

Term of Reference

Reference number	TOR-VNM-2020-055 <i>(Please refer to this number in the application)</i>
Assignment title	National Consultant on HIV treatment for networks of Women Living with HIV
Purpose	To conduct the two-day training on ARV treatment for women living with HIV, including the need assessment and workshop report.
Location	Home-based and the workshop will be organised in Ha Noi
Contract duration	10 September 2020 to 10 November 2020 [max 10 working days]
Contract supervision	UN Women Programme Specialist UN Women Viet Nam Country Office

I. Background

UN Women

Grounded in the vision of equality enshrined in the Charter of the United Nations, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of substantive equality between women and men. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws, policies and upscale successful strategies to deliver on national and international commitments to gender equality.

UN Women Viet Nam Country Office has been an active member of the Viet Nam UN HIV Thematic Group and acts as a leading agency in related to promoting gender equality in the national HIV response. The result under this LOA will contribute to the achievements of the following outcome and output of UN Women Viet Nam’s Annual Work Plan.

- VCO Impact 3 (SP outcome 4): Women and girls live a life free from violence
 - o Outcome 3.1 (VCO Outcome 2.1): An enabling legislative and policy environment from gender perspective and women’s rights on ending violence against women and girls and other forms of discrimination is in place and translated into action.
 - o VCO Output 2.1.1: Strengthened capacity of selected legislative and government institutions to review, draft, implement, and monitor laws and policies on ending discrimination and VAW, including budget allocation and expenditures, to align with international and regional standards.

It will also contribute to the achievement of the deliverable 3.1 under the UN HIV Joint Programme on HIV led by the UN HIV Thematic Group and use of joint UNAIDS Budget, Results and Accountability Framework’s resources, which is “International standards and good practices on human rights incorporated in the amendment processes of the Law on HIV/AIDS Prevention and Control, the Law on Drugs Prevention and Control and other related laws and policies”.

Viet Nam context

After peaking in the early 2000s, Viet Nam’s HIV epidemic has stabilized, with HIV prevalence among adults (15-49) at 0.3%. However, HIV remains a public health threat in Viet Nam, with an estimated

11,000 new HIV infections and 7,800 AIDS-related deaths in 2016. Injecting drug use remains the main mode of HIV transmission. The epidemic is concentrated among key populations, especially people who inject drugs, gay men and other men who have sex with men and female sex workers and their sexual partners. People living with HIV (PLHIV) mainly live in large cities and the mountainous provinces.

During the last few years, Viet Nam has made significant progress in a number of innovative policy and program areas across the clinical cascade and in health systems for epidemic control. Ministry of Health (MoH) in April 2018 allowed HIV testing to be done in community settings and by community people. In December 2018, MoH announced a national plan to scale up pre-exposure prophylaxis (PrEP) for the prevention of HIV. Under this plan for 2018–2020, PrEP will be made available to at least 7300 people in at least 11 provinces by 2020. With the support from PEPFAR, Viet Nam also pilot Same-day antiretroviral therapy (ART) initiation and multi-month scripting (MMS), two best practices along the continuum of prevention to care, are key to reducing loss to follow-up (LTFU) and improving treatment outcomes. Immediate, same-day initiation into treatment reduces LTFU at a key juncture in care and treatment, while MMS reduces the number of required clinic visits, wait time and travel costs—also contributing to treatment retention.

By end 2019, significant progress has been achieved to transition ART to Social Health Insurance (SHI) thanks to strong commitment and close monitoring of the implementation of Prime Minister 2016 Decision on provinces responsibility to ensure Social Health Insurance cards and support for ARV co-payment for all PLHIV on treatment and efforts to reduce barriers to access Social Health Insurance. By end 2019, 48,000 patients were receiving ARVs reimbursed by SHI and the Government plans to transition another 50,000 PLHIV on ART to SHI by end 2020.

In the context of COVID-19, the Government of Viet Nam has provided timely guidance on multi-monthly dispensing of ARV to people living with HIV to ensure their continuous treatment. Testing and early treatment has been proved as an effective way to stop HIV transmission as treatment could bring down the viral load to an undetectable level and hence cannot transmit to other people. In Viet Nam, there are about 60,000 people, who know that they have been infected with HIV but not yet on ART, of which women account for about 45%. The majority of these women live in remote areas where economic conditions are difficult. Poverty coupled with geographic difficulties and other structural factors have limited these women's access to HIV services should be further understood.

As the United Nations Entity for Gender Equality and Women's Empowerment, UN Women has partnered with VWU in many years in the mutual goal of improving the lives of women and girls and eliminating all forms of violence against them. Women living with and affected by HIV/AIDS are among the most vulnerable due to the complexity of misunderstanding and stigma that deters them from accessing appropriate and timely medical treatment, hence violence, discrimination, unemployment, and event lives lost. In order to raise understanding for women living with HIV, especially those in remote areas. UN Women in collaboration with Viet Nam Women's Union and the Sun Flower Network of Women Living with HIV will organize a two-day training workshop on ARV treatment in the context of COVID-19 and shifting to SHI covered.

II. Objectives of the consultancy

The consultancy is to conduct training service at the two-day workshop on ARV Treatment in the context of COVID-19 and shifting to SHI covered for key members of the Sunflower Network of Women Living with HIV.

III. Scope of Work and Expected Tasks

Scope of Work

The national consultant will work closely with the UN Women, the assigned staff from the Social and Family Affairs Department of the Viet Nam Women's Union and leaders of the Sun Flower Network of Women Living with HIV to conduct the following task:

1. Conduct a quick needs assessment with leaders of the Sun Flower Network of Women Living with HIV and design a training programme for two day workshop for 40 members of the the Sun Flower Network of Women Living with HIV;
2. Prepare and develop training materials for all sessions of the training, including training evaluation tools;
3. Conduct training sessions.
4. Prepare training report [max 5 pages]

Expected Tasks

The consultant will conduct the following tasks:

#	Tasks	Timeline
1	Conduct needs assessment and develop training programme <i>in Vietnamese</i>	By 15 September 2020
2	Develop training materials for all sessions of the training, including training evaluation tools <i>in Vietnamese</i>	By 25 September 2020
3	Conduct training workshop <i>in Vietnamese</i>	Before 15 October 2020
4	Prepare training report <i>in both Vietnamese and English</i>	30 October 2020

IV. Institutional Arrangement

The consultant will work under the supervision of the UN Women Programme Specialist and closely with the UN Women national consultant on gender and HIV and the staff from the Department of Family and Social Affairs – Viet Nam Women's Union. The consultant will be ultimately responsible to the UN Women Country Representative in Viet Nam. The consultancy is home-based, and the workshop will be organized in Hanoi – Viet Nam.

V. Deliverables and Schedule of Payment

The payment will be provided in one instalment as bellow:

Time	Expected deliverables	Amount
Before 30 October 2020	<ul style="list-style-type: none">• Report on the results of the need assessment in Vietnamese• Two-day training workshop agenda in Vietnamese• Training materials, including hand outs and PowerPoint presentation slides in Vietnamese• Training report, including evaluation findings in both Vietnamese and English	100%

VI. Duration of Assignment and Duty Station

The consultancy will be conducted from 10 September 2020 to 10 November 2020 and home-based. The workshop will be organized in Hanoi. UN Women will cover the travelling cost for the national consultant to come to Hanoi [following the EU-UN Cost norm] in case the national consultant is not based in Hanoi.

VII. Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal (30%). Technical evaluation will be based on the following criteria stated as below.

1	Master's degree in Medicine or public health	20
2	At least 10 years of relevant experience in ARV treatment for PLHIV and familiar with newest approaches in treatment for PLHIV	20
3	At least 5 years of working experience in training using participatory methods and promoting the participation of vulnerable groups, including women living with HIV.	20
4	Good knowledge on women's human rights and gender equality in Viet Nam's HIV response and issues related to women's access to ARV treatment will be an asset	20
5	Experience in working with UN agencies will be an advantage	10
6	Good writing skills	10
	Total	100

Core Values and Competencies

In addition to aforementioned requirements and qualifications, it is important that the intern shares the core values and core competencies of the organization.

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

The weight of technical points is 70% and financial points is 30%.

Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

VIII. Application Procedure and Deadline

Candidates are requested to send the following documents in one application email to procurement.vietnam@unwomen.org

1. Application letter explaining your interest in the consultancy and why you are the most suited candidate for the consultancy position
2. Updated CV
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Financial proposal specifying a daily consultancy rate and a breakdown per deliverable. UN Women will bear the costs of requested travel expenses following the UN-EU cost norm..

Deadline for Application: 5 September 2020

IX. Evaluation

The evaluation will be based on the combination of the weighted technical and financial scores (70 per cent technical and 30 per cent financial).

NOTE: Documents required before contract signing:

- UN Personal History Form
- Full medical examination and Statement of Fitness to work and travel for consultants with travel involved. (This is not a requirement for RLA contracts).
- Completed UNDSS BSAFE online training course.
EN: <https://agora.unicef.org/course/info.php?id=17891>
- Individual subscribers over 65 years of age are required to undergo a full medical examination including x-rays at their own cost and obtaining medical clearance from the UN Medical Doctor prior to taking up their assignment.
- Release letter in case the selected consultant is government official.