

### TERMS OF REFERENCE

<b>Title:</b>	Consultant for costing and developing integrated HIV prevention, Sexual Reproductive Health (SRH) and mental health Monitoring, Evaluation and Reporting Framework of the Adolescent Girls and Young Women (AGYW) Programme in Rwanda
<b>Duration of Assignment:</b>	November 2023 -January 2024
<b>Location:</b>	Kigali-Rwanda
<b>Type of contract:</b>	SSA
<b>Languages Required:</b>	English
<b>Supervision:</b>	RBC-UN Women

#### 1. Background and context

HIV is one of the leading causes of death for women (ages 15-44) worldwide, with adolescent girls and young women (ages 15-24) in the hardest-hit countries accounting for over 80% of new HIV infections in their age group. Globally, 20 million females aged 15-24 are living with HIV and are two to 14 times as likely to acquire HIV than males of the same age, dependent on the country. In Sub-Saharan Africa, more than 4,000 Adolescent girls and young women become infected with HIV each week and they account for four out of five new HIV infections among youth aged 15-24, this translates to girls and women represent 63% of all new HIV infection (UNAIDS, 2022)

Rwanda has registered progress in addressing HIV infection and gender inequalities, however, disparities are still observed between men (2.0%) and women (3.7%) prevalence.<sup>1</sup> HIV prevalence was 0.4% and 0.6% among adolescents aged 15-19 years in men and women, respectively while it was 3 times in females (1.8%) versus males (0.6%) aged between 20-24 years (RPHIA, 2018-2019). This demonstrates the importance to focus on adolescents and young Women and Girls (AGYW) in HIV response, especially in the prevention of further new infections.

It is in that context, Rwanda Biomedical Centre (RBC) has initiated a comprehensive AGYW Programme integrating mental health, HIV/AIDS prevention, and sexual reproductive health (SRH) in Rwanda. The purpose is to ensure provision of equity and quality integrated mental health, HIV prevention, and SRH services for AGYW in the country. Specifically, the programme aims at improving the availability, accessibility, appropriateness, affordability, acceptability, and use of quality comprehensive Mental

<sup>1</sup> Annual report of the national programme HIV, STIs and TB 2020-21

health, HIV prevention, and sexual and reproductive health services to AGYW. However, the tools including the Operational Plan and the Monitoring, Evaluation and Reporting framework to track the progress towards this ambitious target are not yet precise.

RBC in partnership with UN Women, would like to develop a Comprehensive National Action plan for effective implementation of the AGYW Programme as well as a Monitoring, Evaluation and Reporting framework which will facilitate to track progress achieved and knowledge sharing. It is in that context, UN Women is seeking to hire, on behalf of Rwanda Biomedical Centre (RBC), **a senior individual consultant for a short-term technical support to develop a costed Monitoring, Evaluation and Reporting framework** for effective management and delivery of the AGYW Programme in Rwanda.

## **2. Objectives of the assignment**

The overall objective of the consultancy will be in alignment of the National Strategic Plan on HIV, to establish a national costed monitoring, evaluation and reporting framework for AGYW programme intending to achieve gender equality through provision of equity and quality integrated mental health, HIV prevention, and SRH services for AGYW in the country and address the barriers and challenges.

## **3. Expected Results**

A comprehensive and costed national monitoring, evaluation and reporting framework for the AGYW Programme developed and used by stakeholders in the health sector for evidence-based reporting, documentation and knowledge sharing.

## **4. Scope of Work/Duties and Responsibilities**

Under the overall guidance of RBC and UN Women Heads of Institutions and direct supervision of the RBC, and UN Women focal points, the consultant will perform the following tasks:

- Prepare and present during technical committee meeting comprising AGYW stakeholders, an inception report indicating the consultant's understanding of the assignment, the proposed methodology, expected results, timeframe, deliverables, etc.
- Refine the methodology based on the inputs and comments and prepare a checklist of topical themes for developing a costed monitoring and evaluation framework .to be approved by Rwanda Biomedical (RBC) and UN Women
- Carryout a comprehensive situational analysis of the existing implementation of a defined AGYW minimum package of services at community and health facilities. Conduct a desk review from the central level (MOH, RBC, UN-Women, WHO, UNFPA, UNICEF).
- Co-facilitate the consultative workshop with AGYW stakeholders to identify
- Match available evidence from the needs assessment among adolescent girls and young women (AGYW)
- Develop and/or revise and update the existing data collection and reporting tools including HMIS.
- Integrating existing community monitoring tools in the monitoring and evaluation framework
- Elaborate a cost monitoring and evaluation framework and test for improvement.

- Participate in the validation workshop during which the findings will be presented to stakeholders for feedback/review and comments,
- Integrate feedback/review and comments and produce the final M&E national framework

## 5. Expected Deliverable and timeframe.

The consultant will produce the following deliverables:

#	Deliverables	Indicative Deadline
1	An approved inception report with a clear methodology, time frame, final checklist, and key deliverables	15 November 2023
2	A consultative workshop bringing together AGWY stakeholders facilitated and inputs for developing the Monitoring, evaluation and reporting framework	21 November 2023
2	The draft M&E and reporting framework together with a power-point presentation for use during the national validation workshops.	22 December 2023
3	A final Comprehensive, national and costed monitoring and evaluation framework for AGYW Programme as well as together with a report of activities conducted.	29 December 2023
4	The M&E framework is effectively linked with e-tracker (HMIS-DHIS 2)	15 January 2024

## 5. Performance Evaluation

The Consultant's performance will be evaluated based upon such criteria as: timeliness, effectiveness, responsibility, initiative, communication capacity, accuracy, and quality of the products delivered.

## 6. Duration and Administration of The Consultancy

The consultancy will be carried out for a period from November 2023 to January 2024 including consultation, field visit and preparation and submission of final report. The contract will be deliverable-based and payment will be made after submission of the agreed deliverables. The consultant will submit two hard copies and soft version of the final report.

## 7. Required experience and qualifications.

### Education

- Master's degree or higher in Public Health or Social Sciences

### Experience

- Have at least 10 years' experience in the public health domain preferably in HIV
- Have proven experience of at least 5 years in developing M&E frameworks for national programs preferably health/HIV (at least 2 MGE frameworks developed for national programmes, presentation of completion certificates of previous consultancies or contracts).
- Have proven experience in Result Based Management (at least a report produced)

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Have a proven experience in designing and formulating gender responsive development projects including M&E framework with gender sensitive results and indicators (at least one example)

- Have proven writing skills expressed in scientific publications (At least two papers she/he/she is the first author)
- Presentation of completion certificate of previous consultancies or contracts in developing M&E framework
- Proven management skills, including facilitation and communication skills with stakeholders (experience with CSOs and government institutions)
- Good knowledge of the health system in Rwanda especially the status of the AIDS epidemic (its programming, coordination, and normative roles at country level)

#### **Language and other skills**

- Fluent in English and good working knowledge in French, and Kinyarwanda
- Good knowledge of Computer (Mostly Microsoft Office) and a background in HMIS to ensure well organized and systematized presentations, including statistical and graphical descriptions

#### **8. Technical evaluation criteria (including minimum qualifications):**

This technical part will be evaluated based on its responsiveness to the Terms of Reference (TOR)

#### **9. Application Procedure:**

The following documents should be submitted as part of the application:

- **Cover letter** to include a brief overview in English about which of the previous experiences makes the applicant the most suitable candidate for the assignment
- **Copy of the CV including contact information for 3 referees**
- **Portfolio with examples of performed works of different types and formats** according to this assignment.
- **Technical proposal**

Applications without any of the items listed above will be treated as incomplete and will not be considered for further processing.

All interested and qualified individual consultants are requested to submit their applications to [rwanda.offers@unwomen.org](mailto:rwanda.offers@unwomen.org) not later than 7<sup>th</sup> November 2023 at 5:00 pm Kigali Local Time.

**Please note that only short-listed candidates will be contacted.**

*UN WOMEN is committed to achieving workforce diversity and inclusion in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence*