

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

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| <p>Title: National Consultant to support the development of the Global Fund HIV Funding Request</p> | <p>Funding Code: WBS:</p> | <p>Type of engagement</p> <p><input checked="" type="checkbox"/> Consultant (National)</p> <p><input type="checkbox"/> Individual Contractor Part-Time</p> <p><input type="checkbox"/> Individual Contractor Full-Time</p> | <p>Duty Station:</p> <p>Suriname</p> <p>Estimated dates:</p> <p>July2024-September2024</p> |
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BACKGROUND/CONTEXT

Suriname is a country in the North-East of South America, but also part of the Caribbean region, with 618,040 (2022, Worldbank) inhabitants. The HIV prevalence (15-49 years) is 1.6 percent; in 2022, an estimated 7,200 (5,900 – 8,500) people were living with HIV. Both HIV incidence and HIV-associated mortality are on the rise. Since 2010, UNAIDS recorded an 11% increase in new HIV infections in the country (<500 new infections per year). In 2022, there were <500 HIV-related deaths reported compared to <200 HIV-related deaths in 2010. Key populations are disproportionately affected by HIV; in female sex workers the HIV prevalence is estimated at 2.1% (2023); for MSM 16.6% (2018). A study was conducted in 2023 with a small sample size of male and trans sex workers gave a HIV prevalence of 40% .

The Government of Suriname (GOS) has worked with local stakeholders and development partners in meeting the 95-95-95 goals by 2030. In 2020, Suriname had 93% of diagnosed persons on ART, thereby exceeding the 90% target. This percentage declined to 86% in 2022. UNAIDS estimates that there are 7,200 people living with HIV in Suriname in 2022. This translates to 40% undiagnosed, 40% not treated and a little more than one third being virally suppressed.

Suriname is eligible to receive funding from the Global Fund for the period January 1, 2025 – December 31, 2027 according to the Global Fund’s allocation letter. Since CCM Suriname will submit the HIV Funding Request in window 6, instead of window 5, the next HIV grant will start on April 1, 2025. To support this process, a “Funding Request Development National Consultant” will be recruited.

Objective and Scope of Assignment

Objective and Tasks

The national consultant will support the international lead consultant in the development of a HIV funding request proposal to the Global Fund to access resources for the National HIV/AIDS programme in Suriname. He/she is expected to start the preparatory work (as outlined here below) and further collaborate and support the international consultant once on board.

The national consultant will work in close collaboration with the lead consultant, the Country Coordinating Mechanism (CCM), the Core group established by the CCM, National HIV/AIDS Programme and national level stakeholders to:

- Review country programme documentation (Strategic Plan; Operational Plan, Mid -Term Review of NSP, Assessment reports, Workplans; Gap analysis, M&E Plan; Data from IBSS and other surveys, etc.);
- Participate in core group meetings and document decisions taken during these meetings
- Revise Funding Request development calendar (roadmap) as necessary
- Compose contact list for broad consultation
- In collaboration with the lead consultant, draft in-country dialogue methodology
- Record all key meetings with listing of participants
- Co-facilitate the in-country dialogue in collaboration with the lead consultant and CCM
- Draft in-country dialogue report
- Lead the process to identify funding priorities from civil society and communities in collaboration with civil society representatives of CCM
- Support the review of existing support, through partnership mapping of current activities, resources and anticipated changes
- Collect and ensure that all annexes are included in the funding request
- Collect and ensure that all relevant documents are included in the submission of the funding request
- Provide support to the country to address Technical Review Panel (TRP) questions

Key Deliverables

The national consultant will be recruited for 30 days from July– September, 2024

Key Deliverables

The national consultant will submit the key deliverables to the CCM Executive Committee for first review and approval before final submission for payment takes place. The key deliverables and dates are:

July 31:

- Detailed Workplan
- Revised Funding Request development calendar (roadmap)
- Minutes of meetings core group and consultations with key stakeholders
- Listing of stakeholders to be consulted
- In-Country dialogue methodology
- Draft Funding priorities from civil society and communities

August 12, 2024:

- Minutes of meetings core group and consultations with key stakeholders
- Final Funding priorities from civil society and communities

September 2, 2024:

- Minutes of meetings core group and consultations with key stakeholders
- In-Country dialogue report
- Listing of all required annexes

Table Overview of deliverables with timeline

| Deliverables | Duration (estimate #of days) | Tentative deadlines | Payment schedule |
|--|------------------------------|---------------------|------------------|
| <ul style="list-style-type: none"> - Work plan with a clearly outlined approach, timelines - Revised Funding Request development calendar (roadmap) - Minutes of meetings core group and consultations with key stakeholders - Listing of stakeholders to be consulted - In-Country dialogue methodology - Draft Funding priorities from civil society and communities | 13 days | 31 July | 20% |

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| - Minutes of meetings core group and consultations with key stakeholders - Final Funding priorities from civil society and communities | 7 days | August 12 | 20% |
| - Minutes of meetings core group and consultations with key stakeholders - In-Country dialogue report - Listing of all required annexes | 10 days | September 2 | 60% |

Payment terms

Payment is contingent on approval by the contract manager (UNICEF) and will be made as indicated in the above table. No Advance payment to be made. Payments will be made against each milestone/deliverable and only upon UNICEF’s acceptance of the work performed. The terms of payment are after receipt of invoice and acceptance of work. Payment will be affected by bank transfer in the currency of billing. All deliverables are required in English.

PROFILE OF THE CONSULTANT

Consultant Requirements:

- National Consultant with prior experience in supporting funding requests for the Global Fund under the current Funding Model; preferably at advanced academic level (Masters degree), and minimum of 5 years work experience.
- Familiarity with the Surinamese context, specifically with respect to Health, HIV and Development is highly recommended
- Experience with technical HIV interventions, including human rights issues and experience working with civil society organizations
- Strong skills in strategic analysis and writing
- Knowledge of broader health policies and National HIV/AIDS Control Programmes
- Familiarity with Global Fund regulations, procedures and processes
- Ability to facilitate discussions between different stakeholders and foster consensus on difficult technical issues
- Experience working in national environments
- English fluency and ability to write clearly and concisely; Dutch language is requirement.

APPLICATION REQUIREMENTS

Interested persons are asked to apply by July 5th, 2024, online (link will be provided in Advertisement). Please ensure the application is completed thoroughly and the following is shared with the expression of interest. Successful candidates will be notified by the UNICEF Human Resources officer by the end of the second week after the application closes.

- A technical proposal for the assignment
- A financial proposal for the assignment

The *technical proposal* should include a detailed methodological proposal, a CV, and other relevant information to ensure the quality of the presented proposal and minimise the disqualifications.

The *financial proposal* should be a lump sum and should include consultant's fee.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

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| Budget Year: 2024 | Requesting Section/Issuing Office: Survive and Thrive | Reasons why consultancy cannot be done by staff: This task requires a National expert in writing Global fund proposals This a specialized area requiring an experienced consultant in writing proposals for the Global Fund | |
| Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify | | | |
| Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) | | Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment | |
| If Extension, Justification for extension: | | | |
| Supervisor: Survive and Thrive Program Officer, Shivanny Narain | Start Date: <i>July 17 2024</i> | End Date: <i>September 2, 2024</i> | Number of Days: <i>30</i> |

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| Estimated Consultancy fee | | | |
| Travel International | NA | | |
| Travel Local (please include travel plan) | NA | | |
| DSA (if applicable) | NA | | |
| Total estimated consultancy costsⁱ | | | |
| Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines Social sciences Research Communications/ training | | Knowledge/Expertise/Skills required: As stated in section 7 above | |
| Administrative details: Visa assistance required: NA Transportation arranged by the office: NA Not applicable | | <input checked="" type="checkbox"/> Home Based , Office Based: NA If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/> Home based | |
| Request Authorised by Section Head Shivanny Narain | | Request Verified by HR: | |
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Conditions and remarks:

Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Fully inoculated
- Mandatory training certificates from UNICEF’s e-learning platform (prior to commencement of the Assignment)