

UNODC project “HIV/AIDS prevention and care among injecting drug users and in prison settings in Lithuania, Latvia and Estonia” (XEE/J20)

## **TERMS OF REFERENCE**

### **Consultant on The Global Fund to Fight AIDS, Tuberculosis and Malaria Proposal’s Section No. 2 - CCM Requirements for Eligibility**

#### **Background**

The Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter - GF) provides grants in support of technically sound and cost-effective interventions for the prevention of infection and the treatment, care and support of persons infected and directly affected by HIV/AIDS, tuberculosis and malaria. For the first time the GF included Lithuania to the list of the countries eligible to apply for financial support for HIV component.

According to the new eligibility criteria, only NGO can apply for HIV grant. In July 2011, a group of Lithuanian NGOs signed a joint statement about collaboration in development of the Global Fund proposal. Since then, a number of consultations have taken place to involve a broad range of stakeholders and to agree on a work plan, responsibilities of various partners, and to establish procedures for coordination, decision making and sharing of information.

To support the most effective responses possible, the Global Fund requires CCM’s to meet six requirements to be eligible for Global Fund financing. The requirements relate to:

1. Processes for development of funding applications.
2. Processes for nomination of PRs.
3. Oversight planning and implementation.
4. CCM membership of affected communities.
5. Processes for non-government CCM member selection.
6. Management of conflict of interest on CCMs.

The processes related to proposal preparation and corresponding to the above listed requirements have to be described in the proposal form’s Section No. 2 - CCM Requirements for Eligibility. Information provided in this section is requested to be based on a number of supporting documents (e.g., CCM governance documents, CCM meeting minutes, non-government CCM member selection).

It is planned that international expert will help Lithuania’s NGOs with the proposal development in October – November 2011, as there is no experience in the country working with the Global Fund. But national expert is needed in order to summarize all the processes that were taking place preparing the proposal as all the meetings and decisions’ related documents are in local language and if needed to amend national situation analysis documents provided by UNODC and check reliability of the provided data.

#### **Purpose of consultancy**

To conduct analysis and summarize all the processes that were taking place when preparing Lithuania’s proposal to Global Fund Round 11 including collection of related documentation and based on this to prepare Proposal Form’s (Round 11 Single Country Applicant, HIV)

section No. 2 – CCM Requirements for Eligibility based on the GF requirements, and if needed to amend national situation analysis documents provided by UNODC and check reliability of the provided data.

**Specific tasks**

- To conduct desk research on processes that were taking place when preparing Lithuania’s proposal to Global Fund (including documentation);
- To prepare Proposal Form’s (Round 11 Single Country Applicant, HIV) section No. 2 – CCM Requirements for Eligibility;
- To amend national situation analysis documents (provided by UNODC) and check provided data reliability.
- In consultation and cooperation with the international expert to finalize section No. 2 for Lithuania’s proposal to the GF.

**Timeframe and expected outputs**

<b>Task/Output</b>	<b>Date of completion or period</b>
Desk research conducted	By 17 October, 2011
Prepare Proposal Form’s (Round 11 Single Country Applicant, HIV) section No. 2	By 28 October, 2011
In consultation and cooperation with the international expert to finalize section No. 2 for Lithuania’s proposal to the GF	By 2 December, 2011

**Competencies and Skills**

- Advanced university degree or equivalent in social science, public health or other relevant discipline.
- Experience in preparing project/programme proposals’ for international donor.
- Proven familiarity with the HIV/AIDS situation in Lithuania and HIV/AIDS topic.
- Participation in processes and consultations related to GF proposal preparation in Lithuania.
- Proven familiarity and practical experience with data processing and analysis.
- Fluency in written and spoken Lithuanian and English.

**Assessment criteria**

The award will be based on cumulative analysis (a combination of qualifications, direct relevant experience and costs that represent best value for money). Assessment criteria and points available upon request.

Further information might be obtained:

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