

Terms of Reference

for the expert(s) to develop and facilitate Workshop

“Transitioning from the Global Fund’s support for HIV/TB programs in Tajikistan: how to become prepared and ensure the sustainability of services for key populations”.

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 Tajikistan. The workshop is going to take place in Dushanbe (Tajikistan) on 14 - 15 of November 2018 (subject to change). The working languages of the workshop will be Russian and Tajik.

Objectives of the workshop

The objectives of the workshop are:

- To improve the understanding among the participants of the transition related processes taking place in Tajikistan and the possible consequence of these processes for the sustainability of HIV/TB prevention services for key populations;
- To discuss and provide a feedback on the content of those components of the draft Transition Plan being of a priority for key affected populations;
- To discuss the possible measures and plan some exact steps needed to be taken to ensure the meaningful participation of the civil society and communities’ representatives in the transition related processes taking place in country;
- To help civil society and community representatives to develop the content of requests for TA, available through the Global Fund’s CRG TA Program.

Note: Some of the objectives may be revised and adjusted during the process of planning the workshop agenda.

Tasks and the deadlines for the consultant(s) under this ToR:

EHRA is looking for a local and/or regional 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 11 of October 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 15 of October to develop the draft agenda of the workshop and get the feedback on it from EHRA and other key partners involved into organization of the event if any;
- By 17 of October 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 18 of October;
- To help EHRA to identify relevant experts to be invited to participate in the workshop. The list of experts should be developed by 18 of October;

- Based on the agreed agenda of the workshop to develop the process of the workshop's facilitation by 22 of October.
- To coordinate the process of 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 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 facilitate the two-day long workshop on 14 - 15 of November 2018 (subject to change) in Dushanbe;
- 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.;
- For the national facilitator: based on the results of the workshop – help drafting the content of the TA request for civil society and communities in Tajikistan 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 23 of November. Based on the feedback received the TA request should be finalized by 30.11.
- For the national facilitator: by 30 of November 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 for the regional expert should not exceed 4 working days altogether (2 days for preparatory work, two days on facilitation of the workshop). The work under this ToR for the national expert should not exceed 7 working 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 09 of October till 05 of December 2018. In case of change of the dates of the event due to the unexpected circumstances the duration of the contract will be prolonged for the relevant period.

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/regional level workshops\seminars\trainings in last three years; (20 points maximum)
- Good understanding of Global Fund related processes in the region and in Tajikistan in particular including those related to social contracting issues 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 Tajikistan (should be clear from the Letter of Interest); (10 points maximum)
- Good understanding of the specifics of NGOs' work in Tajikistan (should be clear from the Letter of interest); (10 points maximum)
- Good communication skills; (10 points maximum)
- Tolerant attitude towards representatives of key communities affected by HIV; (10 points maximum)
- Fluent written and spoken Russian and Tajik (exclusive requirement for local experts); (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 than 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 CRG Workshop in Tajikistan" to ivan@harmreductioneurasia.org by COB 08 of October 2018 24:00 EET.