

TERMS OF REFERENCE

Mission No. 18SANIN116

I. General information

Title of the expertise mission	To support the development of Serbia's funding request to the Global Fund			
Component	HIV			
Issue	Access to funding			
Beneficiary (focal point)	Institute of Public Health of Serbia "Dr Milan Jovanovic Batut"			
Countries	Serbia			
Related Global Fund Grant	Total Signed Amount	Implementation Period	Grant Rating	Period of latest rating
	n/a			
Total number of working days	40 working days			

II. Background of the expertise mission

On December 15, 2016 Global Fund to Fight AIDS Tuberculosis and Malaria (GFATM) representative sent the 2017-2019 Allocation Letter to the Minister of Health with announcement that Serbia has been allocated EUR 1,098,351 for three years to contribute in the fight against HIV and building resilient and sustainable systems for health.

The development of the National Strategy for Prevention and Control of HIV/AIDS 2018-2025 with budgeted Action plan for the period 2018-2021, is in a finalization phase and was based on a broad consultation process with representatives from public and civil sector, including People Living with HIV (PLHIV). Its Monitoring and Evaluation Plan will be developed till the end of March 2018. The national HIV/AIDS Strategy is based on comprehensive and detailed situational analysis and the analysis of programmatic results, particularly in the period 2012-2016 (epidemiological and impact/outcome assessments, program reviews, and gap analyses with recommendations).

Serbia's renewed eligibility for GFATM financing signals a need for the country to develop and implement a new strategy addressing the growing HIV epidemic among key populations, particularly men who have sex with men.

The funds made available through the GFATM allocation therefore provide an opportunity to re-catalyse key population prevention and care and support services for PLHIV and to ensure that those services are sustained with government funds, once Serbia is no longer eligible for GFATM support. The conditions for Serbia to access GFATM financial support are:

- The funding request should be 100% focused on prevention, care and support activities for key populations ;

- 25% of the GFATM allocation is conditioned by an increased national investment into the national HIV program by a 25%-equivalent of the grant (EUR 274,588) and the investment is to be allocated over the three-years implementation period;
- The allocation amount is dependent on the functionality, of a mechanism for contracting non-governmental organizations, through which the GFATM and Serbian governmental institution(s) may finance HIV prevention and care and support services.

In line with GFATM requirements, a new multi-sector Commission has been dedicated to the fight against HIV/AIDS and TB and it endorses the function of CCM since January 2018. This Commission is charge of developing the GFATM request through a transparent and inclusive process, which engages a broad range of stakeholders, including civil society and key and vulnerable populations.

The submission deadline is April 30 2018 (Window 5) for the GFATM Funding Request application tailored to National HIV/AIDS Strategy based pilots.

III. Objectives

1) General objective of the expertise mission

The general objective of this expertise mission is to support Serbia in designing, drafting and budgeting the funding request that is expected to be submitted for TRP review during wave 5 (submission date 30 April 2018).

2) Specific objectives

To support the coordination and lead in writing the HIV/AIDS financial request in coordination with the multi-sector Commission, country stakeholders and in country experts.

3) Expected results

The financial request is submitted in due time of the window 5 and is approved by the Technical Review Panel (TRP).

IV. Description of the expertise mission

1) Description of the mission

This expertise mission will not replace the commitment and ownership of the existing PR, HIV National Programme, the multi-sector Commission and partners for the preparation of the funding request but will facilitate coordination and provide inputs on necessary aspects as described below.

The entire duration of this consultancy will take place in Serbia to have an on-going dialogue with the all parties involved (government, civil society, key affected populations, partners) throughout the process.

A. Phase I: DEVELOPMENT OF THE HIV FUNDING REQUEST

- Assist the team of local experts in the process of planning (development of key tools to ensure the good implementation of the process including road map and performance indicator framework);
- Desk review of existing documentation;
- Support the country dialogue in outlining priorities for the funding request¹;
- Draft the funding request based on the HIV national strategy, available HIV program assessments (OPTIMA, HIV Program review, surveys, etc) and the feedback received from the country stakeholders/local experts;
- Review and update, as necessary, the funding request and other documents needed for submission based on the Global Fund Secretariat's questions/comments prior to submitting the final documents to the Global Fund;
- Review the final funding request document before submission;
- Oversee follow up work pending the Technical Review Panel questions / requests for clarifications.

B. Phase II: SUBMISSION AND POST-SUBMISSION PHASE OF THE HIV FUNDING REQUEST

- Submit the funding request to the multi-sector Commission within the agreed timeframe;
- Respond to post-submission comments and questions of the Global Fund and Technical Review Panel.

2) Expected deliverables

The deliverables include the HIV funding request and agreed supporting documentation with a draft available for submission and review by the multi-sector Commission and GF Serbia Country team by 13 April 2018, and the final version submitted by the CCM to the Global Fund by 30 April 2018.

All required completed sections of the funding request and its annexes as follows:

- Narrative document
- Programmatic Gap Table(s)
- Funding Landscape Table(s)
- Performance Framework
- Budget
- Sustainability Plan
- Other relevant Annexes.

¹So far, the country initiated country dialogue mostly with CSOs, including PLHIV CSOs, to define coverage targets and minimum package of services per key populations at risk.

3) Coordination

The mission will be coordinated by the multi-sector Commission, the Working Group on HIV funding request, the National HIV Program and Expertise France in close collaboration with in country HIV stakeholders and experts.

V. Place, duration and implementation details

1) Start date: As soon as possible (25 March 2018)

2) End date: 30 April 2018 (some additional level of effort may be required to address TRP clarifications and feedback)

3) Effective duration: 40 working days maximum divided as follows:

- International technical expert (lead) with expertise on HIV funding request development expert: 20 working days
- International technical expert with expertise on Global Fund financial Costing: 20 working days.

4) Provisional timetable

Based on this framework document, the lead expert will propose in close collaboration with the multi-sector Commission a detailed methodology and timetable for the 2 experts.

VI. Expertise and profile

1) Number of experts : 2

2) Expert profiles:

International Expert – HIV funding request development expert (Team leader)

Qualifications and skills:

- Master degree in public health, development, or social sciences;
- Excellent skills in:
 - Strategic analysis and planning;
 - Facilitation skills and effective communication with multiple stake-holders;
 - Multitasks and multi-stakeholders' coordination under tight deadline;
 - Team work and consensus building.
- Excellent knowledge of Global Fund procedures including its New Funding model requirements (technical content for HIV, eligibility and process requirements);
- Strong strategic information and Public Health expertise in particular related to HIV key affected populations;
- Good knowledge of HIV epidemiology in Eastern Europe and Central Asia region, specifically in Serbia, and its response to HIV;
- Strong understanding of sustainability and transition issues in Eastern Europe including social contracting;

- Excellent command of English, written and spoken, as a significant work of writing is expected as well as coordination with English-speaking sub-recipients, bilateral and multilateral partners and the CCM.

Professional Experience:

- At least 10 years professional experience in strategic planning and monitoring-evaluation of large programs in the field of HIV/AIDS or other health sector;
- Experience in developing funding requests to the Global Fund;
- Strong initiative and self-discipline, and a proven track record of completing and submitting work within deadlines.

International Expert – Financial Costing expert

Qualifications and skills:

- Advanced university degree in administration, social sciences, public health, or management.
- Excellent skills in communication and team player;
- Excellent interpersonal, coordination and negotiation skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment;
- Excellent Knowledge of Global Fund processes and requirements (Budget);
- Excellent planning, organization and problem solving skills;
- Good knowledge of Eastern Europe and Central Asia region;

Professional Experience:

- Demonstrated experience in providing costing support within national strategic plan and the frame of the Global Fund New Funding Model (conduction of National HIV Program Gap Analysis, Funding request costing).
- Experience with Serbia portfolio or any Southeast Europe Countries will be an added advantage.

The lead expert will be responsible for the coordination of the consolidation of the deliverables.

VII. Mission Report

In addition to the technical deliverables mentioned above, a short final report is due at the end of the mission within 10 days of the return from the mission.

Language of the report: English

Report terms: report will be sent by email to Expertise France.

VIII. Practical Information

The experts will be based in Belgrade. Administrative support (office space, internet and meeting facilities as required) will be arranged on an ad hoc basis with the support of the Beneficiary.