

Assist in the development of the 2021 HIV estimates in MENA countries

TERMS OF REFERENCE

December 1, 2020 - April 30, 2021

BACKGROUND/PURPOSE OF ASSIGNMENT:

The purpose of this contract is to assist a lead consultant in supporting countries in the Middle East and north Africa in the development of regional and national 2021 HIV estimates using the UNAIDS Spectrum software tool. For more details on the HIV estimates and the Spectrum software tool, please see: UNAIDS Reference Group on Estimates, Modelling and Projections. (www.epidem.org).

The role of the junior assistant in supporting countries to develop their 2021 HIV estimates is as follows:

1. Participate in a facilitator's training workshop to learn about the Spectrum software.
2. Assist countries in preparing data inputs for use in the Spectrum model with support from the lead consultant.
3. Participate in webinars (in English and French) to assist countries in using the software.
4. With support from the lead consultant and the UNAIDS focal point, directly assist selected country teams as assigned by the lead consultant to incorporate new programme and surveillance data into the model, run the model, review and finalize key results with the country for publication.

Throughout the working period, the consultant should be available to work closely with the lead consultant and UNAIDS focal points to respond to country and UNAIDS questions about model results prior to finalization on April 30, 2021

REQUIRED AND DESIRED SKILLSET

The contractor shall be able to demonstrate through their CV and a cover letter the following skills:

1. Three or more years of experience working with health programme, survey and/or surveillance data or monitoring and evaluation activities in one or more countries in the MENA region (REQUIRED – 40 points). Experience specifically in STI/HIV monitoring and evaluation or programmes an asset (DESIRED)
2. Proven analytical skills and experience in analysis of health data, as demonstrated by contributions to reports, journal articles, publications, or other grey literature (REQUIRED – 30 points). Experience specifically in STI/HIV monitoring and evaluation or programmes an asset (DESIRED)
3. Good scientific writing and communication skills in English (REQUIRED) with French or Arabic an asset (DESIRED) (15 points)
4. Demonstration of project management skills, including excellent consultative and organization skills (REQUIRED) (15 points)

WORKING HOURS AND EXPECTED DELIVERABLES

The expected contract duration is 30 working days between December 1 to April 30, 2021. The contract deliverables include the following:

1. December 2020 - Participate in training workshops to learn about the Spectrum software (2 days – exact dates to be determined).
2. January 17-21, 2021 - Work with selected countries to prepare data for entry into Spectrum prior to the training workshop (3 days)
3. January 24-28, 2021- Serve as a facilitator/technical resource person during online training sessions (3 days)
4. January 31- February 15, 2021 - Assist the lead consultant in the production of three to four page review of the country's draft estimates to be shared with the country (9 days)
5. February 15-28, 2021 - Support the estimates MENA core team in responding to country and UNAIDS questions about model results prior to finalization on February 28 2021 (8 days)
6. February 28-April 30, 2021 - Provide additional analytic support to UNAIDS HQ, the MENA region and the lead consultant to resolve outstanding queries on national estimates (6 days).
7. Provide a financial report describing the work performed and the corresponding person-hours by May 30, 2021

POINT OF CONTACT

Technical oversight of the work will be done by Ian Wanyeki, Epidemiologist at UNAIDS in the Strategic Information Department in Geneva, Switzerland and Dr. Ranga Gurumurthy, ai, MENA RST, UNAIDS. Mr Wanyeki will initiate correspondence between the successful bidder and country representatives to facilitate completion of the task.

FUNDING SOURCE:

This contract will be funded by USAID. In this regard, we would like you to be aware of the latest US Government standard provisions. This applies to all contractors of UNAIDS with USAID funding. The USAID standard provisions is attached to this ToR. Kindly inform us if you can comply with these conditions in your proposal.

APPLICATION PROCESS AND DEADLINE:

Applications for the work should be submitted no later than Thursday, November 19, 2020 to Ian Wanyeki (wanyekii@unaid.org) and Ranga Gurumurthy (gurumurthy@unaid.org). Confirmation of receipt will be provided.

Applications should include in their submission all of the following:

- 1) A cover letter indicating why you are interested in the position and how you meet each of the required and, if applicable, desired skills
- 2) A current CV
- 3) The names, titles and contact details of two professional references that can attest to HIV-related analysis, project management, consultative and organizational skills. At least one reference should be able to speak to your most recent role.
- 4) Your proposed budget. Please note that no travel is required for this position. This role is intended to be done from your current location.

For an informal discussion on this work prior to submission of an application, please contact Ian Wanyeki (wanyekii@unaid.org) or Ranga Gurumurthy (gurumurthy@unaid.org).