

Terms of Reference

for the expert to develop and facilitate Workshop

“Understanding transition from Global Fund support of HIV/TB programs to national funding in Azerbaijan and the role and opportunities for civil society and community groups in transition processes”.

The Eurasian Harm Reduction Association (EHRA) in the scope of the [EECA Regional Platform project](#) supported by the Global Fund is aimed to organize a workshop targeted on civil society and community representatives in Azerbaijan. The workshop is going to take place in Baku (Azerbaijan) on 7 - 8 of June 2018. The working languages of the workshop will be Russian and Azerbaijani.

Goals and objectives of the workshop

The goals of the workshop are:

- to improve the understanding by civil society and community representatives of the transition related processes in Azerbaijan, the importance of and opportunities for meaningful involvement into them.
- help civil society and community representatives to develop the content of the request for TA available within the Global Fund's CRG TA Program

Objectives of the workshop are to:

1. To build knowledge on the processes with regard to the transition of national HIV/AIDS and TB responses from Global Fund support to national funding;
2. To understand the possible consequences for HIV/TB programs if the planned transition is not well-managed, including looking at examples of some other countries in the region;
3. To understand the importance of the involvement of civil society and communities' representatives in all stages of the transition processes and the existing opportunities and entry points for such involvement;
4. To understand what HIV and TB services and program components are the most vulnerable within the transition process in Azerbaijan and to plan the possible actions in 2018 to insure their sustainability;
5. To discuss and identify the possible content of the request for TA for civil society and communities in Azerbaijan within the GF CRG TA Program

Some of the objectives could be revised and adjusted within the process of development of the workshop agenda.

Tasks and the deadlines for the consultant under this ToR:

EHRA is looking for an expert who could be able to develop the content of the workshop and help with its organization and facilitation. The expert under this ToR is expected:

- By 09 of May to review the available draft concept of the workshop, propose and agree with EHRA amendments to it if needed, develop and agree with EHRA the final version of the workshop concept;
- By 11 of May to develop the draft agenda of the workshop and get the feedback on it from EHRA, Azerbaijan AIDS Control Center, CCM Secretariat and Global Fund Portfolio manager for Azerbaijan;
- By 17 of May to provide EHRA with the final version of the workshop agenda ready for the dissemination among the workshop participants;

- Help EHRN to identify the workshop participants. The final list of participants should be developed by the 15 of May;
- To help EHRA to identify relevant experts to be invited to participate in the workshop. The list of experts should be developed by 15 of May;
- Based on the agreed agenda of the workshop to develop the process of the workshop's facilitation by May 25.
- To coordinate the process of the development of relevant presentations for the purposes of the workshop by invited participants and experts: to develop the check list of the workshop presentations; to brief each expert on the expected content, possible structure and timing of the presentation; to collect presentations from experts and participants in advance to the workshop; to provide a feedback on their content and structure if needed. To participate in planned Skype calls with the invited experts.
- To coordinate the process of the development of the handout materials to be disseminated among the workshop participants in advance to the workshop or distributed during the workshop: to develop the check list of the required handout materials; to collect them in advance to the workshop from the experts or from other relevant sources and make sure that those needed to be printed for the seminar are printed in time.
- To develop the methodology of the evaluation of the workshop results right after the event. Based on this methodology to develop the questionnaire for the participants to fill in right after the workshop.
- To facilitate the two-day long workshop on 7 – 8 of June 2018 in Baku;
- To participate in a preparatory meeting with EHRA representative and experts the day before the workshop to have the final discussion on the workshop agenda, facilitation processes, roles of key participants and expected results;
- To be in contact with the people responsible for the organization of the workshop logistics and timely provide them with all required information regarding the requirements for the workshop auditorium, stationery, etc.;
- Based on the results of the workshop – help drafting the content of the TA request for civil society and communities in Azerbaijan to be submitted within the GF CRG TA Program. Draft application form for TA request should be sent to workshop participants for their feedback and comments by 15 of June. Based on the feedback received the TA request should be finalized by 25.06.
- By June 20 to develop and submit to EHRA the report on the process and results of the workshop. The report should be in Russian and should not exceed 10 pages. The report should include also a short overview of the workshop organization process, conclusions and recommendations both for Global Fund and participants on the next steps to be done as a follow up to the workshop.

EHRA will identify the person from among its staff to supervise the work of the experts under this ToR. Supervisor will be a contact person for the expert on all matters with regard to the organization and facilitation of the workshop and will be the one to conclude on the quality of the work done and report provided.

Payment

Payment for the work of the consultant under this ToR will be decided based on the results of the tendering process. The work under this ToR should not exceed 7 days altogether (2 days for preparatory work, two days on facilitation of the workshop and 1 day on the report writing and 2 day on providing support to develop the TA request). Payment will be done within 10 days after the acceptance by EHRA of the report on the results of the workshop and developed TA request.

EHRA will cover travel and accommodation expenses required to ensure the consultant participation in a workshop if needed. The contract with the consultant will be signed for the period from 07 of May till 30 of June 2018.

Requirements to the consultant

Submitted application will be evaluated by a selection committee at the Eurasian Harm Reduction Association. To assess the tender applications, the following criteria will be used (maximum amount of points for each criterion):

- The experience of organization and facilitation of a least five (5) national level workshops\seminars\trainings in last three years; (20 points maximum)
- Good understanding of Global Fund, transition related processes in Azerbaijan and personal involvement in any of them (should be clear from the Letter of interest); (20 points maximum)
- Good understanding of HIV\TB situation in Azerbaijan; (10 points maximum)
- Good understanding of the specifics of NGOs' work in Azerbaijan; (10 points maximum)
- Good communication skills; (10 points maximum)
- Tolerant attitude towards people living with HIV, people who use drugs; (10 points maximum)
- Fluent written and spoken Azerbaijanian and Russian; (10 points maximum)
- Optimal daily rate (10 points maximum)

The maximum possible amount of points is 100. Based on the results of the tendering process EHRA could decide to sub-contract more them one consultant to complete the tasks within this ToR.

How to apply

The candidates are invited to submit their CV, Letter of interest and state the daily rate in USD (including the taxes) by e-mail referenced under title "Consultant to develop and facilitate S&T Workshop in Azerbaijan" to ivan@harmreductioneurasia.org by COB 03 of May 2018 24:00 EET.