

TERMS OF REFERENCE

INDIVIDUAL CONTRACT FOR LOCAL CONSULTANT

- Assignment Title** : Development of proposals for “Harm reduction and Opioid substitution therapy (OST) Service package for male and female People Who Injects Drug (PWID)” under 4th Health Sector Programme
- Program** : HIV/AIDS
- Agency** : Save the Children in Bangladesh
- Number of days** : 20 (Twenty) days, starting from April 25, 2021 to May 22, 2021

1) GENERAL BACKGROUND

Bangladesh initiated an early response to the HIV epidemic since mid-1980s. Since then, the response has been enhanced considerably, and many HIV-prevention interventions among the Key Populations (KPs) and the general populations are being undertaken. Although NGO driven HIV prevention programme for KPs was initiated first in 1998, government has entered into the scene through health sector programmes in 2003-2004. So far, we have observed three sector programmes funding till December 2016 and currently 4th programme is going on. Due to all-out effort from Bangladesh government and its NGO partners, HIV prevalence remains low among general population (less than 1%), however, among the KPs prevalence is 3.9, where major portion is related to PWID.

Considering the high prevalence among PWID in Bangladesh, AIDS/STD programme (ASP), DGHS always gives priority to the intervention for PWID. Although, major donor in this area is Global Fund since more than a decade, govt is always found keen to provide support in this area. Due to the joint effort, recently, coverage of PWID under harm reduction programme has extended from 9,500 to 17,035, which is under the Global Fund project. In addition, ASP has planned to increase more 10,000 PWID in the coverage of harm reduction programme. Therefore, ASP has recently announced a call under 4th health sector programme from interested NGO to work in this area. Moreover, ASP is also going to include another 1500 PWID in the coverage of Opioid Substitution Treatment (OST). Under Global Fund grant, currently around 3000 PWID are now taking OST, which will be around 4500 when programme under 4th health sector starts.

2) JUSTIFICATION FOR HIRING CONSULTANT

After announcement for Expression of Interest (EOI), Save the Children has participated the call and short listed along with other three parties. Among four short listed consortia, ASP has sent RFP document and invited to submit proposal and accordingly Save the Children decided to participate. As proposal development and submission is a huge task and engagement of expert in related field is required, Save the Children has decided to hire a national consultant with relevant experience. S/he will be supported by a team consisting of lead and joint venture partners.

3) PURPOSE/OBJECTIVE OF THE CONSULTANCY:

The purpose of the consultancy is to develop a proposal for “Harm reduction and Opioid substitution therapy (OST) Service package (SP-26) for male and female People Who Injects Drug (PWID)” to be submitted to AIDS/ STD Programme (ASP), Directorate General of Health Services, Ministry of Health and Family Welfare.

4) SCOPE OF WORK:

The consultant will be responsible for following works:

- Conduct Inception Meeting with SCI and Joint Venture Partners of this proposal to have common understanding.
- Review of relevant documents (GF NFM-3 Proposal, National Strategic Plan, EOI, RFP Doc etc)
- Development of full project proposal as per RFP that includes both Technical and Financial Proposal with necessary appendices.
- Sorting CV, collected from different sources and organize it according to RFP suggested format
- Accommodate feedback as provided by Save the Children and other CV partners, procurement specialist, budget and fiancé specialist to make the proposal more organized and in line
- Furnish all documents for submission as per RFP guideline.
- If the consultant feel importance to take support from others, s/he can take it by own responsibility

5) FIELD VISIT AND OTHER LOGISTIC ARRANGEMENT:

The consultant will work in a flexible manner considering COVID but an office space will be provided in the HIV/AIDS Program of Save the Children/office of JV partners, so that s/he can meet with other relevant person and work jointly. The consultant will be assisted by a team of Save the Children and JV partners.

6) FINAL PRODUCT/ DELIVERABLE:

Final technical and financial proposal with all necessary annexures and attachment

7) TIMEFRAME:

The aforementioned tasks are expected to be accomplished between April 25, 2021 to May 22, 2021.

8) CONTACT PERSON:

Mr. Ezazul Islam Chowdhury, Advisor-PWID Intervention, HIV/AIDS Program, Save the Children

9) REPORTING LINE

Dr. Lima Rahman, Chief of Party, HIV/AIDS Program, Health, Nutrition & HIV/AIDS Sector

10) CONFIDENTIALITY

All the deliverables produced by this review will be treated as the Save the Children property and the mentioned deliverables or any part of it cannot be sold, used or reproduced in any manner by the assigned individual without prior permission from the Save the Children's HIV/AIDS Program.

11) CHILD SAFEGUARD POLICY

According to the policy of the Save the Children the assignee will sign the 'Safeguard Policy' of the organization and during the contract period consultant will not violate any policy. In case of any policy violation of Save the Children 'Safeguard Policy' (if noticed) the contract will be automatically cancelled.

12) WITHDRAWAL/TERMINATION

This agreement shall be effective between dates mentioned in agreement, unless otherwise earlier terminated. Save the Children may terminate this agreement with immediate effect on occurrence of any irregularities, anomalies relating to project implementation and non-compliance of any terms and conditions as agreed upon in this agreement. Save the Children is not obligated to provide any prior notice for the termination of this assignment.

In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

13) REQUIRED QUALIFICATIONS OF THE CONSULTANT:

Below is the expected qualifications and experience of the consultant:

- Masters in any discipline preferably with additional post graduate degree in relevant subject;
- More than 10 years' professional experience in the area of HIV/AIDS field but priority will be given to those who has experience in HIV and harm reduction programme among PWID;

- Experienced in development of project proposal of HIV vulnerable groups like PWID;
- Understanding of govt procurement policy and compliance particularly health sector programme is required;
- Strong inter-personal skills, teamwork, analytical skills and ability to work in a team;
- Excellent presentation and drafting skills, and familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software;
- Demonstrated excellent writing ability;

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: prosanta.roy@savethechildren.org. Application closing date: [April 25, 2021](#).
