

TERMS OF REFERENCE (ToR)

INDIVIDUAL CONTRACT FOR National CONSULTANT

Assignment Title	: Development of relevant policies/manuals (HR, Financial, Governance) for community networks (NPUD, SWNOB & NOP+)
Program	: HIV/AIDS Program
Agency	: Save the Children in Bangladesh
Number of days	: 25 (Twenty-Five) days.

1) GENERAL BACKGROUND

Save the Children (SC), with financing of The Global Fund, effectively expanded comprehensive HIV program in Bangladesh since 2004. The program includes essential services for MARPs/KPs, continuing treatment, care and support services, and BCC for vulnerable youth and KPs. Through the program, Save the Children has supported the network of People Living with HIV (PLHIV), People Who Inject Drugs (PWID) and Female Sex Workers (FSW) through different partnership modalities. Through such collaboration Save the Children always has a focus on developing the capacity of the networks and CBOs who are working in HIV/AIDS program, in order to ensure their contribution in national HIV response. For the funding request (2021-2023) of the Global Fund, there were recommendations from different mission reports, study findings and Technical Review Panel (TRP) of the Global Fund to ensure robust community engagement in overall implementation of the intervention, thus Networks are considered as the key actor to ensure community engagement in a meaningful way in NFM3 grant.

With this aim, an Organizational Capacity Assessment (OCA) was conducted earlier by the partnership department of Save the Children and identified some gap areas, and accordingly developed an Organizational Capacity Development Plan (OCD) for three networks to make them sound in compliance issues and also develop capacities. OCD plan recommends to develop/adapt/update various SOP/Guideline/Strategies with taking support from relevant stakeholders.

2) JUSTIFICATION FOR HIRING CONSULTANT

OCD plan will follow a rigorous process (short and long term) to implement the capacity enhancement of three networks. Initially, Save the Children will hire a National Consultant (NC) to develop some essential documents for meeting up immediate needs. Also, there is a strong recommendation from the global fund to complete some tasks within stipulated time. As the Global Fund has agreed to provide necessary financial and technical assistance to strengthen the networks, Save the Children has decided to hire a national consultant with relevant experience.

3) PURPOSE/OBJECTIVE OF THE CONSULTANCY:

The purpose of the consultancy is to develop relevant policies/manuals (HR, Financial, Governance) for community networks (NPUD, SWNOB & NOP+).

4) SCOPE OF WORK:

The consultant will be responsible for following works:

- Conduct Inception Meeting with Save the Children, Intermediary organizations (AAS & APOSH) and Network Members to have common understanding about the deliverables
- Review of current policies/manuals/guidelines/strategies of NPUD, SWNOB & NOP+
- Review mission, vision and goals of NPUD and accordingly update
- Develop/Adopt Good governance Manual commonly for three networks and update mission and vision of NPUD

- Review and update current constitution of three networks in line with updated Good Governance manual
- Develop/Update HR and Financial (including PSM) policy/manual for SWNOB, NPUD and NOP+ (common guideline)
- Organize consultation meeting with relevant parties (NPUD, NOP+, SWNOB, AAS, APOSH, CARE,B and SCI) and also international networks to develop the policies/manuals
- Sharing draft of HR and Financial Policy/manual and Good Governance Manual with relevant parties for feedback
- Accommodate feedback as provided by relevant parties
- Finalize and submit HR and Financial (including PSM) Policy and Good Governance Manual for NPUD, NOP+, SWNOB

5) FIELD VISIT AND OTHER LOGISTIC ARRANGEMENT:

The consultant will work in a flexible manner considering COVID-19 pandemic, but an office space will be provided in the HIV/AIDS Program of Save the Children/office of networks, so that s/he can meet with other relevant persons and work jointly. The consultant will be assisted by a team of Save the Children and Community Networks.

6) FINAL PRODUCT/ DELIVERABLE:

- A common HR and Financial Policy (including PSM) for three networks
- A Good Governance Manual for NPUD, NOP+ and SWNOB
- Updated constitution for three networks in line with new good governance manual
- Updated mission and vision for NPUD

7) TIMEFRAME:

The aforementioned tasks are expected to be accomplished between October 01, 2021 to December 31, 2021.

8) CONTACT PERSON:

Advisor-PWID Intervention, HIV/AIDS Program, Save the Children

9) REPORTING LINE

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 working with key populations like PWID, Sex Workers etc.
- Experienced in development of policies/guidelines/manuals for community-based organizations (CBOs)/community networks
- 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: **September 30, 2021**.
