TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Consultant - Costing of "Prevention of Vertical Transmission of HIV" Fiji National Plan

BACKGROUND

UNICEF is at the forefront of global efforts to eliminate vertical transmission of HIV, a critical component of its mission to improve child health and survival. The prevention of vertical transmission of HIV initiative is integral to achieving the Sustainable Development Goals (SDGs), particularly Goal 3, which aims to ensure healthy lives and promote well-being for all at all ages. In Fiji, prevention of vertical transmission of HIV is part of the broader Triple Elimination agenda, which aims to eliminate mother-to-child transmission of HIV, syphilis, and hepatitis B. A national plan of preventing vertical transmission of HIV, Hepatitis B, and Syphilis is developed to that effect and launched in June 2025.

The National Plan for the triple elimination of vertical transmission of HIV, Syphilis, and Hepatitis B in Fiji is a proactive initiative aimed at addressing the existing bottlenecks to triple elimination agenda and delineate critical actions necessary for Fiji to meet the World Health Organization's validation indicators for the triple elimination by 2029. This national plan is aligned with global health, regional and national frameworks and strategies, and best practices for the elimination of vertical transmission of HIV, Syphilis, and Hepatitis B. It builds upon existing maternal and child health strategies, national HIV prevention frameworks and emphasizes the importance of collaboration among various stakeholders

Fiji is a low HIV prevalence country, but available data suggests that the HIV epidemic in Fiji has been growing in recent years. UNAIDS estimates show Since 2014, number of new HIV infections in Fiji has risen by an alarming 10-fold. Just 10 years later, that number was 5900 [4500–8900]. This made Fiji the second fastest growing epidemic in the Asia Pacific region In 2024, only 36% [27–54%] of people living with HIV in Fiji were aware of their HIV status, and only 24% [18–36%] were receiving treatment. While data for 2024 from the Ministry of Health show that among newly diagnosed with HIV who are currently receiving antiretroviral therapy, half contracted HIV through sharing needles, but an increase in reported cases of mother-to-child transmission is also a significant concern (UNAIDS July 2025).

The national plan set the framework for the triple elimination agenda, the principles of action, and outlined the strategic priorities for interventions and action, setting the country in clear path towards realization of the triple elimination agenda.

The consultant will play a pivotal role in costing all those actions including procurement of services, goods, supplies, costs of actions as well as costed monitoring and evaluation framework, among others. This consultancy aims to strengthen the implementation and monitoring of all prevention of vertical transmission if HIV, Hepatitis B and Syphilis interventions. The costing needs to focus on clinical care, community interventions, documentation, and coordination, ensuring they are effective, sustainable, and culturally sensitive. By leveraging global best practices and innovative solutions, the consultant will contribute to the ultimate goal of eliminating new HIV infections among children and improving the health outcomes of mothers living with HIV in Fiji.

OBJECTIVE / SCOPE OF WORK

The objective of this consultancy is to develop a comprehensive and evidence-based costing framework for the National Prevention of Vertical Transmission of HIV, Hepatitis B and Syphilis Plan. The consultancy will assess current and projected health service delivery needs, identify cost drivers across key programmatic areas, and produce detailed cost estimates aligned with national strategic priorities, key actions and

interventions proposed in the document. This will enable policymakers and stakeholders to make informed decisions regarding budgeting, financing, and implementation of the plan, ensuring sustainability and impact in improving health outcome of targeted groups.

The Scope of work includes:

- Review the "***National Plan for Triple Elimination of Mother-to-Child Transmission of HIV, Syphilis and Hepatitis B in Fiji 2025-2029***".
- Define the costing scope (e.g., HIV, syphilis, HBV, national vs. sub-national).
- Select and apply an appropriate costing methodology.
- Collect and validate data from health facilities, programs, and partners.
- Develop a costing model and conduct scenario analyses.
- Present findings to stakeholders and revise based on feedback.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEUDLE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
Costing of National Plan on Prevention of Vertical Transmission of HIV, Syphilis, and Hepatitis B			
Inception • Outline approaches to undertake the assignment with a work plan, including: • Conduct a desk review of existing documents to assess the current situation with focus on HIV program and broader triple elimination agenda	Inception report with a work plan	Week 1 - 2	10%
Develop Costing tools and data collection templates • Analyze national and international costing tools (e.g., One Health Tool, WHO-CHOICE). • Assess compatibility with national health planning processes. • Develop a modular and user-friendly Excel-based or software-based tool. • Include components for inputs, unit costs, service volumes, and outputs. • Create standardized templates for collecting data on service delivery, HR, goods and services, • Admin and overhead costs	Costing tools and data collection templates	Week 3	

Costing report with assumptions and results • Framework for costing to include all areas in the national plan • Cost activities • Include assumptions and risks	• Costing Report	Week 4 - 6	
Final report with recommendations and policy implications • Generate final report • Share and receive comments from Unicef and Ministry of Health and Medical Services, Fiji • Incorporate comments	• Final Report.	Week 7 - 8	
Presentation to stakeholders and partners • Facilitate Dissemination workshop • Prepare presentations • Presentation	• Presentation Slides.	Week 8	90%
Total		**8 weeks**	**TOTAL 100%**

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

☐ Bachelors ☒ Masters ☐ PhD ☐ Other

Knowledge/Expertise/Skills required:

The consultant tasked should have the following experiences and essential skills:

- Advanced degree in Health Economics, public health, Medicine, epidemiology, or a related field.
- At least 5 years of experience in HIV/AIDS programs, with a specific focus on costing and financing.
- Strong knowledge of triple elimination agenda on HIV, Hepatitis B, and Syphilis strategies, global guidelines, and best practices.
- Proven experience in capacity building, training, and mentorship of healthcare providers.
- Excellent analytical, communication, and interpersonal skills.
- Ability to quickly grasp the local context and provide the contexualized technical support.
- Ability to work independently and collaboratively within a multidisciplinary team.
- Proficiency in data analysis and the use of relevant software tools for financing and costing.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will be working remotely in a close interaction with UNICEF Pacific Health Team and Fiji Ministry of Health and Medical Services. S/he will work under supervision of UNICEF Health and Nutrition Specialist and MHMS focal person on HIV Programming, in close coordination with all other relevant MHMS officials and the UNICEF Maternal and Child Health Specialist, on a regular basis. Payment will be made inception and completion of tasks as outlined above.

The duration of the consultancy is 40 working days (8 weeks)

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Start date: 1 November 2025 End date: 31 December 2025

ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by

their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

- The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

- No contract may commence unless the contract is signed by both UNICEF and the consultant.

- Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

- Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
- Monthly / Daily fees– based on the deliverables in the Terms of Reference above