

Terms of Reference

for the consultant to develop Information Note for civil society and community representatives in EECA on 4 Delegations to the Global Fund Board

Background

The structure of the Global Fund to Fight AIDS, Tuberculosis and Malaria is complicated. One of its key elements which has a key role in decision and policy making, is the Global Fund's Board which is composed of Delegations representing the interests of different parties involved, including the donor countries, countries implementing the Global Fund grants, non-governmental organizations, private foundations and people living or affected with three diseases. The representatives of civil society and communities have an opportunity to be directly involved into the work of some Delegations and therefore influence the decision-making processes in the Global Fund.

Eurasian Harm Reduction Association (EHRA) within the implementation of its EECA Regional Platform project is aimed to develop a brief Info Note for the civil society and community representatives in EECA on 4 Delegations to the Global Fund Board.

Goal and objectives of the document

Briefly and with a plain language to inform the representatives of civil society and communities in EECA region about the structure, composition, mechanisms and principles of work of below listed 4 Delegations to the Global Fund Board which could be the closest alias in advocating for the interests of key affected populations to get on the Global Fund's agenda:

- Delegation of Developed Country NGO's;
- Delegation of Developing Country NGO's;
- EECA Delegation;
- Delegation of the Communities Living with HIV, TB and affected by Malaria.

The document should also help the representatives of civil society and communities to understand why and how they could be better involved into the work of these Delegations.

The document should include among other content chapters:

- lists of members of each Delegation from EECA region,
- list of references,
- active links on all relevant and available documents and resources containing information about the Delegations,
- other attachments if needed.

Consultancy task

EHRA is looking for an expert to develop Info Note considering the identified above goal and including: the development of its plan and structure; conduction of desk review of the relevant documents and literature; conduction of interviews with members of 4 Delegations; development of the content of the document.

Stages of work

- to develop and agree with EHRA the structure of the document and the expected content of its chapters;

- to conduct a desk review of the available documents clarifying the working processes of 4 Delegations, their composition, internal procedures as well as their activities within the Global Fund's structure;
- develop and agree with EHRN on the structure and content of the questionnaire to conduct the semi-structured interviews with members of 4 Delegations;
- to conduct interviews with at least one member of each of 4 Delegations (with someone being a member of Delegation's leadership or being a member of Delegation no less than for 3 years), not less than 6 interviews altogether. The candidatures of the interviewees should be agreed with EHRA;
- based on the information collected – to draft the document and provide EHRA with it for a feedback and comments;
- to finalize the document based on the received feedback.

Expected result

A document should not exceed 15 pages, including the annexes. Document could be in English or Russian.

Timeframe

by 29.06. - to develop and agree with EHRA on the structure of the document as well as on the expected content of its chapters;

by 20.07. – to provide EHRA with a first draft of the document for a feedback and comments;

by 27.07. – to submit the final version of the document.

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

Payment

EHRA will pay a lump sum for services indicated above in TOR. Total fee for services under this ToR is 2100 USD. Payment will be done within 10 days after services provided and confirmed by EHRA.

Requirement to the consultant

Submitted applications will be evaluated by a selection committee at the Eurasian Harm Reduction Association. To assess the tender applications, the following criteria will be used:

- Relevant experience in development of such kind of documents – not less than two documents\reports written in last three years (links on the examples of such documents should be provided in the Letter of Interest); (30 points maximum).
- High level of knowledge on the general Global Fund policies and processes including understanding of the work of Delegations to the Global Fund Board in particular (should be clear from the Letter of Interest); (40 points maximum).
- Fluent written and spoken English (knowledge of Russian could be an advantage); (30 points maximum).

The maximum possible amount of points is 100.

How to apply

The candidates are invited to submit their CV and Letter of Interest by e-mail referenced under title "Consultant to develop Info Note on 4 Delegations to GF Board" to ivan@harmreductioneurasia.org by 24:00 EET, 20 of June 2018.