

TERMS OF REFERENCE

Individual Consultancy to develop the Belize 2021 – 2025 National Strategic Plan for HIV/STI, Viral Hepatitis and Tuberculosis.

Consultancy Period: August 19th, 2020 – October 12th, 2020

Number of Consultancy days: 40

Project Background:

The National AIDS Commission is the multisectoral agency mandated by Cabinet to coordinate, facilitate, and monitor the implementation of the National Strategic Plan for HIV/AIDS and TB in Belize. In 2016 Belize formulated its third HIV National Strategic Plan (NSP), which spans the period 2016-2020 and which connects the HIV response to the national response to Tuberculosis (TB). The plan aimed to be a user-friendly tool to guide the national response to HIV and TB, turning several core interventions targets, into a blueprint for action. The NSP 2016-2020 confirmed the need to narrow the intervention focus as the epidemic has evolved into one that is concentrated in the population of men who have sex with men. The NSP also reflected the conclusion that the current trend in the reduction of new HIV infections is neither sufficiently steep nor consistent to break the epidemic. It acknowledged a window of opportunity and the need to confront existing pressures and competition for financial resources. It also took the position that lack of expansion or inaction will cause the epidemic to rebound with a more devastating consequence. The NSP 2016-2020 was underpinned by a number of normative, strategic and technical guiding principles, which has enhanced the formulation of a set of goals, targets and interventions strategies that would move the country to the overall goal of breaking the HIV epidemic by 2030.

In order to reduce the new infections, expanding HIV Care and Treatment while achieving the Global Targets, including the UNAIDS 95-95-95 targets to as to end AIDS by 2030, it is critical that there be a paradigm shift in the National Response. It is essential that the HIV Response incorporate other STIs and Tuberculosis which are critical for the prevention and control of the HIV Response. It is also expected that the new NSP will integrate viral hepatitis as the inclusion and linking of hepatitis B and C are critical to the HIV/STI Response, sharing the same modes of transmission as HIV as well as the at-risk populations. The integration of STIs, viral hepatitis and tuberculosis in the new NSP will support the implementation of HIV combination prevention approach and a comprehensive and holistic approach to the prevention and control of the infections which are client centered.

Every year, Belizeans are infected with HIV, viral hepatitis, STIs, or TB and many die from their infection. Most of these infections share commonalities, modes of transmission, demographic, social and economic conditions that increase risk. The NAC CCM will lead prevention and control efforts to reduce incidence, morbidity, mortality, and health disparities due to these infections to achieve the greatest public health impact possible.

The recent analysis of the HIV and TB situation in the country provides useful insights into the progress achieved thus far based on the strategic lines of action towards achieving universal health, identifying areas of strengths and weaknesses, including opportunities and threats. The document also identifies key thematic areas for consideration in the next iteration of the NSP, which includes, *inter alia*, issues such as leadership and governance, integration of the continuum of people-centered services for HIV, TB, STIs, and Viral Hepatitis, strategic information, partnerships and civil society engagement and social determinants of health.

The early experiences and lessons learnt from dealing with COVID-19 pandemic will also shape the development of new strategies that will have to take into consideration the realities of implementing these integrated services as being essential to the effective and efficient organization and management of health systems, including frameworks and models of prevention, treatment and care that embody adjustments to a “new normal” within the context of the pandemic and post-pandemic scenario.

It is anticipated that the new NSP for 2021-2025 will take into consideration, assessment from NSP 2016-2020, and the newly developed situation analysis coupled with appropriate national documents such as National AIDS Spending Assessment (NASA), Transition Readiness Assessment and work plan, Local Fund Agent Spot Check on Prevention Services, Investment Case the Population Size Estimates for Men Who Have Sex With Men and Transgender Women, a new Caribbean Regional Strategic Framework, the Growth and Sustainable Development Strategy (GSDS), and the current implementation of the Global Fund Grant entitled “*Building Resilience through Innovation and National Accountability*”, a consultant is required to support the development of a new NSP for HIV/STI, Viral Hepatitis and Tuberculosis.

To support the successful implementation of the consultancy and the deliverables, a national oversight committee will be established. The committee will be comprised of:

- A Representative from the Ministry of Health
- A Representative from the Civil Society Organization Hub
- A Representative from the National AIDS Commission
- A Representative from the UNDP
- A Representative from PAHO Belize

Objectives of the Consultancy:

To develop a costed 2021 – 2025 National Strategic Plan with Operational and Monitoring and Evaluation Plans based on the situation analysis which includes a review of the 2016-2020 NSP,

programmatic recommendations to address gaps and challenges, most recent data, new priorities and innovative approaches to guide the implementation of an evidence-based response to HIV/STIs, Viral Hepatitis and Tuberculosis in Belize.

Specific Responsibilities of the Consultant:

Under the direct supervision of UNDP Project Manager and the Oversight Committee, the consultant is expected to complete the following in three phases:

Phase 1: Desk Review

- Development and presentation of a work plan that will detail the work to be completed and presented under the consultancy. The work plan will be submitted to the Consultancy Oversight Committee.
- Review the following documents:
 - NSP Assessment and Situation Analysis Report of the NSP 2016-2020
 - Population Size Estimate for Men Who Have Sex with Men and Transgender
 - LFA Spot Checks on Prevention Services
 - Caribbean Regional Strategic Framework
 - NASA
 - Transition Readiness Assessment and Work Plan
 - Growth and Sustainable Development Strategy (GSDS)
 - MICS
- Compile and review all appropriate national, regional, and global document/guidelines that will provide the framework for the new NSP 2021-2025 (i.e. PANCAP, CRSF, GSDS PAHO Health Sector Plan for the prevention and control of HIV/STIs, Viral Hepatitis and End Tuberculosis Strategy, current NSP for TB, HIV combination approach, Global Fund Grants, NASA etc.)

Phase 2: Organization and Coordination of Virtual Meetings with Regional and Global Partners

- In collaboration with the Oversight Committee, organize and coordinate virtual meetings with PAHO, UNAIDS, PANCAP, The Global Fund to support virtual revision of the key services/programmatic areas for HIV/STI, Viral Hepatitis and Tuberculosis.
- Develop a report of the proceedings of the virtual meetings and the interventions discussed.

Phase 3: Development of the NSP for HIV/STI, Viral Hepatitis and Tuberculosis.

- Based on the intervention identified from the virtual meetings, develop the draft NSP for HIV/STI, Viral Hepatitis and TB for the period 2021-2025.
 - Final deliverable must include National Strategic Plan, Costed Operational Plan and Costed M&E Plan
 - It should be based on the situational and current epidemiological analysis specific to the national context in relation to the regional context. The analyses should evaluate current trends in the country and define priorities; including a

focus on the situation for key populations with disaggregated data.

Epidemiological analysis should also be done for all disease components included in the NSP, and, if possible, their relation between them.

- The NSP should define and include all stakeholders including the affected populations and their role in the response.
 - It should include general and specific objectives to guide the operational plan considering both short- and long-term sustainability goals.
 - Indicators and targets should be clearly defined and should include national indicators and targets aligned to regional and global commitments. Goals should be ambitious yet achievable and should guide the strategic definition of interventions.
 - The NSP should show in detail how the plan is going to respond to all the health problems included and must consider human rights stigma, and discrimination approaches.
 - Interventions and systems to achieve program goals should be costed to define the full funding needed over the period of the NSP, using appropriate methodology and suitable tools.
 - NSP should include a plan detailing how it will be financed; resources from all funders should be mapped against the funding need to provide a gap analysis. A gap analysis will determine how much domestic investments need to increase to progressively absorb program costs to sustain the disease programs.
- Organize and facilitate a national workshop with key stakeholders and all partners to present the draft NSP for HIV/STI, Viral Hepatitis and TB.
 - Based on the feedback received from the national consultation workshop, incorporate all suggested changes to the NSP 2021-2025 and Monitoring and Evaluation Framework and forward to the Oversight Committee for revision and approval.
 - Based on the approved NSP, develop an Operational Plan for the period 2021-2025 and present to the Oversight Committee for revision and feedback.
 - Based on comments from the oversight committee, finalize the Operational Plan and submit to the Oversight Committee for approval.
 - Present final NSP 2021-2025 with Operational Plan and Monitoring and Evaluation Plan annexed.

Deliverables:

- Consultancy Work Plan- **(August 24th, 2020)**
- Draft National Strategic Plan 2021-2025 and Operational and Monitoring and Evaluation Plan Submitted to Oversight Committee. - **(September 30th, 2020)**
- Consensus Building Workshop Report including agenda and presentation - **(October 6th, 2020)**
- Final National Strategic Plan 2021-2025 and Operational and Monitoring and Evaluation Plan- **(October 12th, 2020)**

Qualifications

1. Master's Degree in Public Health, Epidemiology, social sciences or development with experience in Strategic Planning
2. Minimum of 5 years experience working knowledge of the situation and response to HIV in Belize with specific knowledge of key affected populations
3. Experience in strategic analysis and planning and reporting in the field of health and/or social development
4. Written and oral knowledge and skills in the English language
5. A person that can engage in Teamwork and extensive Consultation with stakeholders where and when necessary.

Remuneration - Renumeration is based on offer presentation. The fee is all inclusive.

Confidentiality and Ownership – all drafts developed is the property of the Ministry of Health and National AIDS Commission of Belize and will be used to support the National HIV/TB Response. The consultant will be expected to maintain confidentiality and to refrain from replication or sharing of any technical material dealt with during the consultancy period.

Recommended Presentation Offer:

The following documents are requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all past experience, contact details (email and telephone number) and **Vendor Form**;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

Criteria for Selection of the Best Offer:

Combined Scoring method – where the qualifications will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;

Submission of Application Package:

Proposals are required to submit by email or in 1 sealed envelope clearly labeled *RFP:*

Consultancy to develop the Belize 2021 – 2025 National Strategic Plan for HIV/STI, Viral Hepatitis and Tuberculosis.

Attn: Procurement Associate

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Cayo District, Belize, C.A.

Tel: (501) 822-2688, 0467, 4228

Email: procurement.bz@undp.org

Deadline for Application: Monday, August 10, 2020 at 4:00p.m.