

TERMS OF REFERENCES

Assignment n°19SANIN801

I. General information

Assignment title	To strengthen NEP+ organisational capacity in the areas of resource mobilisation and programmatic data management
Component	HIV/AIDS
Thematic area	Governance
Beneficiary	Network of Networks of HIV Positives in Ethiopia (NEP+)
Country	Ethiopia
Total number days	Consultant 1 : 35 days Consultant 2 : 50 days Consultant 3 : 50 days

II. Background

Established in 2004 by people living with HIV, the Network of Networks of HIV positive in Ethiopia (NEP+) is an umbrella organization of 12 constituent networks : 11 regional networks of 500+ PLHIV associations and one national network of women living with HIV. Networks' member associations encompass about 200,000 people living with HIV. In addition, member associations are reaching an estimated half a million beneficiaries (PLHIV families) with prevention and care services. NEP+ is currently operating all over the country, including at the grass root level on the HIV prevention, care and treatment continuum.

In a context of diminishing resources for the HIV response both domestically and internationally, a strong and functional resource mobilization strategy will greatly benefit NEP+ to diversify funding sources, strengthen the existing resource mobilisation capacity, and ensure sustainable funding for NEP+ and its member networks. The resources will then be efficiently utilized to strengthen the implementation of GF supported project and maintain effective integration with other projects and overall organizational endeavors.

The second important area of support identified by NEP+ is the need for developing Organizational Data Base to improve project monitoring and evaluation process and data management. Over the past few years, various internal initiatives to create M&E manuals and single project databases for different donors have resulted in the fragmentation of NEP+ data management tools and inefficient data management. Therefore, NEP+ needs an integrated web based database for all projects which can be installed in NEP+ head office and in the 12 member network offices so that the data entered at regional level will be accessed at the head office level. Being able to access real-time data and

generate automatic data reports will also greatly improve NEP+ effectiveness and efficiency, as well as that of its member networks.

III. Objectives and results

1) General objective

To strengthen NEP+ organisational capacity in the areas of resource mobilisation and programmatic and organisational data management for increased sustainability and better programme management

2) Specific objectives

Specific objective 1 : To support NEP+ in the formulation and validation of a resource mobilisation strategy including a detailed action plan

Specific objective 2 : To support and train NEP+ and its 12 member networks on the operationalisation of this strategy

Specific objective 3 : To develop (or adapt) a programmatic database tailored to the needs and practices of NEP+ and its 12 member networks

Specific objective 4 : To support NEP+ and its 12 member networks on using and maintaining the database

IV. Assignment description

1) Planned activities

Specific Objectives 1 and 2 – Resource Mobilisation Strategy

International Consultant 1 and National Consultant 3 will be required to work in close collaboration on this assignment. The number of days dedicated to these objectives by the national consultant, who will also collaborate with International Consultant 2, will be mentioned in the inception report.

1. Assignment preparation

Activities will include :

- Briefing call with NEP+ leadership team
- Regular coordination calls between Consultants 1 and 3
- Desk review of relevant documents, to be shared in English (if possible) by NEP+
- Preparing a joint inception report, to be validated by NEP+

- Preparing interview schedule, in collaboration with NEP+
- Planning meeting calendar, with support from NEP+
- Support the set up a Writing Committee, in collaboration with NEP+

2. Key stakeholders interviews

Meetings with the relevant following stakeholders will be organised :

- NEP+ secretariat leadership team
- A selection of NEP+ members. The sample should be representative of NEP+ constituency.
- Ethiopia MOH / FAHPCO
- Country Coordinating Mechanism
- Foreign donors and partners : USAID, Global Fund country team, Project Hope, UNAIDS, UNICEF, CCRDA

A combination of individual interviews and focus groups may be organised – consultants should specify their methodology in their application.

3. Writing the resource mobilisation strategy

The Consultants will work with the Writing Committee to draft the resource mobilisation strategy. An iterative process may be followed, to ensure full consultation, participation and ownership of NEP+ staff and members.

4. Preparing and facilitating the RM strategy validation workshop

With strong NEP+ support, the 2 consultants will prepare and facilitate a RM strategy validation workshop with a selection of relevant stakeholders. All logistical requirements will be dealt with by NEP+ team. The workshop will last 1 day and will take place at Adama Town, 100 km East of Addis Ababa.

5. Integrating comments and producing a final strategy

Further to a full review from NEP+ and their constituency, the consultants will integrate comments and finalise the RM strategy plan.

6. Training RM champions among NEP+ and its constituency to ensure strategy operationalisation

Consultants will facilitate a training with key NEP+ staff and members (RM champions) to ensure sound ownership and implementation of the strategy. The training will last 2 days and will take place in Adama Town

Specific Objectives 3 and 4 – Organisational and programmatic Database Development

International Consultant 2 and National Consultant 3 will be required to work in close collaboration on this assignment. The number of days dedicated to these objectives by the national

consultant, who will also collaborate with International Consultant 1, will be mentioned in the inception report.

1. Assignment preparation

Activities will include :

- Briefing call with NEP+ leadership team
- Regular coordination calls between Consultants 2 and 3
- Desk review of relevant documents, to be shared in English (if possible) by NEP+
- Preparing a joint inception report, to be validated by NEP+
- Preparing interview schedule, in collaboration with NEP+
- Planning meeting calendar, with support from NEP+
- Support the set up a Database Committee, in collaboration with NEP+

2. Initial needs assessment

The Consultants will work with the Database Committee to conduct a needs assessment of NEP+ and its member networks. This may be conducted through a questionnaire, key stakeholders interviews, and/or focus groups. Consultants should specify their methodology in their application.

3. Develop software specifications

Based on the needs assessment and in collaboration with the Database Committee, the consultants will develop the software specifications. Special attention will be given to the necessity of using open source technology to ensure easy skills transfer to NEP+ staff and members on using and maintaining the software. The software specification document will be jointly validated by NEP+ leadership and the Database Committee to ensure a wide consensus on what the database will and will not achieve and which technology will be used.

4. Database development (or adaptation if an existing database is more adequate) and testing phase

Consultant 2 will develop (or adapt) the database so as to respond to the agreed-upon software specifications. A detailed user manual will also be written in (No need of translation)

At least one round of test phase will be implemented on a small-scale to identify potential bugs and necessary adjustments to both the software and the usermanual. If time allows, a second round of testing should be conducted after making adjustments to prevent any technical bugs from hindering software use after the assignment finishes.

5. Training up a pool of database champions

Both consultants will ensure sound skills transfer on using and maintaining the database to a pool of database champions who will be identified by NEP+ and member networks. There should be at least one champion per member organisation. The training will last 5 days and will take place in Adama Town.

6. Providing coaching / helpline support

The **national consultant** will remain available for a minimum of 5 days to provide coaching support primarily to database champions, to ensure a high level of capacity ownership among NEP+ constituency and optimal skills transfer to NEP+ focal point.

The **international consultant** should remain available should unforeseen technical problems arise. S/he will maintain a helpline for a maximum of 10 days.

2) Expected deliverables

For consultants 1 and 3

- **Deliverable 1** : Assignment report
- **Deliverable 2** : Inception report
- **Deliverable 3** : Final validated resource mobilisation strategy and action plan
- **Deliverable 4** : RM strategy training supporting documents (PPT)

For consultant 2 and 3

- **Deliverable 1** : Assignment report
- **Deliverable 2** : Inception report
- **Deliverable 3** : Software specifications report
- **Deliverable 4** : Finalised software user manual
- **Deliverable 5** : Open source software
- **Deliverable 6** : Software maintenance manual
- **Deliverable 7** : Database champion training documents

3) Coordination and practical information

As mentioned above, Consultants 1 and 3 and Consultants 2 and 3 will be required to work closely together as a team during the assignment, and to organize their joint schedule so as to deliver quality deliverables.

The consultants will be hosted by NEP+ which will provide desks, a printer and an internet connection. NEP+ will be able to provide a vehicle for all meetings within Addis Ababa.

Most logistical arrangements can be supported by NEP+, including support in booking flights/hotels, scheduling of meetings, etc. NEP+ will be responsible for all logistical arrangements related to the strategic planning workshop.

Consultants will be required to visit the French Embassy before the end of the assignment to provide a debrief about the assignment.

V. Place, duration and implementation

1) Provisional Start date : end of March 2019

2) **Provisional End date** : August 2019

3) **Assignment duration** : 5 months

4) **Implementation** :

Consultant 1 (international) will work 35 days maximum, of which 32 days minimum will be based in Addis Ababa, Ethiopia.

Consultant 2 (international) will work 50 days maximum, of which 40 days minimum will be based in Addis Ababa, Ethiopia.

Consultant 3 (national) will work 50 days maximum, all of which will be based in Addis Ababa, Ethiopia.

5) **Planning** :

Specific objectives 1 and 2 will be met before starting specific objectives 3 and 4, to avoid overwhelming NEP+ with overlapping assignments.

Consultants 1 and 2 may both plan 2 return trips to Addis Ababa, to allow sufficient time for NEP+ to absorb and manage the information generated by the TA assignments and mobilise key stakeholders as needed.

Consultant 3 will spread their working days across the 4 specific objectives, in consultation with NEP+ and consultants 1 and 2. The time split will be explicit in the inception report and will be subject to validation by NEP+.

If possible, the articulation between consultants 1 and 3 and between consultants 2 and 3 should be described as part of the application. An indicative calendar should be submitted as part of the application, alongside the methodology.

VI. Expertise and personalspecification

1) **Number of consultants** : 3

2) **Consultant profiles** :

Consultant 1 – International consultant – Resource Mobilisation

A. Skills and qualifications

- Advanced university degree in public health, international development, or a related field;
- Proven analytical skills;
- An ability to write in a clear and concise manner; excellent English writing skills;

- Excellent interpersonal/diplomatic skills and ability to establish effective working relationships with people in a multi-cultural environment;
- Fluency in English (spoken and written) is compulsory;
- An ability to understand / speak Amharic would be an asset.

B. General professional experience

- A minimum of 5 years' professional experience working in a senior position for a health-related network or organization in a developing country;
- Previous experience navigating the global architecture of the HIV response, in particular international institutional (multilateral and bilateral) and non-institutional (trusts, foundations) donors.

C. Specific professional experience

- The consultant must have a strong understanding of the role and responsibilities and added value of national PLHIV networks in the HIV/AIDS response ;
- Previous experience in mobilizing resources from both domestic and international donors for civil society organizations or networks in a developing country, preferably in the HIV/AIDS sector ;
- Experience of designing and/or implementing public-private partnerships;
- Experience of successful networks' business models will be an asset;
- Previous work experience in Ethiopia is desirable.

Consultant 2 – International consultant –M&E and database development

A. Skills and qualifications

- A university-degree in information systems, statistics, public health or equivalent;
- Excellent interpersonal/diplomatic skills and ability to establish effective working relationships with people;
- Proven analytical skills;
- An ability to write in a clear and concise manner; excellent English writing skills;
- Excellent interpersonal/diplomatic skills and ability to establish effective working relationships with people in a multi-cultural environment;
- Fluency in English (spoken and written) is compulsory;
- An ability to understand / speak Amharic would be an asset.

B. General professional experience

- The consultant must demonstrate a strong experience in the health sector, preferably HIV/AIDS ;
- A minimum of 5 years' professional experience working in a senior M&E position for a health-related network or organization;
- Sound understanding of the M&E challenges faced by health organisations or networks and previous experience of bringing potential solutions.

C. Specific professional experience

- A minimum of 5 years supporting health information systems and/or setting up and /or managing databases for health organisations ;
- Excellent working knowledge of various database softwares and open source technologies ;
- Previous work experience in a developing country is desirable.

Consultant 3 – National consultant – HIV and civil society

B. Skills and qualifications

- A university degree in public health or organisational development is desirable;
- The national consultant must be bilingual in Amharic/English to ensure smooth communication between the international consultants and NEP+ members/constituency during the assignment. Both languages must be spoken and written fluently. Ad hoc translation or interpretation services may be provided as needed.

B. General professional experience

- A minimum of 10 years' professional experience working within an HIV/AIDS or sexual and reproductive health (SRH) civil society organization or network in Ethiopia;
- Strong understanding and knowledge of the Ethiopian HIV and civil society context.

C. Specific professional experience

- The consultant must demonstrate a strong understanding of the roles and responsibilities and added value of national networks, preferably in the HIV/AIDS sector.
- Previous experience in mobilizing resources from domestic and international donors civil society organization or network in a developing country, preferably in the HIV/AIDS sector
- Previous work experience in Ethiopia and strong understanding of the country context and of Ethiopian civil society positioning in the national landscape.

VII. Assignment report

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

Language of the report: English.

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