

TERMS OF REFERENCE

Mission No. 19SANIN885-1

I. General information

Assignment title	To support the development of the NEP+ strategic plan 2020 - 2025	
Component	HIV/AIDS	
Thematic area	Governance	
Beneficiary	Network of Networks of HIV Positive in Ethiopia (NEP+)	
Country	Ethiopia	
Total number of working days	53 days	
Contact at Expertise France	Focal Point	Contact Details
	Pauline LAVIROTTE	Pauline.lavirotte@expertisefrance.fr

NB: The present ToR define the objectives and expected results while providing a framework for the conduct of the assignment. The implementation procedures are nevertheless subject to change and/or adjustment at the start of the assignment. Any changes will be decided and formalized in consultation between Expertise France and the beneficiary.

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.

With the support of Expertise France, a Resource Mobilization (RM) Strategy was developed along with trainings in RM in order to support the organization to achieve funding sustainability. The RM strategy also identifies capacity gaps and areas for further strengthening that would support NEP+ successful contribution to HIV program. The other area that was supported is the development of an organizational database, using DHIS 2 platform, to improve project monitoring and evaluation process and data management. This database have been installed in NEP+ head office and in the 12-member network offices. Currently, data entered at regional level can be accessed at the head office level and help to generate automatic data reports.

Moreover, the evolving status of CSOs - thanks to a new NGOs law that increases opportunities for engagement and participation of CSOs - and in particular NEP+ in a context of important structural changes, demands a greater focus on NEP+ capacity and functions, collaboration across networks and associations as well as a revision of its strategic areas of focus so that the organization can be well positioned to continue and expand its mandate.

III. Objective and expected results

1) General objective

The overall objective of the assignment is to support the development of the NEP+'s strategic plan for the period 2020 - 2025.

2) Specific objectives

1. To produce the first and the final draft of the strategic plan 2020 - 2025;
2. To facilitate a strategic plan validation workshop with NEP+ constituency.

3) Expected results

NEP+'s strategic document is updated in line with the HIV National Strategic Plan for Ethiopia and is validated by NEP+'s constituency and its partners.

Gender Mainstreaming

In coherence with France's International Strategy on gender equality (2018-2022), the 5% Initiative requests the consultants to mainstream a gender approach in their expertise mission. A Webinar is available to support them to identify specific issues related to their mission and to define specific objectives in order to mainstream a gender approach in their mission.

The main issues are the following:

- **Type of mission:** support to governance issues, diagnostic and organizational support, administrative and financial support, programmatic support, data collection and analysis, access to quality medicines.
- **Type of methodology:** literature review, interviews, participatory workshops, conferences, trainings, reports and guides.

During the mission scoping phase and while developing the mission's methodology, the consultants will define **at least 2 objectives** related to gender issues and will commit to employ all means needed to achieve these objectives and to auto-evaluate their achievement in the mission's report.

IV. Assignment description

1) Planned activities

1. Assignment preparation

Activities will include:

- Briefing call with NEP+ leadership team
- Coordination calls between the consultants
- Desk review of relevant documents
- Evaluation of the previous strategic plan 2016 – 2019
- Preparing interview schedule
- Planning meeting calendar

2. Conduct consultative meetings/key interviews with NEP+ board, keys stakeholders, development partners and sampled organizations

Meetings with the relevant following stakeholders will be organized:

- NEP+ secretariat leadership team
- NEP+ members
- A selection of key populations groups: the sample should be representative of all regions in Ethiopia
- Country Coordinating Mechanism
- Federal HIV AIDS Prevention and Control Office (FHAPCO)
- Development Partners (UNAIDS, PEPFAR, WHO, GF)

3. Build a Strategic plan – Draft 1 write-up

- Development of the strategic and operational plan
- Elaboration of a budget estimate for the implementation of the said strategic plan
- Elaboration of a M&E plan for the new strategic plan

4. Prepare and facilitate NEP+ Strategic planning workshop

With strong NEP+ support, the 3 consultants will prepare and facilitate a 4-day strategic planning workshop with a selection of relevant stakeholders. The consultants will facilitate the debates and ensure the document is validated. All logistical requirements will be dealt with by NEP+ team.

5. Integrate comments and producing a final draft

Further to a full review from NEP+ and their constituency, the consultants will integrate comments and finalize the strategic plan.

6. Present the new final draft strategic plan to stakeholders for inputs, comments and finalize the Strategic plan, M&E Plan and the Budget

Support to the organization and animation of a validation workshop of the different deliverables resulting from the first workshops.

2) Expected deliverables

- Assignment report
- An updated NEP+ strategic plan 2020 - 2025
- Financial estimate for the implementation of the 2020 - 2025 strategic plan
- M&E plan for the implementation of the 2020 - 2025 strategic plan

3) Coordination

The consultants should meet representatives of the French Embassy at the Department of Cooperation and Cultural Action (SCAC) in Addis Ababa before the end of the assignment to provide a debrief about the assignment.

The three consultants with the organizational capacity assessment consultant (see ToR 19SANIN885-2 NEP+) 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.

In addition, the consultant 1 (Team leader) will be responsible for coordinating the team of consultants.

V. Place, duration and implementation details

1) Provisional Start date: November 2020

2) Provisional End date: January 2021

At least at the end of the assignment, a debriefing meeting will be held with the beneficiary.

3) Assignment duration: 53 days

Consultant 1 (international) will work 25 days, of which 15 days will be based in Addis Ababa, Ethiopia, and 10 days will be working remotely for assignment preparation, as well as finalizing the strategic plan and writing the assignment report.

Consultant 2 (national or international) will work 14 days, of which 10 days will be based in Addis Ababa, Ethiopia, and 4 days will be working remotely for assignment preparation, as well as finalizing the strategic plan and writing the assignment report.

Consultant 3 (national or international) will work 14 days, of which 10 days will be based in Addis Ababa, Ethiopia, and 4 days will be working remotely for assignment preparation, as well as finalizing the strategic plan and writing the assignment report.

4) Planning :

An indicative calendar should be submitted as part of the application.

Indications:

- Plan 2 field missions
- Consultant 1: 3+10+4+5+1.5+1.5=
 - Assignment preparation: 3 days
 - First mission: 10 days in Addis Ababa and 4 days remotely
 - Second mission: 5 days in Addis Ababa and 1.5 days remotely
 - Finalizing the capacity assessment report and the capacity building action plan with the consultant dedicated to this support: 1.5 days remotely
- Consultant 2:
 - Assignment preparation: 1.5 days
 - First mission: 5 days in Addis Ababa and 1.5 days remotely
 - Second mission: 5 days in Addis Ababa and 1 day remotely
- Consultant 3:
 - Assignment preparation: 1.5 days
 - First mission: 5 days in Addis Ababa and 1.5 days remotely
 - Second mission: 5 days in Addis Ababa and 1 day remotely

VI. Expertise and profiles

1) Number of consultants: 3

Expertise France will be sensitive to a gender balance in the constitution of the team of consultants and encourages women to apply.

2) Consultant profiles:

Consultant 1 (international) in strategic planning

A. Qualifications and skills

- Advanced university degree in public health, international development, or a related field
- Specialization in the HIV/AIDS sector
- 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
- Appropriate knowledge and skills in gender issues

B. General professional experience

- A minimum of 10 years' professional experience in the fight against HIV/AIDS, TB and Malaria
- A minimum of 5 years' professional experience in strategic planning in developing countries
- Experience in integrating of the gender approach with specific action

C. Specific professional experience

- Previous experience in strategic planning of a health-related civil society organization or network in a developing country, preferably in the HIV/AIDS, TB and Malaria sector
- Previous experience in organizational capacity assessment of health-related civil society organizations or networks in developing countries, preferably in the HIV/AIDS sector
- Previous experience in designing organizational capacity assessment tools
- Previous work experience in Ethiopia is desirable

Consultant 2 (national or international) in Monitoring and Evaluation

A. Qualifications and skills

- Advanced university degree in public health, organizational strengthening, management or a related field
- Specialization in monitoring and evaluation
- 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
- Appropriate knowledge and skills in gender issues

B. General professional experience

- A minimum of 5 years' professional experience in the fight against HIV/AIDS, TB and Malaria in a developing country
- A minimum of 5 years' professional experience in monitoring and evaluation, follow-up of strategic plans and support for developing National Strategic Plans
- Professional experience in monitoring and evaluation in developing countries is desirable

C. Specific professional experience

- Similar experience to the mission of minimum 3 years
- Knowledge of strategic planning

Consultant 3 (national or international) in Budgeting Strategic Plans

A. Qualifications and skills

- Advanced university degree in Management / Finance / Administration
- Good knowledge of funding for health projects in developing countries
- 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
- Appropriate knowledge and skills in gender issues

B. General professional experience

- Similar experience of budgeting strategic plan, showing the knowledge and experience of the consultant

C. Specific professional experience

- Similar experience to the mission of minimum 3 years
- Good knowledge of local budget realities

VII. Monitoring & Evaluation

Deliverables	Immediate results	Intermediary results	Sources of verification
NEP+ strategic plan 2020 - 2025 is drafted, validated and finalized	NEP+ strategic plan 2020 - 2025 is circulated to all NEP+ members and external stakeholders	NEP+ and its members are able to align their operations on the strategy	The Strategic plan document

VIII. Assignment report

In addition to the deliverables mentioned above, a final report is due at the end of the assignment within 20 days of the return from the mission, and will be coordinated by the Consultant 1.

Language of the report: English

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

IX. Practical information

The consultants will be hosted by NEP+ which will provide desks, a printer and an internet connection and all the documents necessary for the conduct of their respective missions.

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.

The consultants will be responsible for the logistical aspects of their mission, unless otherwise specified by Expertise France.

The focal point within the beneficiary for the realization of the assignment is: Getachew Gonfa Wordofa, Resource mobilization manager.