**UNICEF Moldova**

**Terms of Reference**

**Title: National Consultant to provide methodological support and quality assurance of the Global AIDS Monitoring (GAM) 2024 reporting.**

**Location:** Chisinau, Republic of Moldova.

**Duration:** a total 15 working days, throughout the period March- April 2024.

CRC: Article 24.

1. **Background**

UNICEF’s mission in Moldova is to make sure every child in the country is healthy, educated and safe from harm, therefore having the best start in life and a fair chance to reach her or his full potential and benefit from the country’s prosperity. We believe children have a right to live in a more equitable society, where their voices are heard, and needs met as a matter of priority in line with the Sustainable Development Goals.

In partnership with the government and other stakeholders, UNICEF supports creating healthy lives for children by firstly focusing on the well-being of pregnant women and the safe delivery of their children through increased knowledge of child health care and improved access to health services. Since the adoption of the first groundbreaking UNGASS on HIV/AIDS (The UN General Assembly Special Session on HIV/AIDS) in June 2001 - the Declaration of Commitment on HIV/AIDS followed by 2006, 2011, 2016 and 2021 high level Political Declarations on HIV/AIDS, the most recent one - Political Declaration on HIV and AIDS: Ending Inequalities and Getting on Track to End AIDS by 2030 was adopted in June 2021.

It clearly states that country states are required to provide the General Assembly, within its annual reviews, an annual report on progress achieved in realizing the commitments made in the Declaration.

Under the terms of the Declaration of Commitment on HIV/AIDS, success in the AIDS response is measured by the achievement of concrete, time-bound targets. That can be achieved with careful monitoring of progress in implementing agreed-on commitments and require the United Nations Secretary-General to issue progress reports annually. These reports are designed to identify problems and constraints and recommend action to accelerate achievement of the targets. The Global AIDS reporting (GAM) is an exercise that falls under the UNAIDS, WHO and UNICEF division of labour. While UNAIDS is leading the exercise on all indicators, WHO and UNICEF broker the expertise on health system related aspects, prevention of mother to child transmission (PMTCT) and HIV and TB treatment.

Moldova has reported on its progress under UNGASS (The UN General Assembly Special Session on HIV/AIDS) starting with the first cycle of the reporting, improving both content-wise and process-wise from one cycle to another. Our country is invited to submit to UNAIDS its monitoring data, HIV estimates and a narrative report for the year 2023 (2024 GAM Reporting).

The National AIDS Programme Coordination Unit is responsible for data generation, monitoring & evaluation, including development of the AIDS annual country report and GAM report (for Moldova and its Transnistrian region, breakaway region called also left bank).

A team of national Consultants (supported by UNAIDS, WHO, UNICEF) will be established to provide technical support to the National AIDS Programme (NAP) Coordination Unit and the Ministry of Health in the process of 2024 GAM reporting development.

In that regard, UNICEF is seeking to contract a National Consultant to provide technical support to the NAP coordination team and the Ministry of Health to ensure data quality management in the context of the 2024 GAM reporting, with a targeted focus on PMTCT, (antiretroviral treatment) ARV and pediatric ARVT, National Commitment and Policy Instrument (NCPI) part A and health system related indicators, with a specific focus on the aspects related to children’s and pregnant women health.

1. **Purpose of the individual consultancy**

This consultancy aims to provide technical support to the NAP coordination team and the Ministry of Health, and ensure data quality management for the 2024 GAM report, with a targeted focus on PMTCT, ARV, NCPI part A and health system related indicators.

1. **Specific objectives of the individual consultancy**

The National Consultant will provide technical assistance, supporting the NAP (National AIDS Programme) coordination team and the Ministry of Health in the context of the 2024 GAM reporting, and particularly in the following:

* Work closely with NAP coordination team to ensure that women and child related information (PMTCT, treatment cascade, etc.) are included in the newly developed 2024 GAM Report.
* Support methodologically the analysis of data coming from different sources, including: national HIV mortality, Spectrum\* data and estimations, data from the Transnistrian region, including the NCPI part A questionnaire. Provide methodological support on indicators’ definition, measurement, technical advice as requested by the NAP team.
* Oversee and provide technical input related to quality assurance of data and evidence used for generation of the GAM report: reviews the Spectrum\*, GAM report and all related to it annexes. Provide support to the NAP coordination team to prepare the 2024 GAM Report validation process.

\* https://hivtools.unaids.org/

1. **Details of how the work should be delivered**

Under the direct supervision of the UNICEF Health Specialist the consultant will work closely with the NAP Coordination Unit and will have a technical reporting line to the Head of Team of Consultants.

The contracted National Consultant will be working in collaboration with other members of the Team of Consultants who will provide technical support to the NAP Coordination Unit and the Ministry of Health in the 2024 GAM reporting development process.

All activities and deliverables undertaken by the consultant shall be discussed and planned in

consultation with UNICEF and UNAIDS.

Close consultation and collaboration are expected with the MoH, Country Coordination Mechanism on HIV and TB Control (CCM) and the UN Joint Team on HIV/AIDS.

1. **Deliverables and delivery dates**

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| **Tasks** | **Deliverable** | **Timeline\*\*** |
| Work closely with NAP coordination team to ensure that mother and child related information is included in the newly developed 2024 GAM Report.  -Provide methodological support on indicators definition, measurement, clarifications as requested by the NAP team.  - Support methodologically the analysis of data coming from different sources: national HIV mortality, Spectrum data and estimations, data from the Transnistrian region. | * indicators definition, measurement, data analyses (HIV mortality audit, Spectrum, data from the left bank) defined jointly with coordination unit NAP * mother and child related information is included in the newly developed 2024 GAM Report. * Data from different sources fed the 2024 GAM report and were coordinated with NAP coordination unit | 6 working days |
| -Provide recommendations to GAM team for reporting improvement and quality assurance.  -Peer reviews the Spectrum data, GAM report and all related to it annexes.  -Provide support to the NAP coordination team to prepare the validation process of the 2024 GAM Reporting exercise. | * recommendations to GAM team for Reporting improvement quality assurance submitted * Spectrum data, GAM Report and all related to it annexes reviewed * materials related to validation exercise developed * track of recommendations provided to NAP team submitted to UNICEF | 4 working days |
| -Oversee and verify the GAM and Spectrum data, with the focus on the health system related ones, PMTCT, NCPI part A and treatment cascade. | * GAM final report, including PMTCT, health sector related, treatment cascade and NCPI part A indicators validated by MoH, NAP coordination unit and national stakeholders * narrative report (English) that reflects the consultant support to the NAP team submitted to UNICEF | 5 working days |
| **Total:** |  | 15 working days |

*\*\* Exact deadlines will be mutually agreed upon contract signature.*

1. **Reporting requirements**

The consultant will report to UNICEF Health Specialist who will regularly communicate with the consultant and provide feedback and guidance on his/her performance and all other necessary support to achieve objectives of the consultancy, as well as remain aware of any upcoming issues related to consultant’s performance and quality of work. The consultant is expected to deliver each component of the workplan electronically (in Word format) and in English.

1. **Performance indicators for evaluation of results**

The performance of work will be evaluated based on the following indicators:

* Completion of tasks specified in the ToR.
* Compliance with the established deadlines for submission of deliverables.
* Quality of work.
* Demonstration of high standards of cooperation and communication with UNICEF and with

counterparts.

1. **Qualifications and experience**

* Relevant educational background in sociology, health or related field, is required;
* At least 5 years of proved relevant working experience in the field of HIV/AIDS national response and/or HIV/AIDS national M&E system, is required;
* Analytical and report writing skills; Experience of working in unsupervised, ability to work under pressure, prioritize work and use personal initiative;
* Prior experience of working with UN Agencies and familiarity with UNICEF’s work and mandate, would be an asset;
* Oral and written fluency in Romanian, working knowledge of Russian and English.

1. **Content of the Technical Proposal**

* Relevant experience with similar type of assignments and proposed approach (max 500 words)
* Curriculum Vitae

1. **Content of the Financial Proposal**

The applicant should fill in the Financial Offer Template and specify an all-inclusive fee in MDL, requested to complete the tasks/deliverables described in the Terms of Reference. Other expenses directly related to the ToR assignments and deliverables such as: (translation/interpretation costs, local transportation etc.) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraph 14 and 15 below).

The final selection will be based on the principle of “best value for money” i.e. achieving desired outcome at lowest possible fee.

If not provided by ToR, UNICEF will not reimburse costs not directly related to the assignment. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

1. **Evaluation criteria for selection**

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

The total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as Points (x) = (lowest offer/ offer x) \* 30.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following “best value for money” principle.

1. **Payment schedule**

The payment will be made in 1 instalment/lumpsum, upon submission and acceptance of all deliverables stipulated in the table above.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

1. **Definition of supervision arrangements**

The selected consultant will work under direct supervision and in close consultation with UNICEF Health Specialist. Fees will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality and achievement of deliverables. UNICEF will regularly communicate with the selected consultant and provide formats for reports, feedback and guidance on performance and all other necessary support to achieve objectives of the document, as well as remain aware of any upcoming issues related to expert’s performance and quality of work.

1. **Work location and official travel involved**

The consultancy will be performed remotely. The work will not require local travels.

1. **Support provided by UNICEF**

To achieve the above-mentioned objectives, UNICEF will facilitate the contact with the HIV NAP Coordination team and UNAIDS, other relevant stakeholders, and will provide timely feedback to all deliverables to be presented by the consultant. If need be, UNICEF will provide support in contacting other relevant stakeholders during the assignment process.

1. **Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?

o  YES   n  NO           If YES, check all that apply:

1. **Ethical considerations**

The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines1. The Contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the Assessment, as well as about the confidentiality of the information shared. The Contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

As per the [DHR PROCEDURE ON CONSULTANTS,](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Procedure%20on%20Consultants%20-%20DHR_PROCEDURE_2018_005.pdf) together with the Notification letter, the selected consultant will be sent the [link on UNICEF’s learning platform, Agora](https://agora.unicef.org/course/view.php?id=15620), containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The selected candidate must complete the applicable mandatory online courses on UNICEF’s learning platform prior to signature of contract.  All certificates should be presented as part of the contract.

1. **Other considerations**

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.

The selected candidate is solely responsible to ensure that the visa (if 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.