



Terms of Reference

HIV Prevention, Treatment, Care and Support in Prison Settings

Development of National Surveillance Plan for HIV and TB in Prison Settings in Mozambique

Senior Consultant on National Surveillance Plan for HIV and TB in Prison Settings
Based in Mozambique

55 days within three consecutive calendar months (September 01 – November 30)

Background

HIV and AIDS are serious threats in many countries and present significant challenges for prison and public health authorities and national governments. The levels of HIV infection among prison populations worldwide are much higher than in the general population. Because most prisoners are in prison for only a short period of time before they re-enter their communities, it is acknowledged that prisoners and prison staff are part of the broader community and that the health threat of HIV within and outside prisons are linked. Nonetheless, prisons, prisoners and prison staff are often neglected in efforts intended to tackle the epidemic.

In 2008, UNODC's Regional Office for Southern Africa launched a regional programme covering Mozambique, Namibia, Swaziland and Zambia. The main objectives of this programme ('HIV Prevention, Treatment, Care and Support in Prisons Settings in Southern Africa'), are to:

- (i) To reduce the risk of transmission of HIV within prisons and;
- (ii) To prevent new HIV infections specifically related to incarceration in selected countries in Sub-Saharan Africa.

These objectives are expected to be achieved through advocacy for improved prisoners' and prison staff's access to HIV & AIDS services by addressing structural issues such as rules and regulations, monitoring, improving general prison conditions, and supporting the operationalisation of national policies. Furthermore, the programme provides technical capacity building to service providers and aims at raising their awareness on HIV & AIDS in prisons.

In 2009, UNODC conducted assessments of HIV training needs in prisons in Mozambique, Namibia, Swaziland and Zambia. The results indicated that prisoners have a limited level of knowledge on HIV prevention, treatment, care and support, and that none encountered this knowledge within prisons. From 2009 to 2011, UNODC further conducted HIV situation and needs assessments in prisons in eight Sub-Saharan African countries. The assessments showed that the level of knowledge of HIV issues was not only higher among prisoners than among prison staff, but that it was acquired outside prisons.

In line with the programme objectives and expected outcomes of the above mentioned UNODC Regional Programme, the present proposal for activities aims at supporting efforts to strengthen the government leadership and prioritisation for an effective and evidence based response to HIV & AIDS, TB and STIs in prison settings by the Ministry of Justice - National Prisons Services, Ministry of Health and other relevant stakeholders. It also intends to increase the capacity of both government and civil society in knowledge and surveillance of HIV & AIDS, TB and STIs in prisons (including coordination skills). Technical support will be provided by UNODC ROSAF and the Mozambique Project Office.



Purpose of the Contract

Under the direct supervision of the Regional Project Coordinator, and working closely with the National Project Coordinator in the Mozambique Project Office, the Chief Consultant on TB, and the National Consultant on the training package, the incumbent will aim to contribute towards reaching the objective of the national project through provision of technical support in all processes of designing through to the endorsement of the HIV and other communicable diseases National Surveillance Plan in prison settings.

The incumbent is to develop one detailed National Surveillance Plan (NSP) on HIV & TB focusing in prison settings. The National Surveillance Plan will correspond to the international standards and guidelines regarding HIV/TB in prison settings. In collaboration with the Chief Consultant on TB and the National Consultant on the Training Packages, the incumbent will also design and co-facilitate the program and agenda of the regional sensitisation meetings on HIV & TB in prison settings and the National Surveillance Plan. Moreover, the work includes providing guidance and coaching to the National Consultant on the training package and the Chief Consultant on TB, during the implementation of the surveillance plan on HIV and TB in prison settings. The incumbent will also be responsible for gaining support and approval by Senior Officials from the Ministry of Health and the Ministry of Justice on the National Surveillance Plan.

Duties and Responsibilities

The following are the duties and responsibilities of the incumbent:

1. To hold frequent update meetings with the National Project Coordinator from the Mozambique Project Office.
2. To be the lead technical expert in all processes of defining the contents of the pillars of the National Surveillance Plan (NSP) on HIV & TB.
3. To ensure that the main standards and regulations regarding surveillance on HIV & TB are taken in account and incorporated during the design of the National Surveillance Plan.
4. To be responsible for ensuring the inclusion of the principle HIV & AIDS and TB surveillance data collection methodologies for quality achievement in the process of surveillance.
5. To guide and coach the work performed by the Chief Consultant on TB regarding the design of the National Surveillance Plan on HIV & TB. To design the program and agenda of the National Consultative Conference (NCC) towards the development of the draft of the National Surveillance Plan.
6. To work as the main facilitator/moderator of the National Consultative Conference.
7. To ensure timely delivery of a report of the National Consultative Conference to UNODC.
8. In collaboration with the Chief Consultant on TB and the National Consultant on the Training Package, design the program and agenda of the regional sensitisation meetings on HIV & TB in prison settings and the National Surveillance Plan.
9. To co-facilitate the regional sensitisation meetings on HIV & TB in prison settings and the National Surveillance Plan.
10. To be the main facilitator of all advocacy efforts towards the endorsement of the NSP by the government of Mozambique with a focus on the Ministries of Health and Justice.
11. To provide technical support to the Chief Consultant on TB and the National Consultant on the training package in the definition of the criteria of selection of the participants to the training on surveillance of HIV & TB.



Reporting Channels

The incumbent will report directly to the Regional Programme Coordinator, and work closely with the National Project Coordinator in the Mozambique Project Office, the Chief Consultant on TB, and the National Consultant on the training package.

Deliverables and timeline(s)

The following activities will be carried out as proposed in the table below.

Product Deliverable	Timeline
Detailed work plan for the development of the National Surveillance Plan (NSP) with description of each activity, calendar, associated costs and needed support from UNODC.*	3 working days
Develop ToRs (including agenda) and participants selection criteria, facilitate and deliver a full report of the National Consultative Conference, including specific recommendations about the main pillars of the National Surveillance Plan.*	4 working days
Design and co-facilitate the program and agenda of the regional sensitisation meetings on HIV & TB in prison settings and the National Surveillance Plan.*	10 days
Develop advocacy activity plan (outcomes, outputs, indicators) towards the endorsement of the National Surveillance Plan by the government and list of key actors and interveners.*	3 working days
Deliver a full surveillance plan on HIV, STIs and TB targeting prison settings, with data collection and analysis packages, including surveillance techniques, report writing templates, and resources needed for the first pilot surveillance.*	30 working days
Deliver a detailed full report on the development of the National Surveillance Plan, including the national conference and regional sensitization meetings.*	5 working days
Total days of work	55 working days

* Allow 10 workdays for the UNODC to review and provide input on the material.

Qualifications, Skills, Attributes and Experiences

A successful candidate must meet the following criteria:

Education

- A Postgraduate Degree in Medicine or equivalent, or Specialisation in the field of HIV & TB.

Working Experience

- At least 7-10 years' working experience in a field related to HIV & TB surveillance will be an advantage.
- Experience of working on surveillance, assessments, and baseline on issues related to health in general and to HIV & TB in particular, is highly required.
- Previous work and direct working relationships with UN agencies, either in consultation or in training service provision.

Knowledge and Skills

- Knowledge on prisons and prison health.



- Good knowledge and understanding of HIV & TB surveillance techniques and methodologies are a must.
- Excellent knowledge of national policies and strategies and plans on HIV& AIDS and TB is essential.
- Excellent knowledge on biostatistical analytical methods and statistical packages.
- Good domain and understanding of regional (SADC) and international regulations and standards on HIV & TB prevention, care, treatment and support in prison settings are required.
- Good domain and understanding of the context of health issues in prisons of SADC region, including WHO and UN standards, regulations and work around legislation on health are desired.
- Good skills and knowledge of facilitation and moderation of round tables, seminars and conferences is a plus.
- Ability to moderate working groups and produce the synthesis of the discussions.

Languages and Computer Skills

- Proficiency in written and spoken English and Portuguese, including the ability to draft reports at a professional level.
- Knowledge of MS Office package (MS Word, advanced MS Excel and MS Access) and the ability to design and manage IT surveillance packages will be required.

Remuneration

The consultant will receive remuneration relevant to his/her/its qualification and in line with UN financial rules and regulations. Remuneration will be released in three separate installments subsequent to appointment of a successful candidate. The first instalment amounting to 20% of the total cost of the contract will be released upon signature of the contract, another instalment amounting to 30% of the total cost of the contract, will be released following receipt and UNODC approval of the draft National Surveillance Plan, another instalment of 30% of the total cost of the contract will be released following a successfully completed National Consultative Conference and prior to the commencement of regional sensitisation meetings, and a final instalment amounting to 20% of the total cost of the contract will be released upon receipt and UNODC approval of a final assignment report and Government endorsement of the National Surveillance Plan.

Enquiries

Any further information regarding the assignment can be obtained by contacting Mr. Elias Conote on: elias.conote@unodc.org

Interested candidates can send their cover letter and CVs to hr.unodc.za@unodc.org on or before **17 August 2012**. Late applications will not be considered. **CVs MUST BE IN ENGLISH.**

Correspondence will be limited to shortlisted candidates only.

*Qualified women are encouraged to apply.
UNODC reserves the right NOT to fill this position*