Annex I
Terms of Reference

Global Fund Round 8 HIV/AIDS Phase one Assessment, Development of Request for Continued Funding (RCF) for phase 2 Round

The reason for revision of the TOR is the latest GF board decision on postponing Round 11 call for proposal. As a result the previous TOR has changed as follows:

Background:

HIV/AIDS R8 project, which started in April 2010, has the following main objectives to be achieved within the 5 years period:

- Objective 1: At least 60% of 15-45 year-old population has universal knowledge about HIV transmission

- Objective 2: At least 85% of IDUs adopt safe injecting practices and 42% of IDUs adopt to use a condom in the last time they had sexual intercourse

- Objective 3: At least 55% of women at higher risk of HIV adopt to use a condom in the last time they had sexual intercourse.

- Objective 4: At least 60% of prisoners have universal knowledge about HIV transmission.

- Objective 5: Second line ARVs are available for 100% of PLHIV infected with HIV resistant to first line ARVs.

- Objective 6: 10 % of PLHIV covered by positive clubs.

- Objective 7: Capacity building for NGOs to deliver effective HIV services.

- Objective 8: Capacity building to assure successful implementation of NSP.

- Objective 9: Support and capacity building for the program

According to the GFATM rules, the Board of GFATM approves proposals for up to five years, with an initial funding commitment for the first two years (phase 1). The decision on whether or not to approve continued funding for the remaining years of the proposal (phase 2) is based on an assessment of the grant’s performance during phase one, the CCM Request for Continued Funding (RCF) application package, the LFA assessment, and an assessment by the Global Fund.
cross-sector Country Support team. Based on the Global Fund policy CCM will be invited to submit the RCF at the last day of month 18 which is end September 2011 and the package normally should be submitted to the Global Fund in the month 21st which is December and response to GF required clarifications after submission.

There is a need for a qualified consultant to assist the CCM to assess phase one R8 HIV/AIDS project, develop RCF for phase two of R8 HIV/AIDS project.

**Scope of Consultancy:**

Consultant shall perform the two interconnected tasks:

Task A: To conduct an assessment of the first phase of R8 HIV project in Iran.

Task B: To develop Requests for Continued Funding for phase 2 R8 HIV project.

For task A, the consultant will carry out the assessment determining the relevance and effectiveness of the project as implemented.

For task B, the consultant will take the lead and proactively assist CCM in developing Requests for Continued Funding for HIV/AIDS projects as required by GFATM.

**Detailed responsibilities:**

**Task A: Assessment**

- Review all guidelines, templates and other important instructions and frameworks issued by Global Fund for facilitating phase 1 assessment.

- Desktop Review of all relevant reports and any other useful documents available at UNDP (PR), CDC (SR) and other SRs/SSRs.

- Review proposal R8 and detailed work plan phase 1 and compare the performance reports with expected targets and criteria and analysis the reason for any observed variances.

- Literature review of all studies, surveys and reports relating to GFATM achievements to help fight against HIV/AIDS in Iran and concordance with second and third National Strategic Plan (NSP).
• Conduct filed visits to the project sites in at least 5 provinces.

• Interview with key informants to explore their ideas and attitudes toward GFATM-HIV/AIDS R8 performance and achievements

• Review lessons learned, challenges and best practices.

**Task B: Development of Request for Continued Funding (RCF) for phase 2 R8 HIV**

• Using the result of assessment the consultant is responsible to prepare RCF package based on the guidelines, templates, instructions and frameworks issued by the Global Fund and UNDP for RCF / phase 2 developments.

• Prepare RCF annexes, including Performance Framework, Work Plan, Budget

• Help UNDP PR Team to complete Procurement Supply Management (PSM) plan

• Collect from PR the latest Enhanced Financial Reports

• Finalize the request for the proposal for RCF for phase 2 R8 HIV

• Fully consult with CCM’s representatives, PR, LFA and SRs.

**Output/Deliverable:**

The consultant is expected to submit following reports:

• Assessment of phase one R8 HIV/AIDS project

• A CCM confirmed RCF plus all required attachments according to GFATM guidelines and templates

**Qualifications required:**

The consultant shall possess:

• MD and or/PHD degree in Health related subjects

• Substantive experience in proposal development

• Extensive backgrounds in health projects, familiarity with GFATM projects in Iran

• Strong knowledge of HIV/AIDS epidemic and the M&E requirements

• Effective working relationship with Ministry of Health

• Experience working/collaboration with UN agencies and knowing their expertise.
- Through familiarity with latest version of the Iran’s National Strategic Plan for HIV/AIDS.
- Language skills-Fluent written and spoken English is essential.

**Supervision and Verification:**

The task(s) will be performed under direct supervision of the CCM. The final deliverables must be approved by CCM chair or Deputy.

<table>
<thead>
<tr>
<th>Output expected/ timeframe</th>
<th>Activities</th>
<th>No of w/d</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 30 Nov. 2011</td>
<td>Review all guidelines, templates and other important instructions and frameworks issued by Global Fund for facilitating phase 1 assessment.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Carry out desktop review of all relevant documents and reports. Compare the performance reports with expected targets and criteria and analysis the reason for any observed variances.</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Literature review of all studies, surveys and reports relating to GFATM achievements to help fight against HIV/AIDS in Iran and concordance with 2nd and 3rd NSPs as well as reviewing lessons learned, challenges and best practices.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Conduct filed visits to the project sites in at least 5 provinces.</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Interview with key informants to explore their ideas and attitudes toward GFATM- HIV/AIDS R8 performance and achievements</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Draft report and share it with CCM</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Finalize the report after review by CCM</td>
<td>2</td>
</tr>
<tr>
<td>Final version of Request for Continued Funding of R8 HIV/AIDS</td>
<td>Review all guidelines, templates and other important instructions and frameworks issued by Global Fund preparing RCF package</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Preparing RCF draft as well as its annexes, including Performance Framework, Work Plan, Budget</td>
<td>10</td>
</tr>
<tr>
<td>By 31 January, 2011</td>
<td>Help UNDP PR Team to complete Procurement Supply Management (PSM) plan</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Share the RCF package with CCM's representatives, PR and SRs and get their comments.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Finalize the request for the proposal for RCF for phase 2 R8 HIV based on the received comments</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Present RCF in CCM meeting and get approval of CCM members no later than 14th December</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Response to any clarification requested by GFATM</td>
<td>2</td>
</tr>
</tbody>
</table>

Grand Total 50

**Terms and Remuneration:**

Both assignments will be carried by the team of experts under the supervision of the team leader.

- $406.33 (5% fee of the team leader with maximum level of NOC) + ($111.16 fee of one assistant with maximum level of NOA) per working day for 50 working days from 29th September to 31 January 2012 for conducting assessment of Round 8 phase I and preparing RCF package which will be paid out of Round 8 CDC budget.

- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the contractor introduced through an official letter indicating SHEBA identification number.

- Payments will be made upon satisfactory receipt of outputs as per the following table:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment report of phase one R8 HIV/AIDS project</td>
<td>$10,158.25</td>
</tr>
<tr>
<td>CCM confirmed RCF plus all required attachments according to GFATM guidelines and templates</td>
<td>$10,158.25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,316.50</strong></td>
</tr>
</tbody>
</table>
Background documents:

Round 8

- Proposal
- Work plan
- Performance Framework
- M&E Plan
- PSM Plan
- EFRs
- GF Guideline for RCF
- UNDP Guideline for RCF

Travel

If travel is required under the contract, the individual contractor shall:

- Obtain the security clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel)
- Undertake the training courses on Basic Security in the Field and Advanced Security in the Field (only applicable for certain destination; to be checked with UNDP) and provide UNDP with both certificates; the related CD ROMs are available at UNDP office.
- Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the contractors on the age of 62 years or more.