

## Annex III

### TERMS OF REFERENCE

Ref. 2013/29/RFP

**Transfer of Czech Best Practice and Lessons Learned: Local Self-Government's Role in Creating Environment without Discrimination and Stigmatization of PLHIV to the Representatives from the Republic of Serbia.**

#### **1. Background**

AIDS epidemic and vulnerability to HIV are directly dependent on understanding and respecting of the human rights of key populations at higher risk of HIV, marginalized groups and PLHIV. Human rights abuses and violations are fueling AIDS epidemic. The international system of human rights explicitly recognizes HIV status as a basis for discrimination<sup>1</sup>. Worldwide, an increased infection has been registered among women, children, poor and marginalized, thus drawing attention to the fact that these groups are also vulnerable when it comes to HIV infection. In this sense, availability of HIV prevention, treatment, care and support services to key populations and PLHIV can significantly be influenced by stigma and discrimination.

In Serbia, the Law on Prohibition of Discrimination (AD Law) provides national mechanism for protection against discrimination. The other relevant mechanism is the Commissioner for Protection of Equality (CPE), who receives and considers complaints, provides opinions and recommendations and orders measures to address discrimination issues. Nevertheless, protection against discrimination is under-utilized, due insufficient knowledge of both citizens and NGOs on how to use the mechanism effectively; relatively low visibility of the CPE and their work; lack of understanding and knowledge on how the mechanism can be used without exposure of individuals, which is particularly affecting key population at higher risk of HIV and PLHIV.

Serbia is a low HIV prevalence country with the cumulative number (1984-2012) of 2,725 of all registered cases, while the main mode of transmission is unprotected sex, mainly among MSM (52% of all registered cases in 2011). The main vulnerable groups are MSM, SW, IDUs, prisoners, poor and marginalized groups.

According to the latest UNDP research on public opinion "Citizens' Attitudes on Discrimination in Serbia", discrimination of persons living with HIV/AIDS is present. It is generated by deeply rooted prejudices stemming from different types of fear, lack of basic knowledge and wrongfully adopted information on ways of transfer and nature of the illness. Expressive forms of discrimination of these individuals are numerous and include: denial of the right to primary and secondary education, loss of employment, denial of urgent medical care to injured persons with HIV/AIDS, a media campaign and sensationalist media revelations of critical events where persons with HIV/AIDS were participants.

For instance, 38.2% objected on having and HIV positive friend, 21.3% of the sample would not decide to live in the same neighborhood with and HIV positive person, 55.4% of the sample would not have an HIV positive teacher and 79.5 % would not accept an HIV positive person in the family. Almost all studies on quality of life of people living with HIV in Serbia showed that most respondents have experienced stigma in the health system. In the PLHIV Stigma Index 2, more than one fifth of respondents reported that they were denied health care services in the past 12 months, including dental care, because of their HIV status, while 12% were often denied services. Of those who had the opportunity to plan a family, this service was denied to 16% of respondents, while 5.7% were denied services related to sexual and reproductive health because of their HIV status.

20.9% respondents lost their jobs or other sources of income due to HIV positive status in the past 12 months, while 8.3% were rejected employment or the ability to work, solely because of their HIV status.

15.6% of PLHIV respondents in this study stated violation of their rights in the last 12 months, while 22.7% had attempted to obtain a remedy for the violation of law, but not one case has been resolved. Not a single case on discrimination of PLHIV has been recorded in the last couple of years, which implies fear of disclosure of HIV status and ineffective use of mechanisms for protection against discrimination.

The purpose of the study tour is to learn from Czech best practices and lessons learnt, in particular with regards to access to mechanisms for protection against discrimination by marginalized groups including PLHIV, increased knowledge among institutions, local authorities, CSOs and individuals in Serbia on legal provisions pertaining to protection against discrimination and on effective use of the protection mechanisms provided by the AD Law. The study tour should also contribute to better understanding and alignment with national plans and policies within the Health in Post 2015 Agenda: AIDS, health and human rights: Toward the end of AIDS in the Post-2015 Development Era.

In addition to the linkages with the ongoing activities in the field of HIV/AIDS, the study tour will be closely associated to a relatively new initiative that UNDP Serbia developed in 2012. Namely, the project “Improving Service Delivery at the Local Level” has been prepared in order to contribute to more efficient implementation of the local development strategies by providing support in improving service delivery at the local level, based on the selected strategic priorities. The basis for this business model lies in establishing real/mutually reinforcing partnerships with local self-governments, whereby UNDP is providing much needed policy advice to representatives of local authorities enabling them to implement local development strategies in a more efficient manner. Strategic areas covered by this initiative include social inclusion and work with vulnerable groups. Programme budget has so far reached US\$ 1.2 million over the period of 2 years (2013-2014). In line with this strategy, participants of the study tour will include representatives of municipal authorities.

UNDP supports national authorities in Serbia and partner’s organization in implementation of the National HIV/AIDS policy through advocacy, knowledge generation and support to specific disease control interventions.

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<sup>2</sup>Conducted in 2012, Draft paper

This initiative intends to offer the possibility to the representatives of local self-governments, public sector and civil society organizations in Serbia to visit relevant institutions, as well as other relevant platform organizations, providing services to at-risk populations and responsible for designing specific HIV and AIDS prevention programmes, in order to familiarize themselves with structures, programmes, policies and best practices in the Czech Republic.

Special focus of this tour will be on decentralization of services, developing public/private/CSO partnerships at local level and mechanisms and tools used to prevent stigmatization and discrimination and ensure equity.

With this initiative UNDP will support:

- Capacity building of Serbian delegates on systematic measures and methods used, particularly by the local level governance structures, to decrease the risk of spreading HIV/AIDS and creating environment without discrimination and stigmatization.
- Exchange of experiences and building longer-term collaboration in the field of HIV/AIDS prevention between relevant stakeholders of two low-prevalence countries.

The project will contribute to the advancement of human rights through the improvement of prevention programmes for most at-risk population in Serbia. The project will complement the efforts of GFTAM, UN Agencies and National partners to reach the most at-risk groups in Serbia.

## **2. Expected outputs**

- To learn how to raise capacity and build partnerships between local administration, institutions/state authorities, institutions and CSO at the local level for better utilization of AD Law mechanisms and CPE tools;
- To learn how to motivate the local administration to include activities related to lowering stigma and discrimination against Persons Living With HIV and their surroundings in the local Action plans as well as improvement of their position;
- To secure continued provision of preventive and other services in local authorities according to defined needs and local conditions;
- To learn how to secure availability of services at a local level and easy to reach legal counseling and legal assistance for Persons Living With HIV, so they can exercise their rights;
- To develop training/capacity building curriculum related to HIV antidiscrimination and human rights in the area of HIV for local/municipal authorities;
- To develop network with Czech partners, exchange experience and share knowledge upon return. Increased knowledge base of Serbian delegates on the most effective programmes, methods, tools, partnerships and actions to decrease the risk of spreading HIV/AIDS amongst most at risk population in Czech Republic.
- Explored possibilities of longer-term collaboration with Czech partners (and through Czech partners with major EU networks) on decentralisation of HIV/AIDS prevention, fight against stigmatization and discrimination and training and capacity building of outreach workers,

workers in centres for support and communities and representatives of PLHIV (People Living with HIV/AIDS).

### **3. Activities**

- Developing curriculum and organizing the two, one-week study tour on HIV prevention and fight against stigmatization and discrimination in the Czech Republic. Preparation of the Study Tour materials, documentation, guidelines, hand-outs for participants
- Identify possibilities on long-term collaboration between Czech/EU and Serbian participants and explore fundraising options for the return visit to Serbia of Czech counterparts.

### **4. Deliverables and reporting**

- A. Inception report on Study tour preparation (2 weeks before the start of study tours) (with key contacts and institutions at Czech side) the draft agenda and evaluation framework/questionnaire
- B. Draft paper outlining framework on longer-term collaboration and fundraising option (2-pager), 2 weeks after the study tour
- C. Final report in English (hard copy and electronic file) within 4 weeks after the study tour on the tour, lessons learned, key presentations, and recommendations for the longer term exchange and collaboration between partners' institutions including list/database of Czech experts and relevant institutions which can be used for further consultations and networking. This report shall include detailed evaluations and relevant financial reports in accordance with UNDP rules.

### **5. Study tour objectives**

The study tour objective is to present, review and discuss a full range of services and service models of HIV prevention and supporting programmes in the Czech Republic with focus on effective governance, public/private partnerships, outreach, implementation and fight against stigmatization and discrimination.

#### ***Basic parameters of the study tour***

The study tour for 12 representatives will last 5 working days. The tour shall take place within March-April 2014 (preferable preliminary schedule, can be further specified/adjusted with Contractor).

Participants of the study tour will include representatives of:

- Local self-governance (municipality level in Serbia) and communities;
- Public health, social welfare and education institutions;
- CSOs working on HIV prevention programmes and caring for PLHIV;

#### ***Organization and Facilitation of Study Tour***

The following activities are envisaged to contribute to attainment of overall objective of study tour:

- Selections of best informers, projects and project sites, engagement and preparation of presentations by competent practitioners and experts
  - visits to key relevant institutions and meetings with relevant stakeholders
  - ensuring relevant contacts as well as other relevant information according to participants' expectations
- 1) Preparatory activities:
    - Communication with UNDP office in Serbia and UNDP Regional Centre in Bratislava
    - Selection of participants with the cooperation of UNDP Serbia
  - 2) Organization of the Study Tour:
    - Logistics of the whole study tour including transportation and hotel arrangements etc.
    - Programme preparation and organization: experts to be consulted, visits to selected institutions, social event (e.g. dinner, sightseeing or similar) and other activities (informal meetings, workshops, roundtables, discussions etc.).

## **6. Qualification required**

The Contractor:

- Minimum of 7 years of experience on Czech best practices in the sphere of governance, HIV/AIDS prevention, fight against stigma or discrimination;
- Demonstrated experience with cooperation with different stakeholders: CSO/NGOs as well as private sector subjects, line ministries, municipal associations, local governments etc.;
- Experience in preparation and facilitation of study tours and workshops, especially for participants from SEE;
- Track record of at least three relevant projects;
- Appropriate references will be considered an advantage.

The Staff:

- At least one qualified specialist assigned with minimum of 5 years of experience on in the sphere of governance, HIV/AIDS prevention, fight against stigma or discrimination;
- Professional facilitators and experienced trainers in the area of HIV prevention programmes; with good understanding of Serbian or SEE countries HIV epidemic context (knowledge of the EU institutional framework is an asset);
- Experience in preparation and facilitation of study tours and workshops, especially for participants from SEE;
- Good communication skills of the staff in English (Both written and spoken);
- Excellent communication and facilitation skills as well as reporting experience;
- Appropriate references will be considered an advantage.

## **7. Proposal content and form**

Technical proposal should include the following:

- Complete curriculum/programme of study tour – including brief description of topics to be covered (lectures, presentations, discussions, etc.), experts to be consulted, selected institutions to be visited with brief reasoning of selection of the respective institution, other proposed activities (informal meetings, roundtables, workshops, discussions, etc.)
- Description of general logistics of study tour – what type of transport (public transport, rented mini/bus,...) will be used, type of accommodation (single rooms are required) and other services provided, including type of premises for lectures, technical equipment, refreshments, interpretation into Serbian;
- Description of topics and areas to be covered in study materials, guidelines, hand-outs for handing over to the participants;
- Methodology of study tour/workshop evaluation;
- Short CVs of internal and external experts to be engaged on the project;
- Proposed time schedule for the activities to be carried out as per the ToR;
- Information about corporate social responsibility (CSR) of the company. If two bids are evaluated to be identical or with minimal differences, company with better CSR program may be given preference;
- Information about “green” efforts/ green policy of the company. If two bids are evaluated to be identical or with minimal differences, company with better green program may be given preference;
- The format in *Annex V* pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In addition to *one hard copy*, please also provide **all the information on CD-R**. **Two separate CDs** are required for technical proposal and financial proposal.