

## Calling for Expression of Interest from Consultants for providing technical support to SRH-HIV integration in Global Fund Proposals

### Introduction:-

In developing countries vertically functioning HIV and SRH programs have led to duplication of efforts and reduced program effectiveness and efficiency leading to lack of access to SRH services by PLHIVs. At the same time those accessing SRH services are unable to access information and services on HIV. Linking HIV/AIDS and sexual and reproductive health programmes has the potential to significantly curtail the AIDS epidemic. Furthermore, it also addresses the unmet need and rights of women and men living with HIV/AIDS to sexual and reproductive health services. An integrated SRH/HIV approach joins together different types of RH and HIV services and programs by locating them in one place or through a system of referrals. It is a proven strategy that makes programmatic and economic sense for individuals and organization and health systems alike. It is a pillar of effective action on HIV and SRH in any country and epidemic context. It is vital for accelerating progress on both MDGs 5 and 6. Such an approach has been proven to reduce competition for funds, making best use of scarce human resources, reducing duplication of effort and improving access to SRH and HIV services especially for women, young people, people living with HIV and marginalized groups. With this in view, the International Planned Parenthood Federation (IPPF) South Asia Regional Office (SARO) along with its 8 Member Associations in India, Bangladesh, Nepal, Pakistan, Sri Lanka, Afghanistan, Maldives and Iran is implementing an European Union supported project on advocating for the integration of SRH in the operation of the Country Coordinating Mechanisms (CCMs) of the Global Fund in 8 respective countries. This project will contribute to improve overall SRH in these countries by empowering civil society to advocate for integrating SRH in Global Fund mechanisms. It is envisaged that by the end of the project period, SRH-HIV integrated proposals will receive support from the Global Fund in the project countries.

A Technical Assistance Hub has been established at IPPF SARO as part of this project to manage technical assistance to be provided to Civil Society Organizations and Country Coordinating Mechanisms of the Global Fund through a pool of consultants in coordination with the MAs in 8 countries. The main objective of the Hub is to build capacities of CSOs and CCMs so that comprehensive and integrated proposals are submitted in the upcoming rounds of Global Fund and also to provide technical assistance as required in cases where (integrated) proposals have been accepted by the Global Fund.

### Scope of work/deliverables:-

IPPF SARO and its Member Associations recognize the need for investing on building capacities of civil society organizations with a view towards increasing their understanding of SRH-HIV integration as well as understanding on Global Fund Mechanisms and how the issues of integration could be mainstreamed into the Global Fund proposal writing process. Therefore *IPPF SARO and FPAB* would like to invite 'Expressions of Interest' from competent and experienced consultants for a long term consultancy contract (starting from Aug 2011 to December 31, 2013) with expertise in any one or more of the following four areas:

- a. SRH/HIV Integration**
- b. Gender Equality and Mainstreaming**
- c. Global Fund proposal writing**
- d. Global Fund budgetary processes and financial management**

### Expected outcomes:-

The selected consultant will:

- Attend a Training of Trainers (ToT) to be held in August/September 2011 on modules related to the Global Fund and SRH-HIV integration, currently being developed by IPPF SARO

Call for Expression of Interests from consultants for providing technical support to SRH-HIV integration in Global Fund proposals in eight South Asian countries – IPPF SARO and FPAB- June 2011

- After completion of ToT, conduct similar trainings/workshops on one or more area/s of module\* in respective country for MA staff, other CSOs, CCMs or any other stakeholders, as also to other South Asia country MA staff (if required) as and when necessary.
- Provide technical assistance as required (in proposal writing, submitting integrated proposals when Global Fund calls for a proposal, resubmitting proposals after incorporating feedback, if required, reviewing proposals submitted by CSOs) in coordination with FPAB

**Eligibility criteria:-**

- The selected consultant must have demonstrated expertise on any one (or more) of the following thematic areas:
  - a. SRH/HIV Integration
  - b. Gender Equality and Mainstreaming
  - c. Global Fund proposal writing
  - d. Global Fund budgetary processes and financial management
- Substantial experience in conducting trainings and workshops
- Familiarity with the Global Fund Mechanisms and policies is essential.
- The selected consultant will have knowledge of the Global Fund and SRH-HIV context in the country of consultancy and/or region. Experience of working with policy makers, ministries, health departments and National HIV control programs.
- The selected consultant will be able to commit at least 30 days and maximum upto 40 days (upto 10 days in 2011 and upto 15 each in 2012 and 2013 as per project requirement and to be communicated in the contract upon selection) to provide consultancy as and when required up till December 2013. The trainings dates are to be coordinated by FPAB and to be communicated to the consultant at least 10 days in advance

**Other requirements:**

- The consultancy may involve travelling to other countries in the origin and so the applicant must hold a valid passport

**Submission of EOI:-**

The Expression of Interest should include the following:

1. Information about the applicant in Consultant Information Template (CIT) only. Other formats will not be accepted. Please send the signed and scanned copy.
2. Short CVs of not more than 2 pages in MS word format (in Arial Font 10) (only keeping in line with details requested in Consultant Information Template)

**Proposed schedule:-**

The assignment will start between 15<sup>th</sup> August to 15<sup>th</sup> September 2011 and final date/s will be communicated to selected consultants during the time of contract. The assignment will continue until 31<sup>st</sup> December 2013.

**Mailing Address:** The EOIs should be emailed to the under mentioned:

Project Coordinator, SRH-HIV integration Project, FPAB: [giasuddin@fpab.org](mailto:giasuddin@fpab.org)

**Queries related to the EOIs can also be emailed to the above email id.**

Call for Expression of Interests from consultants for providing technical support to SRH-HIV integration in Global Fund proposals in eight South Asian countries – IPPF SARO and FPAB- June 2011

**Last date for Submission** The EOIs must be received at the above addresses by **15<sup>th</sup> July 2011** through emails only.

No phone calls or postal submissions will be entertained.

*IPPF SARO/FPAB* may, at own discretion, extend this deadline for submission of EOIs by amending the bid document in which case all rights and obligations of *IPPF SARO/FPAB* and Bidders previously subject to the deadline, will thereafter be subject to the deadline as extended. Any EOI received by FPAB after the deadline for submission of EOIs prescribed by FPAB, will be summarily rejected. FPAB shall not be responsible for any delay or non-receipt of the documents. No further correspondence on this subject will be entertained.

- **Copyright:** *IPPF SARO/FPAB* retains all right, title and interest in and to any and all data, entered or generated by the selected consultant for *IPPF SARO/FPAB* pursuant to this agreement, and any modifications thereto or works derived there from. The selected consultant cannot publish the full or part of any data generated through this process without a specific approval from *IPPF SARO/FPAB* in writing to this effect.
- **Right to Inspect:** Also *IPPF SARO and the FPAB* reserves the right to inspect the work in progress at any time during the task period. Such an inspection shall be performed in such a manner, which will not interfere with the procedure and time schedule of the consultants.
- **Note:** Clarification can be sought by e-mail only.
- **Award of contract:** *FPAB* shall notify the successful consultant in writing through email, that his/her EOI has been accepted. The consultant shall acknowledge in writing through email receipt of the notification of award and will enter into agreement within time specified in the email by *FPAB*.

## Consultant Information Template

Please provide details in the sections below. All sections are compulsory to be filled. Please indicate *NA* against the column which is not applicable to you. Kindly NOTE that all the details in **section a.** are required to be filled and no columns should be left blank.

### **a. Personal details:**

Name:

Age:

Sex:

Nationality:

Other nationality, if applicable:

Postal Address:

Contact number/s (please provide at least one contact number):

Home:

Office:

Mobile:

Email id (please provide at least one email id below):

Primary:

Alternate, if any:

Skype Id, if any:

Facsimile, if any:

Website, if any:

Languages known (Please indicate proficiency as applicable - read/write/ speak, starting from the first language):

- 1.
- 2.
- 3.

Qualification/s held (please mention upto highest three degrees held, starting from the latest):

Name of the degree	Authority/University	Year of passing
1.		
2.		
3.		

Work experience in South Asia region:

Please tick countries you have worked in, in the list below (through regular work, or consultancy assignments).

More than one option can be ticked:

1. Afghanistan
2. Bangladesh
3. India
4. Iran
5. Maldives
6. Nepal
7. Pakistan
8. Sri Lanka

**b. Area of expertise:**

Please rate your expertise against the thematic area/sub area mentioned below, in terms of knowledge, experience and/or involvement as 3, 2, 1 and 0 or Do not rate and Leave the column blank which is not applicable to you.

3 for GOOD, 2 for AVERAGE, 1 for LITTLE and 0 for no knowledge, experience and/or involvement. Please also rate the column-Any other, if you have specified any expertise in that column.

Thematic Area/Sub Area	Rating
<b>a. SRH/HIV Integration</b>	
1) Program implementation/Management	
2) Capacity building	
i. Designing and developing training programmes	
ii. Facilitating	
3) Advocacy	
4) Any other, please specify (in not more than 50 words):	
<b>b. Gender Equality and Mainstreaming</b>	
5) Program implementation/Management	
6) Capacity building -	
iii. Designing and developing training programmes	
iv. Facilitating	
7) Advocacy	
8) Any other, please specify (in not more than 50 words):	
<b>c. Global Fund proposal writing</b>	
9) Project proposal writing	
10) Funding proposal writing	
11) Any other, please specify (in not more than 50 words):	

<b>d. Global Fund budgetary processes and financial management</b>
12) Program implementation/Management
13) Capacity building -
v. Designing and developing training programmes
vi. Facilitating
14) Costing & Budgeting
15) Global Fund Financial Management
16) Any other, please specify (in not more than 50 words):

**c. Past professional/consultancy experience:**

Please mention about your work/consultancy experience in the past (up to 5 assignments only), relevant to above thematic areas only (please elaborate based on the areas rated above):

Title of the assignment, Client/Organization, Position, Period

- 1.
- 2.
- 3.
- 4.
- 5.

Please also briefly mention (in not more than 100 words each) about any networking/coordination/other relevant experience with any government agency or CCM in the 8 project countries, and also mention in what capacity were you involved:

- 1.
- 2.

**d. Personal development:**

**Please mention about any Publications or Presentations held in your name:**

Name of author/s, Year, Title of publication, Publisher (please mention in this format only)

- 1.
- 2.
- 3.

**e. Trainings/workshops/conferences attended:**

Please mention about any training programs that you have attended or workshops/conferences you participated in, with reference to above thematic areas (please be brief and do not use more than 50 words for each point)

- 1.
- 2.
- 3.

**f. Any other relevant information that you would like to provide (in not more than 100 words):**

**Verification and Declaration:**

- You will be requested to supply documentary evidence which supports the statements you have made above, if selected. Please do not send any documentary evidence until you have been asked to do so.
- I certify that all the above statements made by me are true, complete and correct to the best of my knowledge and belief.

.....

(Signature)

Name:

Date: