TERMS OF REFERENCE

National Consultant

For strengthening organizational capacity of community networks in the HIV Response in Myanmar

Mandate of UNAIDS Myanmar

Leadership in the response to HIV, as well as the work of UNAIDS, is about social justice and social change – not only is the health of those affected crucial, but also their dignity and security, and the enabling social, cultural and legal social conditions necessary to achieve these. High level policy, technical and programmatic advice to civil society and strategic support to community mobilization, through greater and meaningful involvement of people living with HIV and key populations (GIPA) and civil society engagement, are both human rights and public health imperatives, as people living with HIV and other member of civil society will be, and should be, the engines of health and social change efforts in their countries. Objectives:

a) Reinforce and reignite the engagement and leadership in the AIDS response of people living with HIV, women and key populations

b) Ensure the HIV response has a powerful human face and is an engine for community mobilization for prevention, treatment and HIV-related social justice

c) Provide global leadership, advocacy, strategic information and programme coherence on human rights, gender equality, GIPA, community mobilization and civil society leadership towards achievement of the 10 goals of the 2011 Political Declaration and Fast-Track the response on the road to ending AIDS by 2030

d) Support excellence in national efforts to achieve HIV-related human rights, gender and GIPA goals through mobilization of leaders in government and civil society on law, gender equality, civic and social action, and faith.

General Background

Communities were the first responders to HIV three decades ago, and they remain essential in advocating for a robust response to the epidemic, delivering of health services to key affected populations, including those that are "hidden" and hard-to-reach, and tackling HIV-related stigma and discrimination. Combined with public health and development stakeholders, community responses are critical to the success and sustainability of the global response to HIV.

Much of the work that lies ahead to implement a Fast-Track approach to make progress in the HIV response - including broadening the reach of services, supporting retention in care, increasing demand, monitoring quality, advancing human rights and combatting stigma and discrimination - can only be achieved with a strong community voice and presence.

To support the national response to HIV/AIDS, UNAIDS Country Office (UCO) Myanmar had facilitated Community System Strengthening (CSS) strategy development process. It is the result of joint efforts and a series of activities conducted in the beginning of 2015. It had been developed in close collaboration with 9 national community networks in Myanmar working in the field of HIV and AIDS - the Aye Myanmar Associations (AMA), the Myanmar Interfaith Network on AIDS (MINA), Myanmar Positive Group (MPG), the
Myanmar Positive Women Network (MPWN), the Myanmar MSM Network (MMN), the Myanmar Youth Star (MYS), the National Drug User Network Myanmar (NDNM), the National NGO Network (HIV/AIDS) (3N), and the Sex Workers in Myanmar Network (SWiM) – and other local based organizations and NGOs.

With funding from PEPFAR/USAID, UNAIDS Myanmar has started implementing community system strengthening project which will address the following four urgent areas for the growth of these community networks: 1) advocacy, 2) governance and leadership, 3) resource mobilization, and, 4) community-based service delivery.

UNAIDS is recruiting a national consultant who will work with networks of key affected populations in developing their policies and procedures.

**Objectives**

The objective of consultancy is to develop organizational policies and procedures to ensure accountability and proper functioning of the community networks of key affected populations.

More specifically, the objectives are as follows:

i. Assess existing organizational policies and procedures of networks of key affected populations;

ii. Develop financial and human resource management policies based on the findings of the assessment

**Key Tasks**

The national consultant will work in collaboration with UNAIDS Myanmar team to carry out following tasks according to the timeline.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>2016</th>
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<tbody>
<tr>
<td>A.1 Conduct rapid need assessment on existing systems, policies and procedures of community networks</td>
<td>April</td>
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<tr>
<td>A.2 Revising and updating or developing Financial Policy for networks as required based on findings of rapid need assessment</td>
<td>May</td>
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<td>A.3 Finalize Financial Policy in consultation with networks</td>
<td>May</td>
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<tr>
<td>A.4 Revising and updating or developing Human Resource Management Policy for networks as required based on findings of rapid need assessment</td>
<td>June</td>
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<tr>
<td>A.5 Finalize Human Resource Management Policy in consultation with networks</td>
<td>July</td>
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<td>A.6 Provide a final report (activity and financial)</td>
<td>August</td>
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**Key Deliverables**

- Rapid assessment report on existing systems, policies and procedures
- Financial Management Policies for specific networks as required
- Human Resource Management Policies for specific networks as required
EXPERIENCE
Essential: At least 5 years of professional experience within the field of institutional capacity assessment and organizational development.

Demonstrated experience in
- Conducting organizational capacity assessment
- Organizational Development and development of Standard Operating Procedures
- Working with a broad range of stakeholders including government, international and local NGOs, networks and CBOs

Desirable:
- Knowledge of HIV prevention is desirable
- Experience in working with the UN system: regional and/or international experience in the field of HIV prevention and Human Rights and Gender.

LANGUAGES
Essential: Fluent in Myanmar and in English.

FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS
Strong interpersonal, representational and communication skills. Knowledge of wider development issues is desirable. Understanding of cultural and social context of Myanmar is important. Strong ability to ensure that the principles around human rights, gender and the meaningful involvement of people living with HIV and of populations at risk for HIV are adhered to and applied in all UNAIDS partnership work and strategies.

DURATION
Total working days: 1 April 2016 to 31 August 2016

BUDGET
Payment:
- 25% upon signing the contract
- 25% upon completion of rapid need assessment report in May 2016
- 25% upon completion of final report in August 2016

Interested candidates are requested to send their application to htwey@unaids.org with the following:

1. P11 (Personal History Form)
2. An updated curriculum vitae and recent passport photo
3. Covering letter, which addresses each of the required qualifications above
4. Proposed consultancy fees for the assignment and travel costs from Consultant’s based station to Yangon (if any)

Please note that the deadline for application submission is 10 March 2016.