

TERMS OF REFERENCE

Title:	Consultant for costing and developing a National Operational Action Plan the Implementation of the Minimum Package of Services for AGYW Program in Rwanda
Duration of Assignment:	30 working days (November-December 2023)
Location:	Kigali-Rwanda
Type of contract:	SSA
Languages Required:	English
Supervision:	Rwanda Biomedical Centre (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%) prevalence¹. In 2019, 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 (AYWG) in HIV response, especially 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

¹ Annual report of the national programme HIV, STIs and TB 2020-21

use of quality comprehensive Mental 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 the Monitoring, Evaluation and Reporting framework which will facilitate to track progress achieved and knowledge sharing. It is in that background, 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 Comprehensive national and costed Operational Action Plan for effective implementation and delivery of the AGYW Programme in Rwanda.**

2. Objectives of the assignment

The main objective of the assignment will be to develop a comprehensive national and costed operational action plan) intending to ensure the provision of equity, quality and integrated mental health, HIV prevention, and SRH services for AGYW in the country.

3. Expected Results

A comprehensive, national and costed operational action plan for effective implementation and delivery of the AGYW programme

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 Programme stakeholders, an inception report indicating the consultant's understanding of the assignment, key deliverables, the proposed methodology and timeframe, key informants, etc.
- Refine the methodology based on the inputs and comments and prepare a checklist of topical themes for developing a costed cost the operational plan to be approved by Rwanda Biomedical (RBC) and UN Women
- Participate and co-facilitate the consultative workshop to collect information.
- Elaborate a costed operational action plan 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 Operational Action Plan

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
	A consultative workshop bringing together AGWY stakeholders facilitated and inputs for developing a comprehensive national action plan	21 November 2023
	The draft comprehensive national action plan together with a power-point presentation for use during the national validation workshops.	15 December 2023
3	A Final comprehensive, national and costed operational action plan for AGYW Programme	28 December 2023

6. 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.

7. Duration and Administration of the Consultancy

The consultancy will be carried out for a period from November 2023 to December 2023 including consultations, field visits, data analysis, elaboration of the Operational Action Plan and submission of final report. The contract will be deliverable-based and payment will be made after submission of the agreed deliverables. At the end of the consultancy, the consultant will submit an original copy of the final report (2 hard copies & soft copy).

8. Required experience and qualifications.

Education

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

Experience

- Proven working experience of at least 5 years in HIV or Adolescent Sexual and Reproductive Health or Mental health programs; having experience in at least two of the above- mentioned programs will be an added value.
- Having at least 10 years of experience in developing national strategic documents including action plans, especially in HIV or SRH. Mental health, gender analysis and mainstreaming will be an added advantage.
- Having a proven experience of at least 5 years in financial management, planning, and budgeting (provide evidence, at least 2 products)
- Have a proven experience in designing and formulating gender responsive development projects with focus on gender
- Good knowledge of the health system in Rwanda especially the status of the AIDS epidemic (its programming framework, 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

9. Technical evaluation criteria (including minimum qualifications):

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

10. 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 not later than 7th 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.