

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**Terms of Reference**

<b>General Information</b>	
Job Title:	<b>Technical Expert on planning and assessment of leadership and governance program on HIV and Health for Local Chief Executives</b>
Brand:	UNDP Philippines
Duty Station:	Home-based, Manila, Philippines
Contract Duration:	31 August 2022 to 15 December 2023
Languages Required:	English, Filipino

**A. Project Title**

**UNAIDS Unified Budget, Results and Accountability Framework (UBRAF)-supported Joint UN Plans on AIDS**

**B. Background Information, Rationale, and Project Description**

The HIV situation in the country can be described as hidden and growing. The number of recorded cases in the Philippines has reached 98,990 (as of April 2022) since 1984. While the prevalence remains low at around 0.1%, men having sex with men (MSM) are disproportionally affected, accounting for 95.8% of all new infections.

The Philippines is also far from reaching the 95-95-95 target of UNAIDS. Among the estimated 133 800 people living with HIV (PLHIV), only 62% are diagnosed. Among those diagnosed, only 61% are enrolled in treatment. Finally, despite the high number of virally suppressed PLHIV (95%), only 27% have undergone viral testing.

Generally, the policies and programs implemented in the country are in line with the Republic Act (RA) 11166 or the Philippine HIV and AIDS Policy Act of 2018, which repealed RA 8504, also known as the Philippine AIDS Prevention and Control Act of 1998. Various activities on prevention and control, treatment, care, and support, including advocacy, training, and other management costs, were implemented in the previous years.

However, based on the result of the UNDP Regional AIDS Spending Assessment (RASA) and Regional Commitment and Policy Instrument (RCPI) showed that the apportionment of funds in the region across different groups and contexts remained under-dimensional and it does not reflect the complex nature of the HIV epidemic in accordance with RA11166. One of the

recommendations drawn from these studies is to ensure the programming and implementation of a subnational HIV program that sufficiently encompasses the whole HIV care cascade and complementation of funds coming from different offices by establishing local mechanisms and opening the communication among various stakeholders. Hence, another initiative is being proposed by UNDP to strengthen the implementation of HIV programs among local government units. This recommendation was presented to the LGUs in NCR, DOH and PNAC and in order for this project to be strengthened and sustained, this initiative is to be implemented through a participatory approach.

The proposed project will be implemented on a holistic approach, consisting of three major phases, which include:

Phase 1: identification of key stakeholders, assessment, and planning

Phase 2: Development of the training module and implementation

Phase 3: Evaluation and learning

The first phase shall be implemented this year, and the second and third will be implemented in 2023.

The UNDP is initiating an open call for Individual Consultant (IC) to provide services in implementing the first phase of the UNDP leadership and governance on HIV and Health project in the Department of Foreign Affairs and Trade (DFAT) sites. As part of the mandate of DFAT to work with international partners and other countries to tackle global challenges, HIV included, ten sites were identified as HIV Priority Areas in reference to their high prevalence rate. They are also included in the DOH's list of High Burden LGUs with a median HIV case-population ratio of 10.5 per 10,000. The following sites are Quezon City, Manila, Pasig, Angeles, Batangas, Puerto Princesa City, Cebu, Iloilo, Davao, and Cagayan de Oro.

### **C. Objective and Scope of work**

To ensure successful implementation of the key stakeholder identification, assessment, and planning phase, it is proposed that a Technical Expert on leadership and governance program on HIV and Health for Local Chief Executives (LCE) be engaged as an IC. The scope of work includes:

1. Identify the key stakeholders and plan with them the inclusion and integration of HIV and Health in the leadership and governance program for local chief executives.
  - a. Identify the key stakeholders, including different NGOs and CSOs, government

- agencies, UN agencies, etc., working on leadership and governance and include them in planning of integration of HIV and Health into the leadership and governance program for local chief executive.
- b. Send a formal communication letter to engage them in the planning, implementation and evaluation phase of the project.
  - c. Ensure the participation of the stakeholders for a substantive and sustainable project implementation by clearly explaining their expected roles throughout three phases of the program.
2. Conduct initial assessment on leadership and governance and different strategies and initiatives on HIV and health for LCEs;
    - a. The IC shall conduct the baseline data gathering on leadership and governance and different strategies and initiatives on HIV and health program through participatory approach involving various key stakeholders.
    - b. Coordinate with UNFPA on the leadership and governance framework for youth and assess on how to correlate their framework on HIV and Health integration
    - c. Review different Monitoring and Evaluation frameworks and recommend the most applicable M&E framework to be used for the evaluation of the project
  3. Develop the Terms of Reference of the Firm to be contracted in implementing the Phase 2 and Phase 3.

#### **D. Expected outputs and deliverables**

The Individual Consultant is expected to accomplish the following:

Output Schedule			
Deliverable or output		Target due date	Review and approvals required
1	Technical documentation of the key stakeholder identification and the plan of engaging them through out the three stages of the leadership and governance on HIV and Health for LCEs.	20 September 2022	HIV Response Officer
2	Technical documentation of the baseline data on leadership and governance and strategies and initiatives on HIV and health programs, problems and perceived barriers in the implementation of the leadership and governance project through participatory approach	15 October 2022	Final review: Team Leader, Institutions and Partnerships Programme Team

Output Schedule			
Deliverable or output		Target due date	Review and approvals required
3	Technical documentation of the M&E frameworks and recommendations of the most applicable M&E framework to be used in Phase 3	30 October 2022	
4	Develop TOR for the Phase 2 and Phase 3	30 November 2022	

#### **E. Institutional Arrangements**

1. The Individual Consultant will work under the overall guidance of the Programme Team Leader and close coordination with the HIV Response Officer of the Institutions and Partnerships Programme Team.
2. The Consultant shall consider at least five (5) working days lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs, etc.
3. The Individual Consultant is expected to respond to mobile and email communications within 12 hours for efficient coordination and meet on a regular basis for updates.
4. UNDP Philippines shall be entitled to intellectual property and other proprietary rights over all materials that have direct relation to the project.
5. This consultancy shall be performed remotely and will be a home-based assignment with minimal face-to-face coordination in some exceptional instances such as follow-up sessions
6. The Individual Consultant is expected to have his/her own equipment and workstation

#### **F. Duration of Work**

The Individual Consultant will be engaged for 90 working days from 31 August to 15 December unless revised in a mutually agreed upon timetable.

Changes in the duration of the contract will be implemented through issuance of a contract amendment.

#### **G. Duty Station**

The Consultant's duty station is in Mandaluyong City, Metro Manila but the assignment is expected to implement with a work-from-home arrangement. However, in some

exceptional instances (e.g., follow-up sessions), the IC may engage in limited face-to-face coordination within the priority areas and only as deemed necessary. Travel is limited to 3-5 times while strictly following the Philippine Government's minimum health protocols. Travel expenses should be included in the financial proposal.

In light of the COVID-19 pandemic in the Philippines, all work of the Consultant shall be done within the guidelines and protocols set by the local government.

#### **H. Qualifications of the Successful Individual Contractor**

The Individual Consultant should meet the following minimum qualifications and competencies

The Offers received will be evaluated using a combined scoring method - where technical proposal will be weighted 70 points and combined with the price offer which will be weighted 30 points.

The CV will be reviewed using the criteria in the table below. Only offerors who will obtain a minimum of 70% or 49 out of 70 obtainable points will be shortlisted and considered for evaluation of financial proposal.

The CV and technical proposal will be evaluated based on the following:

<b>Technical Qualifications</b>	<b>Points Obtainable</b>
<b>Education</b>  Bachelor's degree in Social Sciences, Community Development, Public Health, Public Administration or relevant field from a reputable university  14 points for bachelor's, 17 points for Master's and 20 points for PhD	<b>20</b>
Must have at least five (5) years of total experience in the leadership and governance program, health program for LCEs, community development and health system management  21 points for 5 years of experience, additional 3 points per additional year	<b>30</b>

<b>Technical Qualifications</b>	<b>Points Obtainable</b>
At least two (2) years of experience in research, primary and secondary data collection, and quantitative and qualitative data analysis	<b>20</b>
14 points for 2 years of experience, additional 2 points per additional year	
<b>Total</b>	<b>70</b>

<b>Core Competencies</b>	<p>Leadership, Communication, Planning and Organizing</p> <ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN mission, vision, values and ethical standards</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> </ul>
<b>Technical Competencies</b>	<p>Engaging and conducting Focus Group Discussions Problem identification</p> <p>Other Competencies:</p> <ul style="list-style-type: none"> <li>• Demonstrates strong analytical skills and mature judgement well-planned and organized;</li> <li>• Ability to work in close collaboration with a group of national and international experts, to meet strict deadlines and plan the work according to priorities;</li> <li>• Demonstrates capacity to plan, organize and execute effectively;</li> <li>• Ability to establish effective working relations in a multi-cultural team environment;</li> <li>• Consistently approaches work with energy and a positive, constructive attitude;</li> <li>• Facilitates and encourages open communication in the team and with stakeholders;</li> <li>• Excellent written communication and presentation/public speaking skills</li> </ul>

#### **I. Scope of Price Proposal and Schedule of Payments**

The Individual Consultant must send a financial proposal based on an all-inclusive lump-

sum amount for the delivery of the outputs below. The total amount quoted shall include all cost components required to deliver the services identified above, including professional daily fees X number of person-days and any other applicable costs (e.g., software and online tool/platform subscriptions) to be incurred by the Individual Consultant in completing the assignment.

Medical/health insurance must be purchased by the Individual Consultant at his/her own expense, and upon award of contract, the Individual Consultant must be ready to submit proof of insurance valid during contract duration.

Payments will be made upon satisfactory completion of the deliverables by target due dates. Outputs will be certified by the HIV Response Officer of Institutions and Partnerships prior to payments.

Tranches	Deliverable/Outputs	Due Date	Percentage of Fee
Tranche 1	Technical documentation of the key stakeholder identification and the plan of engaging them throughout the three stages of the leadership and governance on HIV and Health for LCEs certified acceptable by UNDP	20 September 2022	30%
Tranche 2	Technical documentation of the baseline data on leadership and governance and strategies and initiatives on HIV and health programs, problems and perceived barriers in the implementation of the leadership and governance project through participatory approach certified acceptable by UNDP	15 October 2022	30%
Tranche 3	Technical documentation of the M&E frameworks and recommendations of the most applicable M&E framework to be used in Phase 3 certified acceptable by UNDP	30 October 2022	20%
Tranche 4	TOR for the Phase 2 and Phase 3 certified acceptable by UNDP	30 November 2022	20%
	<b>TOTAL</b>		<b>100%</b>

## **J. Recommended Presentation of Offer**

The following documents may be requested:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate
3. **At least two (2) relevant samples of written work** in research, secondary data collection and quantitative data analysis
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Individual Consultant must be ready to submit proof of insurance valid during contract duration.