TERMS OF REFERENCE

HIRING A CONSULTANT FOR THE PREPARATION OF A POCKET BOOK OF QUESTIONS AND ANSWERS WITH CONTENTS ABOUT POSITIVE LIFE FOR CHILDREN AND ADOLESCENTS LIVING WITH HIV AND AIDS (CAVHIV)

**Section submitting:** Child Health & Nutrition (CHN)

Purpose of Assignment:

The complexity of antiretroviral treatment (ART), its chronicity and the scope of the provision of quality health care at all levels, led to the definition of strategies that include actions to ensure greater adherence to treatment, respecting the particularities of each population group. .

With the increasing number of patients living with HIV receiving antiretroviral treatment, the availability of human resources, both in terms of numbers and in terms of technical capacity to ensure patient compliance and retention in Care and Treatment is still scarce.

 Various initiatives have been implemented by different stakeholders to reduce the workload of healthcare professionals and improve patient compliance and retention in Care and Treatment, through the transfer of some tasks to trained and supervised lay staff. These initiatives have been implemented by specific lay providers identified for each of the different population groups, namely children, adolescents and young people, adults, pregnant women and lactating women (eg, mentor mother, adolescent and young mentor, among others) and whose packages of training are also developed and aligned to the specifics of each group.

In this sense, to standardize general information about HIV and sexual and reproductive health, the PNC ITS-HIV / AIDS intends to hire a consultant to develop a pocket book of questions and answers to be used as a reference manual for all lay people. , which serves children, adolescents and young people and by the users themselves.

**Purpose and Objectives**

Elaboration of a pocket book of questions and answers with content on POSITIVE LIFE for children and adolescents living with HIV and AIDS (CAVHIV) that includes prevention, adherence to treatment, viral suppression, nutrition, management of vulnerabilities of children and adolescents, and other specificities of children and adolescents. This book is intended to serve as a reference manual for all lay people who provide psychosocial support to children and adolescents living with HIV.

**Methodology and Technical Approach:**

Review the literature and existing IEC materials (national and international) on positive life for children and adolescents living with HIV.

• Review the national rules in force for the knowledge of the guidelines regarding the provision of preventive care, SRH, HAART and APSS and PP of children and adolescents.

• Develop a pocket book of questions and answers with content on POSITIVE LIFE for children and adolescents living with HIV and AIDS (CAVHIV) with more up-to-date information that covers diverse contents, namely that include general knowledge and prevention of HIV, STIs, SSR , ART, APSS and PP and specific characteristics of children and adolescents.

• Regularly present to the Technical Group of Pediatric and Adolescent Care and Treatment the progress of the activities and incorporate the suggestions and comments in the document.

• Conduct a workshop with Participation of key elements to be selected by the PNC ITS, HIV / AIDS for validation of the pocketbook.

**Activities and Tasks and Timeline**

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|  |  | **Timeline**  |
|  | Review the literature and existing IEC materials (national and international) on positive life for children and adolescents living with HIV. | 1 July |
|  | Review the national rules in force for the knowledge of the guidelines regarding the provision of preventive care, SRH, HAART and APSS and PP of children and adolescents. | 15 July |
|  | Develop a pocket book of questions and answers with content on POSITIVE LIFE for children and adolescents living with HIV and AIDS (CAVHIV) with more up-to-date information that covers diverse contents, namely that include general knowledge and prevention of HIV, STIs, SSR , ART, APSS and PP and specific characteristics of children and adolescents. | 16 August |
|  | Regularly present to the Technical Group of Pediatric and Adolescent Care and Treatment the progress of the activities and incorporate the suggestions and comments in the document. | 27 August |
|  | Conduct a workshop with Participation of key elements to be selected by the PNC ITS, HIV / AIDS for validation of the pocketbook. | 21 September |

**Consultancy duration**: The consultancy will last for 90 days

**Deliverables and Payments:**

**Expected outcome**

The expected result of the consultation is the presentation of a pocketbook with questions and answers in Portuguese covering all the defined areas. The book version of the book to be presented at the end of the consultancy must comprise the following aspects:

• Book prepared and formatted for printing in A5 size

• Contain preface, index, acronyms, concepts (if applicable) and all content validated by the technical group.

• Can include illustrative images (if applicable)

• Linguistic review of the content.

• Cover designed

*Deliverable 1:*

Delivery timeframe (specify weeks, months or working days): 2nd week

Deliverable/product(s): After the presentation of the work plan (include in the tasks the revision of the revised material for the preparation of the booklet and share with the technical group)

Payment (indicate amount or %): 25%

*Deliverable 2:*

Delivery timeframe (specify weeks, months or working days): within 1 month

Deliverable/product(s): After receiving the first draft of the book.

Payment (indicate amount or %): 25%

*Deliverable 3:*

Delivery timeframe (specify weeks, months or working days): within 2 weeks of feedback

Deliverable/product(s): After workshop, delivery of the approved book, the final report(including inventory of documentation)

Payment (indicate amount or %): 50%

**Management and Supervision:**

Responsible for pediatric and adolescent care and treatment for the National STI-HIV / AIDS Control Program and responsible for the National Adolescent and Youth School Health Program, and HIV Focal Point at UNICEF

**Qualifications and Specialized Knowledge:**

Pediatrician, general practitioner or psychologist with experience in the care and treatment of children and adolescents living with HIV.

**Skills and abilities:**

• At least 5 years of experience in the care of children and adolescents living with HIV in Mozambique.

• Knowledge of MISAU rules and guidelines: PHC, HIV care and treatment (pediatric, adolescent, adults, and the Adolescent Strategic Plan).

• Excellent leadership, communication, presentation, negotiation, coordination, and teamwork skills.

• Abilities to perform multiple tasks and effectively manage pressure situations with autonomy and responsibility.

• Knowledge of GBV, Adolescent Health, HIV / AIDS, STIs, Reproductive Health or similar contexts will be an advantage.

• Proficiency in Microsoft Office from the user's perspective (Excel, Word, Outlook, PowerPoint) and internet.

• Verbal and written fluency in Portuguese and English.

• Availability for a limited duration contract (90 days).

• Secrecy, ethics and professional ethics.

**Conditions of Work:**

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| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | x |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space |  | x |  |
| Computer in office premises |  | x |  |
| Access to printer in the office premises |  | x |  |
| Airtime |  | x |  |

**In country Travel:**

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option b. Travel organized by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

**Evaluation Criteria:**

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **20** |
| **1.1** | Medical degree/Pediatrician, general practitioner or master’s Degree in psychology with at least 5 years’ experience in the care and treatment of children and adolescents living with HIV. |  |
| **2** | **Work Experience**  | **30** |
| **2.4** | At least 5 years’ experience in the care and treatment of children and adolescents living with HIV. |  |
| **3** | **Technical Skills and Knowledge**  | **35** |
| **3.1** | •Knowledge of MISAU rules and guidelines: PHC, HIV care and treatment (pediatric, adolescent, adults, and the Adolescent Strategic Plan).• Excellent leadership, communication, presentation, negotiation, coordination, and teamwork skills.• Abilities to perform multiple tasks and effectively manage pressure situations with autonomy and responsibility.• Knowledge of GBV, Adolescent Health, HIV / AIDS, STIs, Reproductive Health or similar contexts will be an advantage. |  |
| **3.3** | **Language skills:** Verbal and written fluency in Portuguese and English. | **15** |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** | **75** |