migrants in the world today, which include 232 million international migrants and 740 million internal migrants. At the same time, they report that 9 million people fell ill with TB worldwide in 2013, with 1.5 million deaths. WHO reports that TB particularly affects poor and vulnerable populations; migrants being a key affected population. WHO outlines the fact that there are risk factors for TB exposure, infection, transmission and poor outcomes throughout the migration process.

One of the core functions of the NTP entails the development of innovative approaches to ensure timely and adequate diagnosis and treatment for these migrant populations. Since these groups are known to be at risk for acquiring and transmitting TB and also face obstacles when accessing the health system and adhering to a treatment program, it is then the intention of the National Tuberculosis Program (NTP) to formulate and standardize efficient guidelines so that every migrant worker who is affected by TB can receive suitable medical care.

The management of TB is evolving daily and therefore newer schemes in the diagnosis and care are necessary in order to improve outcomes and thus lessen the burden of TB and Multi-Drug Resistant Tuberculosis (MDR-TB) in Belize.

2. Objectives:

A. To review existing procedures, to design and standardize New Guidelines in the management of TB and HIV in Migrant workers in Belize.

B. To build capacity locally in the diagnosis, treatment and care of Tuberculosis and TB-HIV co-infections in Migrant workers in Belize.

3. Scope of Work:

- Develop and Adapt a Workplace Education Programme, as the primary intervention, for addressing TB and HIV among migrant workers.
- Develop training material for implementing innovative TB diagnosis and treatment strategies for TB in migrant workers.
- Conduct workshops with service providers on the Promotion of health services on TB and TB-HIV co-infection management (This portion of the work will be covered under a different payment schedule.)

4. Expected Outputs and Deliverables

| Deliverables/ Outputs | Estimated Duration to Complete | Review and Approvals Required |
|---|---------------------------------------|--------------------------------------|
| SITAN of national strategies targeting migrant workers' workplaces, including any intervention for diagnosis and treatment of TB and TB/HIV co-infection. | 3 days | MOH & UNDP-GF |
| Draft Specific national strategies/interventions targeting prevention of TB and HIV in migrant workers | 7 days | MOH & UNDP-GF |
| Presentation of and consultation with stakeholders on SITAN and strategies/interventions. Final draft of strategies and interventions | 3 days | MOH & UNDP-GF |
| Draft Workplace education programme including training manual for the prevention of TB and HIV in migrant workers | 5 days | MOH & UNDP-GF |
| Presentation of and consultation with stakeholders on Workplace education programme/manual. Final draft of programme and manual. | 3 days | MOH & UNDP-GF |
| Draft M&E framework for monitoring and evaluating strategies/interventions being developed | 6 days | MOH & UNDP-GF |
| Presentation of and consultation with stakeholders on M& E framework. Final draft of M&E framework. | 3 days | MOH & UNDP-GF |
| Conduct workshops with service providers on the Promotion of health services on TB and TB-HIV co-infection management on farms/workplaces of migrant workers (covered under different payment schedule) | 2 days | MOH & UNDP-GF |

5. Duration of Work

Location: the consultant will be based at the Ministry of Health headquarters in Belmopan with possible fieldtrips. These trips will be the responsibility of the MOH based on the Ministry's advanced approval.

Duration of Consultancy: 30 working days

6. Scope of Proposal Price and Schedule of Payment

Payments will be made via lump sum amounts based on deliverables. These lump sums area all-inclusive and the contract price is fixed regardless of changes in the cost components.

| Deliverables/ Outputs | % of contract payment |
|---|------------------------------|
| Draft and Final Specific national strategies/interventions targeting prevention of TB and HIV in migrant workers | 30% |
| Draft and Final Workplace education programme including training manual for the prevention of TB and HIV in migrant workers | 60% |

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| Draft and Final M&E framework for monitoring and evaluating strategies/interventions being developed | 10% |
| Conduct workshops with service providers on the Promotion of health services on TB and TB-HIV co-infection management on farms/workplaces of migrant workers | This portion of the work will be covered under a different payment schedule. |

7. Institutional Arrangements

Working relationships: The consultant will report directly to The Global Fund Focal point at the Ministry of Health and the Project Manager, UNDP-GF.

8. Qualifications

The applicant should have a minimum of a Master's degree in public health, epidemiology, or general medicine. Any of the following degrees or combinations thereof must be accompanied by a minimum of five (5) years of experience working directly with Tuberculosis and HIV and TB-HIV co-infections in either a clinical or programmatic setting. Previous experience writing guidelines and training manuals is also necessary.

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:

- 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, a methodology and proposed workplan 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.

10. Criteria for selection of Best Offer

The criteria serving as basis for evaluating offers is:

- a) 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%;

11. Submission of Proposal

Proposals are required to submit by email or in 1 sealed envelope clearly labeled *RFP: Consultancy for the development of new/innovative strategies in the diagnosis and treatment of TB and TB-HIV co-infection for migrant workers.*

United Nations Development Programme

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Deadline for Application: September 13th, 2016