

Terms of Reference National Consultant HIV/AIDS Strategy

Title: Facilitation of the strategic planning process for HIV/AIDS and drafting the National HIV/AIDS Strategy 2011 – 2015 for Romania

Time period: April – September 2010

Background

Romania has developed 3 generations of National HIV/AIDS strategies. First two covering the period 2000 – 2007 were officially approved by the government. The last one aiming to cover the period 2008 – 2013 was developed through a large consultative process under the authority of the National Multisectoral HIV/AIDS Commission with the support and facilitation of UN and Romanian HIV/AIDS Centre. The final draft was posted in 2008 for public debate on the Ministry of Health web-site and was also sent to the ministries members in the national Multisectoral HIV/AIDS Commission for approval. Due to the political situation the process of approving the strategy according to the legal requirement was not finalized. The Government newly appointed in December 2009 expressed the interest in finalizing a strategy in the area of HIV/AIDS to cover the period 2011 – 2015.

Purpose of consultancy and specific activities

The consultancy aims to facilitate the process of strategic planning and to produce the key documents needed to finalize the National HIV/AIDS Strategy 2011 – 2015. The consultant will work in close cooperation with Romanian HIV/AIDS Centre based on a work-plan for developing the strategy. The work-plan will be agreed with the relevant national partners and authorities.

Activities to be carried out by consultant/key functions:

- Provide technical support to Romanian HIV/AIDS Centre to develop and agree the work-plan for the Strategic Planning Process for HIV/AIDS
- desk review of previous strategic planning documents and their process of development: National HIV/AIDS Strategy 2000 – 2003, 2004 – 2007 and draft 2008 – 2013
- desk review of the latest data regarding the HIV/AIDS situation in Romania
- produce a draft situation and response analysis report on HIV/AIDS to update the one that constituted the base for the previous draft (2008 – 2013). Report will be based on the UNAIDS methodology for Strategic Planning in HIV/AIDS that was also used in the previous 2 strategic planning processes.

- facilitate a national strategic planning workshop (3 days workshop expected to take place in May 2010) that will have the objective to review with all the partners the findings from situation and response analysis and to agree the major areas of intervention for the new strategy
- facilitate the work of the writing committee of the new strategy
- produce, based on the inputs from situation analysis, strategic planning workshop and direct comments from partners the draft new strategy 2011 – 2015.

Results/Deliverables

- Situation and response analysis
- Agenda and facilitation notes for the Strategic Planning Workshop
- Draft National HIV/AIDS Strategy 2011 - 2015

Consultancy strategy

The consultant will work integrated in the Romanian HIV/AIDS Centre under the coordination of the Project Manager and HIV/AIDS Commission of Ministry of Health. The Consultant will propose a personal work-plan for delivering the outputs. This work-plan will be integrated in the overall work-plan for strategic planning process. The Consultant will report on agreed targets and will be remunerated in trenches based on performance.

Qualifications

Education:

Advanced university degree in development, economics, social or physical sciences, public health, public administration, management or in a related field.

Competencies:

Extensive knowledge of planning, management and evaluation of technical and operational support in the area of HIV/AIDS.

In-depth and wide-ranging knowledge of development issues and multi-sectoral approaches to meet the requirements of developing countries.

Knowledge of HIV/AIDS strategic planning principles

Experience:

At least 8 years experience in areas of HIV programming, institutional development, technical needs assessment and technical support provision including experience in management and coordination activities

Thorough understanding of the HIV epidemic and its impact in Romania

Previous experience and involvement in strategic planning process for HIV/AIDS

Proven experience in drafting analysis documents in the area of HIV/AIDS

Working Language:

The deliverables must be written in Romanian language. However, excellent knowledge of both Romanian and English are required.

Selection Criteria:

A cumulative analysis will be utilized in evaluating the candidates, through a two stage procedure. In the first stage, based on P11 forms and letters of intention, qualifications and working experience will be evaluated in view of responsiveness to the Terms of Reference (TOR). A technically qualified and responsive candidate will be considered the one passing the minimum technical score of 49 (=70%) of the obtainable technical score of 70 points.

In the second stage, **only the qualified and responsive candidates** (those passing the minimum 49 points) **will be contacted and requested to provide their financial offers**. A maximum of 30 points will be assigned to the lowest priced offer. All other price offers will receive points in inverse proportion, using the formula:

$$\text{Financial score offer X} = 30 * (\text{lowest priced offer} / \text{price offer X})$$

The candidate obtaining the highest cumulative score (technical + financial) will be considered as offering best value for money.

Reference checks on the successful candidate will be performed by UNDP as mandatory process prior to the award of contract.

	Technical criteria		Total technical	Financial offer scores	Total score
	Proven knowledge about HIV/AIDS strategic planning process and experience in conducting similar process	Proven knowledge of Romanian HIV/AIDS situation and of the major stakeholders of the national HIV/AIDS response			
Max. pts. obtainable	(45)	(25)	(70)	(30)	(100)

Reporting:

The Consultant will report to the Project Manager and to the Head of Democratic Governance Section at the UNDP Romania.

Duration of the consultancy

The consultancy will be carried out over April – September 2010. The estimated number of working days is 30.

How to apply:

Interested individual consultants should submit the following documents:

- An application letter, in English, indicating how the consultant's experience fits with the requirements of this notice and what is the envisaged approach in successfully fulfilling the tasks.
- the fully filled-in and signed P11 form

The documents must be sent:

- by e-mail to procurement.ro@undp.org
- or by fax to 0212017828

Important note: consultants should NOT send any financial offer at this stage.

The deadline for submitting the applications is 31 March 2010, 5 PM.