

## **UNDP Iran**

### **Terms of Reference**

#### **Holding and & facilitating Eight 3-day workshops in Tehran to train supervisors of core peer groups in prisons**

**Work plan Activity Code: O2O12A1**  
**Sub-recipient: Iranian Prisons Organization (PO)**

#### **Background**

The current project is funded by the Global Fund (GFATM) Round 2 program titled “The prevention and control of HIV/AIDS in I. R. of Iran through public, civil society, and private partnerships” (IRN-205-G01-H-00) to support Iran’s response in controlling the growth of HIV prevalence and incidence. The key objectives are: (1) Strengthening of assessment, surveillance and monitoring; (2) Promotion of HIV information and education; (3) Reducing HIV risk and vulnerability; (4) Improving access and quality of HIV/AIDS treatment and care. United Nations Development Program (UNDP)-Iran country office as the Principal Recipient (PR) works with the Country Coordinating mechanism (CCM) and three Sub-recipients (SRs) in implementation, monitoring, and evaluation of the program. The SRs are: Center for Disease Control of Ministry of Health (CDC), Iran Prisons Organization (PO), and Health and Nutrition Office of Ministry of Education (MOE). One of the activities of Prisons Organization is conducting training workshops for supervisors of core peer groups. UNDP intends to engage the services of a contractor for undertaking eight 3-day workshops for this purpose (30 staff) in close collaboration with PO.

#### **Objective**

The purpose of holding 3-day workshops is to train 30 supervisors of peer groups/prisons staff and enhance general the knowledge of the target groups on the following topics (average of one day for each topic):

- General knowledge on HIV, routes of transmission, methods of prevention and treatment (relevant protocol to be proposed by contractor after start of the contract and must be approved by Prisons Organization before the workshops)
- Training on new methods of peer education as per the protocol instructed by Prisons Organizations
- Training on life skills (relevant protocol to be proposed by contractor after start of the contract and must be approved by Prisons Organization before the workshops)

#### **Duration of work**

The Contractor is expected to undertake eight 3-day workshops in Tehran within 120 days after beginning of the contract. Tentative time schedule for contract would be

September 2009 until end December 2009.

### **Detailed Responsibilities**

1. The contractor shall prepare and submit the following items within two weeks after signing the contract and shall obtain approval of Prisons Organization before holding the workshops:
  - a. Time-plan for the workshops
  - b. Syllabus
  - c. Implementation methods including registration arrangement and coordination, name of lecturers of each session, role of facilitators,
  - d. Submission of pre-test, post-test formats, and quality assessment questionnaires
  - e. Reporting templates
  - f. Monitoring and Evaluation plan with assistance and in close coordination with PO. The M&E plan should include, but not be limited to, overall plan for monitoring of workshops to ensure that the goals of workshops are achieved, conducting pre-test, post-test and quality assessment questionnaire, etc.
  - g. Final list of lecturers for all sessions
2. To officially inform PO of the detailed time plan of the workshops two weeks in advance to allow for required pre-arrangements with the Prisons' staff
3. Liaise with PO on the final list of invitees of the workshop and make proper arrangement accordingly. Checking attendance of all invitees and proper follow up.
4. Preparing stationery, print-outs and CDs such as, manuals, hand-outs, pre-test, post-tests and quality assessment questionnaires, slides, registration/ID cards, list of participants, and list of participants for accommodation, etc.
5. Arranging all the pre-requisites required for the workshops such as accommodation, refreshment and food, venue, and contracts with lecturers, etc.
6. Preparation and submission of detailed and accurate reports accompanied by supporting documents such as workshop reports, list of attendees, pre-test, post-test results, result of quality assessments, and invoices.
7. Ensure continuous coordination with Health Office of the Prisons Organization and the Global Fund Project unit in this office, as well as UNDP officers on all matters related to arrangement of the workshops and reporting.
8. Submission of all reports (attendance sheet, M&E reports including the result of pre-test, post-test, etc) within two weeks after conducting each workshop. Fully cooperate with organizations or individuals introduced by PO or UNDP for monitoring and evaluation of activities.
9. Any change in the arrangement of the workshops should be officially announced and justified by the Contractor and approved by PO and UNDP.

### **Outputs/Deliverables:**

#### **Workshops:**

Eight 3-day workshops should be held to train Prisons' staff/supervisors of core peer group within the allotted period of time in Tehran.

The required facilities for venue of workshop and accommodation of participants are as follows:

### **Facilities and services required for workshops**

- Venue and Accommodation should be 4 stars Hotel & should be in same place

#### **(1) Conditions of workshop Venue, Meal and Refreshment (4 stars Hotel )**

- Appropriate and quiet venue to accommodate at least 30 participants
- Comfortable chairs and tables
- A/C system and proper lighting
- Audio and visual equipment such as video projector with screen, wire-less microphone, television, DVD/VCR player, notebook computer, photocopier and presence of an IT assistant for support
- 5 Flipcharts for group-work
- Enough space for group- work for at least 5 groups with round tables
- Easy access to praying room
- Suitable canteen/dining hall for serving lunch and refreshments
- Lunch shall contain 3 different main courses and side dishes (soup, salad, drink) for 30 participants
- Serving 2 refreshment for 30 participants with, tea, coffee and pastries (one morning break and one afternoon break)
- Venue and the place for accommodation should be in same Center/Hotel.

#### **(2) Conditions of accommodation: ( 4 stars Hotel )**

- Rooms with a maximum of 3 beds (maximum of 3 people in one room)
- Accessibility of suitable bathroom for all rooms
- A/C in each room
- A suitable restaurant with capacity of serving food (breakfast and dinner) for 30 participants. Dinner should consist of 2 main courses and side dishes (soup, salad, drink)
- Access to communication equipment such as telephone and fax at the expense of guests
- Availability of services such as taxi at the expense of guests

**Report(s):**

In addition to the reports mentioned under item 1 of Section Detailed Responsibilities, the following reports should be submitted to UNDP and PO in English within two weeks after completion of each workshop.

- Implementation reports consisting of attendance list, detailed time and date of each workshop and sessions, name of lecturers, syllabus, results of pre-test and post-tests, results of quality assessment questionnaires.

**Verification:**

The reports shall be verified /endorsed by Prisons

**Payment Term:**

<b>Milestone</b>	<b>Amount</b>
Advance payment	15% of contract
Remaining 85% will be disbursed to the contract within 30 days upon receiving and verification of the reports of each workshop	85% (to be paid in 4 installments)

**Qualifications:**

The Contractor (organization/firm/NGO) is expected to have the following qualifications:

- Relevance of mission and vision of the entity with the objectives of this activity.
- Previous experience in undertaking workshops
- Previous experience in training workshops in relation to prisons settings is a plus.
- Familiarity with health issues

It is expected that the Contractor propose a team of lecturers who have the following credentials to cover the topics mentioned in the Section of Objective:

- Advanced university degree in health/medicine or the related fields such as psychology
- Familiarity with the context of HIV/AIDS and health
- Background in training and education and experience in facilitating workshop
- Familiarity with the subject of HIV/AIDS, routes of transmission, methods of prevention, peer education and life skills