

TERMS OF REFERENCE

TO PROVIDE TECHNICAL SUPPORT TO VAAC AND UNAIDS FOR A NARRATIVE REPORT AS PART OF THE ANNUAL NATIONAL REPORTING ON THE AIDS RESPONSE

I. BACKGROUND

HIV and AIDS are a major public health problem in Vietnam. According to the Vietnam AIDS Response Progress Report for 2015, there were an estimated 250,000 people living with HIV in Vietnam at the end of 2014, with roughly 15,000 new infections, and 11,000 deaths due to AIDS.

The UNAIDS framework of 'Know your epidemic, know your response' has become the impetus for an intensified focus on strategic information. For every person enrolled on antiretroviral treatment, others are still being newly infected and without full knowledge of epidemic trends decisions on how to combat it cannot be properly made. Even within Viet Nam there is no single HIV epidemic, but rather a number of different concentrated epidemics.

The data collection, validation, and submission for the Global AIDS Response Progress (GARP) Report for 2016, which is an international reporting commitment, will once again be carried out by the Viet Nam Authority for HIV/AIDS Control (VAAC) with the technical support of UNAIDS. The routine reporting of a standardized set of indicators as well as the GARP reports are presented by UNAIDS to the UN General Assembly and are published on the UNAIDS website. In 2016 a GARP report is expected to be produced and submitted.

In line with this international reporting commitment, and recognizing the significance of arriving at the final year of a number of international commitments and targets in 2015 (e.g. MDG 6, 2011 UN General Assembly Political Declaration in HIV/AIDS), UNAIDS will provide technical and coordination support to VAAC to develop a draft narrative report on the HIV response in Viet Nam and progress towards those targets and commitments. This report considers the specific highlights since the last report in 2014, and also provides a summary of the major milestones since the initiation of the 2011 Political Declaration, UNGASS, and the MDG 6.

For all of these important activities VAAC will require technical assistance and for this UNAIDS proposes to hire a consultant that will work closely with VAAC and other key stakeholders in support of the GARP narrative report.

II. PURPOSE

The overall objective is to provide technical support to UNAIDS and to VAAC to produce a narrative GARP report to be submitted for endorsement by the GoV and eventual submission as part of the GARP report.

III. SCOPE OF WORK

The consultant will work with VAAC and other key stakeholders to:

- Desk review focusing on documents reporting on progress along national and international targets and commitments of the HIV response, strategy papers, national plans and policies and related programme and project documents.

- Conduct interviews with key informants in government, donor community, representatives of key civil society organisations, international organizations, and implementing partners;
- Develop a frame to structure the report to be shared with stakeholders for their agreement to the structure of the report and identify additional sources of information for the report;
- Review the information, collate, and draft the report; prepare a meeting to present the key highlights of the draft report and solicit feedback;
- Based on feedback from key persons, make revisions and produce the final draft of the narrative report;

IV. TIME FRAME

- Duration of assignment: from 30 September 2015 to 30 November 2015 (20 working days).

V. DELIVERABLES

- Draft 2015 GARP narrative report, by 30 November 2015.

VI. PAYMENT

Payment terms:

Consultant will be paid in instalments based on deliverables.

- 25% of the amount will be paid upon signing of the contract
- The balance will be paid upon the submission of the first draft GARP narrative report

VII. GUIDANCE & MONITORING

- The successful candidate will work closely with VAAC and the other key stakeholders, under the guidance of the UNAIDS Strategic Information Adviser and the overall direction of the UNAIDS Country Director.
- The Consultant will submit all deliverables to the UNAIDS Country Office through the Strategic Information Adviser and for the ultimate approval of the UNAIDS Country Director, for onward forwarding as appropriate to the VAAC.

VIII. PROFILE OF THE CONTRACTUAL PARTNER

- Master's degree in Mathematics, Public Health, Epidemiology, Sociology or other relevant area is required; Doctoral degree will be an advantage;
- Minimum of 15 (fifteen) years' experience in analysis of public health issues, with significant experience with the HIV epidemic;
- Good understanding or familiarity with the national HIV programme in Viet Nam and M&E of the HIV response; Familiarity with the global and regional HIV and AIDS policies and commitments an advantage;

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