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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Title of Assignment	SITAN of Trans-populations CONSULTANCY
Supervisor	Executive Director, NAC
Duration	25 days

Background and Rationale:

Belize has a total population of 370,000 of whom approximately 42% are under 25 years of age. Although an upper-middle-income 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 the HIV/AIDS epidemic, Belize has the highest HIV prevalence in Latin America and the 5th highest in the Caribbean, with estimated adult prevalence of 1.4% for persons 15-49 years, and more than 3,100 people living with HIV/AIDS.

Based on a Behavioral Sero-Prevalence Survey (BSS) conducted in 2012 by the HIV Unit of the Center for Health Studies of Del Valle University of Guatemala in collaboration with the Ministry of Health of Belize National TB, HIV & other STIs Program, it was determined that the prevalence rate amongst MSM was at 13.85% (19/136). This being the highest prevalence compared to other Key Populations (KP) in Belize. There is no official data available for trans-populations in Belize.

The results from the BSS suggests that the HIV epidemic in Belize is concentrated among men who have sex with men, but nothing can be said about the trend within the trans-populations. Nevertheless, an earlier study conducted in 2001 by Multicenter Study in Central America (EMC) suggested that HIV prevalence among men who have sex with men in Belize is the highest reported in the Central American region. And, with no available data for trans-populations for comparative analyses to be possible, these populations remain more on the periphery than any other population within the society and services already stretched to the limit are less accessible for these populations.

While statistics suggest that MSMs in Belize has a high level of vulnerability for HIV, anecdotal evidence points to greater vulnerability for trans-populations. Factors contributing to this vulnerability are difficult to manage and extend from the micro- to macro-level of the socio-economic chain. The SITAN then is an attempt to define a profile of the trans-populations in the country, from where more data would be generated for planning and policy purposes regarding the trans-populations.

1. Purpose:

The SITAN's primary purpose is to analyse socio-economic, financial, and policy situations of trans-populations and to identify the country's challenges in fulfilling trans' rights.

2. Objective of the consultancy

In collaboration with NAC, CNET+, UNIBAM, TIA and working closely with the national consultant, the consultant will undertake the analysis of trans-populations in Belize.

3. Scope of the consultancy

Under the guidance of NAC, CNET+, UNIBAM, TIA, the consultant will:

- Conduct a literature review of all available documents on trans-populations locally and regionally of national policy, relevant strategies and plans to identify challenges facing trans-populations in Belize and the region;
- Identify available data, information and data sources including publication of the government on policy, strategies, legal and reports including budgetary information
- Determine gaps in data and information and to try to fill the gaps in consultation with relevant stakeholders and organization Directors;
- Prepare the draft SITAN report;
- Revise the SITAN report incorporating comments and recommendations from consultation with all relevant stakeholders.

4. Scope of Analysis

It is expected that the SITAN will improve the understanding of the current status of trans-populations in the country and the causes of shortfalls and inequities, as the basis for future interventions regarding these groups. Along the same vein, the SITAN process itself with inclusive participation of key stakeholders particularly national counterparts will strengthen national and sub-national capacities to monitor the situation of these populations, principally regarding their vulnerabilities and disadvantages and how their specific rights are being inadequately met.

In order to address the above purpose and objectives, the scope of analysis entails:

- Analyses of inequalities by various dimensions, analysis of determinants, barriers and bottlenecks of situation and inequalities,
- Role patterns and capacity gap analyses
- Analyses of the programme environment including key risks and opportunities
- Review of programmatic response including who is doing what where

5. Methodology

The SITAN's main methodological approach is to review and synthesize available data, which will comprise of document reviews, quantitative and qualitative analyses of existing data and information. It should draw on any available data and reports such as previous annual

review reports, studies, surveys, assessments and evaluations and should contribute to evidence in two core areas:

- Situation of trans-populations, including an analysis of inequalities and bottlenecks in socio-economic situations
- Country context and risk and opportunities in the programme environment

Another major dimension of the SITAN methodology is having consultations with key stakeholders from governmental departments, partner institutions, and UN agencies.

6. Work Schedule and Deliverables

Expected deliverables are:

- a. Draft Report on the situational analysis of trans-populations
- b. Final Report on the situational analysis of trans-populations
- c. Presentation of the main findings of the study:

The timeframe for the reports and the presentation will be included in the technical proposal submitted by the Service Provider, but must not exceed 45 days.

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

7. Scope of Proposal Price and Schedule of Payment

Deliverables	Payment Schedule	Delivery schedule
Approved Draft Report of the Study	50%	15 days after contract signing
Approved Final Report of the Study	40%	8 days following presentation of first draft report
Presentation of the main findings of the Study	10%	2 days after presentation of main findings

Financial proposal to be prepared in US currency and must be inclusive of applicable indirect taxes.

Validity of proposal: 45 Days

8. Institutional Arrangements

Working relationship: The consultant will report directly to the Executive Director of NAC, TIA Executive board and the Project Manager, UNDP-GF. Logistical arrangements will be determined by consultant and ED of NAC, with costs being borne by consultant.

9. Qualification & Experience of Successful Provider

- Master's degree in Public Health, Demographics, Population Studies, Sociology, Urban Studies, Community Development, Economics or other related expertise
- Experience in similar studies and with various methodologies of collecting information in difficult circumstances;

- Ability to submit a concise and well written analytical report on the results of the study in English;
- Previous experience with Trans-populations is mandatory

10. Recommended Presentation of Proposal

1. Letter interest
2. Proposal Submission Form
3. Documents Establishing eligibility and qualification of proposers
4. Financial Proposal Form (In a separate sealed Envelope)

11. Criteria for Selection of Best Offer

The criteria serving as basis for evaluating offers is the 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. Submission of Application Package

Proposals are required to submit by email or in 1 sealed envelope clearly labeled *RFP: SITAN of Trans-populations Consultancy*

United Nations Development Programme
Attn: Procurement Associate
 3rd Floor, Lawrence Nicholas Building. Belmopan
 Cayo District, Belize, C.A.
Tel: (501) 822-2688, 0467, 4228
Email: procurement.bz@undp.org

Deadline for Application: Thursday, October 27, 2016 at 4:00p.m.