

**Terms of Reference (ToR)**

**Consultancy to Review Implementation Status and Develop Fast Tracking Strategies for the SADC Regional Strategy on HIV Prevention, Treatment and Care and Sexual and Reproductive Health and Rights among Key Populations**

# GENERAL INFORMATION

**Services/Work Description:** Review Implementation Status and develop Fast Tracking Strategies for the SADC Regional Strategy on HIV Prevention, Treatment and Care and Sexual and Reproductive Health and Rights among Key Populations

**Project/Program Title:** HIV, Health and Development

**Post Title:** International Consultant

**Duty Station:** Home Based with travel

**Expected Places of Travel:** SADC countries as required

**Duration:** Twenty four days distributed over eight months

**Expected Start Date:** March 1st, 2020

# I. BACKGROUND

The SADC Regional Strategy for HIV Prevention, Treatment and Care and Sexual and Reproductive Health and Rights among Key Populations was adopted by SADC Ministers of Health in November 2017, following a series of consultation meetings attended by the Ministry of Health Senior Technical Officers, Directors of National AIDS Commission and Regional Civil Society Organizations. The strategy’s main outputs and results are outlined in the results framework which lists the strategies and indicators to be achieved by Members States.

The strategy includes a monitoring and evaluation section which indicates that measuring progress will be ‘integrated into the existing regional and international monitoring and evaluation mechanisms. However, monitoring of the strategy has not been fully integrated in the existing health and HIV program monitoring system. Annual reports that were presented to the NAC technical meetings, the NAC Directors meetings and the Ministerial meeting were, therefore, compiled through direct survey to countries and analysis of data in the Global AIDS Monitoring (GAM) tool. While this process produced limited information and data to measure the progress of member states against the indicators in the strategy, it does not provide adequate information and analysis on the level of domestication of the strategy and the challenges and opportunities in each country to fast track the implementation.

This ToR is, therefore, produced to undertake an in-depth analysis of the status of the sixteen SADC Member States in domesticating the SADC KP strategy and propose strategies to strengthen national ownership and fast track implementation.

# II. OBJECTIVES

The objective of the consultancy is to:

* Review the process of domesticating and adaption of the SADC KP strategy by member states,
* Identify challenges and opportunities in domesticating and adapting the KP strategy, and
* Propose strategies to fast track implementation of the KP strategy and facilitate integration into relevant national plans.

# II. SCOPE OF THE WORK

The work will cover all SADC Member States and will be undertaken as desk review based on information collected in 2018 and 2019 from member states, data from the UNAIDS Global AIDS Monitoring tool and additional primary data to be collected from countries.

# IV. DELIVERABLES

The consultant will produce;

* An inception report providing an outline of the report,
* A data collection tool for country level information,
* Draft report on Implementation Status and Fast Tracking Strategies for the SADC Regional Strategy on HIV Prevention, Treatment and Care and Sexual and Reproductive Health and Rights among Key Populations,
* Presentation of the draft report to the SADC technical and NAC Directors meetings, and
* Final report

# V. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The consultant will report to the UNDP Program Manager for the Linking Policy to Programming (LPP) project.

# VI. DURATION OF THE WORK

The consultancy is expected to be started in March 1st, 2020 and be completed in October 31st, 2020. The total number of days is estimated to be twenty four.

# VII. QUALIFICATIONS

The qualified consultant should have:

* Advanced university degree in the social sciences, public health or related fields
* More than ten years’ experience at national and regional levels including in the SADC region
* Strong knowledge in M&E of HIV and AIDS programs
* Familiarity with key population issues
* Knowledgeable in the UNAIDS Global AIDS Monitoring tool
* Demonstrated writing skills in English
* Working knowledge of French desirable

# VIII. selection CRITERIA

Upon the advertisement of the Procurement Notice, qualified Individual Consultants are expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

* Responsive/compliant/acceptable, and
* Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
	1. Technical Criteria weight is 70%
	2. Financial Criteria weight is 30%

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| **Criteria** | **Weight** | **Max. Point** |
| Technical Competence (based on CV and Proposal and interview (if required)) | 70% | 100 |
| * Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal
 |  | 55 |
| * Minimum educational background as per the requirement in the ToR
 |  | 15 |
| * Minimum 12 years of experience in the main area of expertise
 |  | 30 |
| Financial (Lower Offer/Offer\*100) | 30% | 30 |
| **Total Score**  | **Technical Score \* 70% + Financial Score \* 30%** |

# IX. PAYMENT MILESTONES AND AUTHORITY

Payment will be certified through the Certificate of Payment (COP) and timesheet, certified by the direct supervisor. The rate will be based on the all-inclusive daily rate or rate mentioned in the Offeror’s letter to UNDP.

Payment will be made as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/n**  | **Activity**  | **Payment**  | **Remarks**  |
| 1 | Inception report  | 20% |  |
| 2 | Data collection and development of 1st draft report  | 40% | This will include participation at the NAC technical meeting on HIV prevention which is expected to be held in April or May 2020  |
| 3 | Review and produce final report  | 40%  | Final report will be produced after presentation of the draft report to the NAC Directors meetings that are expected to be held in October 2020 |

UNDP will process and cover the costs of any travel associated with the consultancy.