

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	To develop the 2022-2026 National Strategic Plan of the Timor-Leste National HIV-AIDS Institute – INCSIDA (Instituto Nacional de Combate ao HIV-SIDA)
Scope of work:	<p>Background: The INCSIDA, which replaced the National AIDS Commission, was created by the Government of Timor-Leste to define, coordinate and support national efforts to combat HIV and AIDS. With HIV prevalence increasing in Timor-Leste, coupled with low comprehensive knowledge of HIV in all ages, sexes and geographical areas, low HIV testing rates and high levels of HIV-related stigma and discrimination, INCSIDA's mission includes, among others, to lead and promote social involvement to combat HIV and AIDS at all levels, disseminating evidenced-based information in HIV prevention, with an emphasis on combatting gender stereotypes and discrimination as a result of HIV infection, and to promote and implement measures to protect those who are in a vulnerable situation.</p> <p>Specific Objectives: UNFPA Timor-Leste is supporting the Timor-Leste National HIV-AIDS Institute – INCSIDA (Instituto Nacional de Combate ao HIV-SIDA) to develop its 5-year National Strategic Plan (NSP). The objective of the NSP is to provide the overall strategic direction of INCSIDA towards achieving the Institute's goals and objectives, as well as contribute to fine-tuning its strategy and direction, and inform decisions on allocation of resources. The NSP should include a comprehensive analysis of existing gaps, as well as a set of recommendations and strategies per programme area, implementation arrangements and a monitoring and evaluation plan, with specific targets and responsible entities, alongside a costed implementation plan. Specific interventions should also be detailed in terms of location, coverage, timeline and implementing agencies.</p> <p>Methodology: The development of the NSP should be guided and informed by the Statutes of INCSIDA as published in <i>Jornal da República</i>, as well as by an extensive literature review of existing policies and guidelines in the country. The NSP should link to existing policies, such as National Health Strategic Plan and the HIV/STI strategy. The consultant will be responsible for conducting in-country consultations and collecting inputs from relevant stakeholders and with different departments and personnel of MoH, INCSIDA, PDHJ, relevant NGOs, faith-based organizations, UN, representatives of PLWH and key populations. The consultant will also be responsible for preparing and delivering a comprehensive presentation on the main pillars of the NSP and way forward to relevant stakeholders.</p>
Duration and working schedule:	60 days, starting from the signing of the Consultancy contract.
Place where services are to be delivered:	Dili
Delivery dates and how work will be delivered	<ul style="list-style-type: none"> • UNFPA will organize an initial meeting with the consultant prior to commencement of work in order to fine-tune deliverables and needs. • Consultant is expected to work autonomously, keeping regular contact with UNFPA. UNFPA may provide a working space for the consultant, if needed. • Consultant is expected to submit deliverables in time, within the 45-day consultancy period, by email and hard copy addressed to UNFPA CO, for UNFPA to review and provide comments. • One all-inclusive lump sum payment will be made when the above mentioned deliverables have been submitted and approved by UNFPA CO, after all comments and inputs from UNFPA have been addressed. • All documents should be developed in both Tetum and English.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monitoring of activities will be done by UNFPA and INCSIDA. The consultant will report to UNFPA. Approval of consultancy deliverables is done by UNFPA, in consultation with INCSIDA.
Supervisory arrangements:	The consultant will report to the UNFPA SRHR-HIV Programme Specialist.
Expected travel:	Dili, with no travel to municipalities.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Advanced University degree in Public Health, social sciences, management or related field, with at least 2 years of relevant demonstrated experience; or Bachelor's degree in Public Health, social sciences, management or related field, with at least 5 years of relevant experience; • Good knowledge of the HIV and SRH fields, policy development and administration in Timor-Leste is an advantage; • Previous experience in developing national policies, guidelines and strategic plans is an advantage; • Excellent ability to work autonomously, in a challenging and changing environment, around sensitive issues; flexible and positive collaborative attitude; • Good communication, presentation and analytical skills, ability to work efficiently with governmental and non-governmental institutions; • Fluency in Tetum and English, both oral and written is required.
Inputs / services to be provided by UNFPA or implementing partner, if applicable:	UNFPA will be responsible only to facilitate access to stakeholders and individuals for consultations/interviews, relevant documentation, as well as during presentation of the initial NSP for inputs and ensuring internal approval and clearance.
Other relevant information or special conditions, if any:	Candidates are expected to send their P11 and cover letter to jossoares@unfpa.org and elamin@unfpa.org and register their profile on this link: http://www.unfpa.org/unfpa-consultant-roster Closing date: 18 May 2022 Only shortlisted candidates will be contacted.
Signature of Requesting Officer in Hiring Office: Ms. Lorna Rolls, UNFPA Representative a.i. Date: 5/5/2022	