

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Funding Code:	Type of engagement	Duty Station:
Development of the National Plan for Triple Elimination of Vertical Transmission of HIV, Syphilis and Hepatitis B, 2025-2029	<b>WBS: 100/004/005</b>  <b>Grant:</b> SC240089 – 30.000 USD	<input checked="" type="checkbox"/> Consultant	Maputo office and MOH PNC ITS, HIV/SIDA
<b>Purpose of Activity/Assignment:</b> Develop a National Plan for Triple Elimination of Vertical Transmission of HIV, Syphilis and Hepatitis B, 2025-2029.			
<p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>- To provide technical support to the Ministry of Health's National Programme for the Control of STIs, HIV/AIDS in developing the National Plan for the Triple Elimination of Vertical Transmission of HIV, Syphilis and Hepatitis B 2025-2029.</li> </ul> <p><b>Activities and Tasks:</b></p> <p>UNICEF supported the MOH to develop the current national PMTCT plan 2020-2024. The implementation of this plan has been supported by various stakeholders, including PEPFAR and the Global Fund.</p> <p>In 2023, UNICEF also supported the mid-term review of the national plan. The mid-term review recommendations are expected to guide the development of new national plan:</p> <ul style="list-style-type: none"> <li>• Align the plan with the WHO Framework for the implementation of triple Elimination to child transmission of the HIV, Syphilis and HBV</li> <li>• Align with the Global Alliance plan to end paediatric AIDS country plan</li> <li>• Align the new plan with all strategic orientation's recommendations provided on the mid term review</li> </ul> <p>In addition to that the new national plan should be closely linked with the Global Alliance to end AIDS in children and other relevant strategic initiatives implemented in Mozambique. Under the technical guidance of the Head of the National STI-HIV/AIDS Control Programme of the Ministry of Health (MISAU) and the Focal Point for Prevention of Vertical Transmission (PMTCT), the consultant will have overall responsibility for supporting the development of the National Plan for the Triple Elimination of Vertical Transmission of HIV, Syphilis and Hepatitis B 2025-2029, which is expected to be a pragmatic document with clear actionable interventions and integrated mechanisms to monitor and strengthen programme management in the area of PMTCT, with the corresponding costing and monitoring plan.</p> <p>The National Plan for the Triple Elimination of Mother-to-Child Transmission of HIV, Syphilis and Hepatitis B, to be developed, should include strategic interventions at national, sub-national and community levels.</p> <p>The consultant will use the findings and recommendations from the mid-term review conducted in 2023 and the national data pre-assessment, which is being undertaken prior to this consultancy.</p> <p>Giving the availability of results and recommendations from the mid-term review the consultant will focus on the following activities:</p> <ul style="list-style-type: none"> <li>- <u>Prepare initial draft plan:</u> Work closely with MOH and in consultation with PMTCT technical working group to prepare the initial draft of the national plan articulating priority interventions based on gaps identified and contextual factors.</li> <li>- <u>Facilitate the workshop:</u> Organize and facilitate a national workshop to gather input from broader stakeholders on the drafted national plan.</li> <li>- <u>Prepare Final National plan:</u> After 90 days of work prepare Portuguese version of final draft plan</li> <li>- <u>Prepare final plan costing:</u> After 120 days of work prepare Portuguese version of final costed plan</li> </ul>			

Among others, the consultant's activities will include:

- Developing an inception report and presenting a schedule of activities including intermediate products that should be discussed and agreed with the team coordinating the drafting of the Plan;
- Facilitating working groups to gather relevant information on programme management.
- Propose a structure for the content topics of the National Plan;
- Draft the contents of the topics in the structure of the National Plan for the Triple Elimination of Mother-to-Child Transmission of HIV, Syphilis and Hepatitis B in accordance with the decisions taken by the National STI-HIV/AIDS Control Programme and ensure that the spelling, language, morphological, syntactic, and semantic aspects are in accordance with the grammatical norms of the Portuguese language (including layout);

**Child Safeguarding**

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

YES  NO If YES, check all that apply:

<b>Budget Year:</b> 30.000 USD	<b>Requesting Section/Issuing Office:</b> Child health and nutrition section	<b>Reasons why consultancy cannot be done by staff:</b> <i>A full-time dedicated consultancy is required to address specific technical areas of plan development such as costing and business case development which are not readily available in-office. Additionally, as part of its HSS role, UNICEF MCO believes that a consultancy lends itself best to competence building for the National HIV programme.</i>
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**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

**Consultant sourcing:**

National  International  Both

**Competitive Selection:**

Advertisement  Desk Review  Roster

**Single Source Selection**  (Emergency - Director's approval)

**Request for:**

New SSA – Individual Contract




Extension/ Amendment

**If Extension, Justification for extension:**

N/A

<b>Supervisor:</b> Helga Guambe Dos Anjos	<b>Start Date:</b> 30-09-2024	<b>End Date:</b> 31 January 2025	<b>Number of working Days</b>
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			90 days
<p><b>Direct contact role</b>    <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>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:</p> <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div>			
<p><b>Child data role</b>    <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div>			
Work Assignments Overview (referred to activities and tasks above)	Deliverables/Outputs	Timeline	Payment schedule
Inception report development	Inception report	5 working days	-
Initial drafted plan in Portuguese	Initial drafted plan	30 working days	30%
National workshop	Workshop report received including PPT	15 working days	20%
Final drafted plan in Portuguese	Final drafted plan including layout	30 working days	25%
Final drafted costed plan	Final drafted plan with costing ready for submission	10 working days	25%

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>1</sup></b>	30,000 USD		
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: Medicine or public health related discipline	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>- At least 5 years of relevant work experience in public health, with demonstrated experience / expertise to develop PMTCT national plans are strongly preferred.</li> <li>- Experience /knowledge of African context or Mozambique health system and stakeholders is desirable.</li> <li>- Specific knowledge, competencies, and skills required: Excellent communication skills.</li> <li>- Excellent skills in developing and cultivating a network for learning.</li> <li>- Strong skills on describing and formulating strategies and plans</li> <li>- Language skills: To be able to communicate in Portuguese or Spanish. Fluent in written Portuguese is strongly preferred</li> </ul>		
<b>Competitive Selection Criteria (for clarification see <a href="#">Guidance</a>)</b> A) Technical Evaluation (maximum 75 Points) - <b>Education:</b> Health Sciences and/or master's Public health, related degree (10) - <b>Work Experience:</b> Experience in HIV/PMTCT programme (25), Experience specific on PMTCT development country plans and/or mid-term reviews (20), Knowledge of African / Mozambique Health System, stakeholders (10) - <b>Technical Skills and Knowledge:</b> Language skills (10) <i>Minimum Technical for pass to financial assessment is 60</i> B) Financial Proposal (maximum of 25 Points)			
<b>Administrative details:</b>  Visa assistance required: <input type="checkbox"/>  <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	<b>If office based, seating arrangement identified:</b> <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
<b>Request Authorised by Section Head</b> Maureen Gallagher  30-09-2024	<b>Request Verified by HR:</b> Emely Bere  02-10-2024		
Approval of Chief of Operations (if Operations): _____	Approval of Deputy Representative (if Programme) Yannick Brand  02-10-2024 _____		
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>			

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**In-country Travel.** *Requesting section to choose one option. To be deleted when bidding for lumpsum cost.*

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

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

**Text to be added to all TORs:**

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 (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.

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