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## Terms of Reference

### **Personal Empowerment and Capacity Improvement Workshop for People Living With HIV Activity A201 of Detailed Action Plan for Psychosocial Support for People Living with HIV; Phase II Global Fund Project**

#### **1. Background & context**

*Organizations of people living with HIV (PLHIV) are a key driving force in the AIDS response, and with appropriate support individuals living with HIV can take a central role in their own country, region, or locality in the direction and delivery of AIDS programmes. Their participation gives a personal power and immediacy to AIDS efforts that drives and inspires others into action. (UNAIDS Statement on PLHIV)*

There is remarkable evidence available about the importance of empowerment of PLHIV. Accordingly empowerment of PLHIV has been incorporated into the Work Plan of the Phase II, Round 2, Global Fund Project on HIV/AIDS, I.R. Iran.

#### **2. Justification**

In order to support empowerment of PLHIV and based on successful previous experiences, a tripartite working agreement has been signed in February 2008 by the Iranian Center for Disease Control (CDC), the Joint United Nations Programme on HIV/AIDS (UNAIDS), and the United Nations Development Programme (UNDP) to implement "Education of PLWHA about prevention of HIV/AIDS", "NGO networks", "Empowerment of PLWHA through promotion of positive clubs" 2008 (Objectives 11, 39, and 40 of Global Fund Work Plan Project; Grant No. IRN-202-G01-H00). Based on this agreement, a Detailed Action Plan was prepared and jointly signed by CDC and UNAIDS in May 2008 denoting the details of activities aimed at psychosocial support for people living with HIV under Phase 2 of the Global Fund Project. Activity 2 of the Detailed Action Plan, i.e. *Capacity Improvement*, requires organizing a number of workshops to empower PLHIV.

#### **3. Purpose & Objective**

To organize a five-day workshop in *Empowerment and Capacity Improvement for PLHIV*, for training 30 PLHIV

#### **4. Methodology & technical approach**

- Psychosocial support based on Greater Involvement of People Living with HIV and AIDS (GIPA) principle
- Partnership, linkage with other groups of PLHIV and sharing of experiences
- Capacity Development and empowerment



## 5. Activities and tasks

Under direct supervision of UNAIDS Country Office, and the overall technical guidance of Center for Disease Control, the contractor shall accomplish following activities.

- A1: Providing the workshop room which is suitable for holding the workshop considering, the space (accommodating 30 participants), facilities, air-conditioning, light and location
- A2: Providing extra room for practical exercises
- A3: Providing audio-video education-assistant devices such as video projector, microphone, whiteboard, laptop, English/Persian translation in addition to technical support for probable technical problems
- A4: Providing video recording of the workshop
- A5: Providing the facility to printing educational material such as booklets and CDs.
- A6: Providing accommodation for 30 participants and two facilitators for five days
- A7: Providing transportation for 30 participants and two facilitators from the residence to the workshop and during the days of the workshop
- A8: Providing meals and refreshments for 30 participants and two facilitators during the days of the workshop

## 6. Participants

- Thirty PLHIV will participate in this workshop.
- Most of the participants will be from the cities of Kermanshah, Mashhad, Shiraz, Tehran, Isfahan, Rasht, Yazd, Saravan and KhoramAbad.
- The participants will be selected by UNAIDS and introduced to the contractor for further contacts.

## 7. Facilitator

- Facilitators will be appointed by UNAIDS and introduced to the contractor for further contacts.
- Facilitation service fee will be paid by UNAIDS to the facilitators. Therefore it will not be in contractor's responsibilities

## 8. Qualifications, Experience and other Requirements

- Registered Non Governmental Organization
- Previous experience in providing psycho-social support services for PLHIV.
- Previous experience in organizing workshops, meetings and seminars

## 9. Management, Organization and Timeframe

**Management** – The contractor will work under overall supervision of UNAIDS Country Officer and Center for Disease Control, Ministry of Health and Medical Education.



**Reporting** – The contractor is expected to submit its reports in the following manner:

- A detailed operational report
- Financial report that must include the following:
  - A list of all the invoices with the amount for every invoice and the total of all invoices (in the format provided by UNAIDS, namely *Financial Report*), signed and sealed by the contractor
  - All original invoices of food costs, copies, accommodation, stationary and transportation costs etc. with attached receipts if any (invoices should contain date, name & address of the vendor, the quantity and the price of the purchased items, the total amount, and the stamp of the vendor)
  - Copy of contracts with any service provider with attached documents of payments
  - Copy of contracts with lecturers specifying the spent time and the amount paid with attached documents of receipts

The contractor shall submit operational and financial reports upon completion of the project term.

**Timeframe** – The workshop should be held during the next 6 months, beginning from April 20, 2009 and ending on October 20, 2009. UNAIDS will assume no responsibility or commitment of any nature related to this contract beyond the end of the project.

## 10. Other Clause

- Any intellectual property created as a result of activities outlined in this Terms of Reference jointly belongs to UNAIDS and CDC.
- The activities conducted under this TOR should promote participation and meaningful involvement of PLHIV and encourage disclosure and openness of those living with HIV to decrease stigma and discrimination against them and put a human face to the epidemic,
- Vulnerability of PLHIV to additional suffers should be addressed through Positive Prevention and Stigma Reduction means.
- Institutions working under Global Fund Project and other NGOs and groups working with and for PLHIV should be open to work together and with other groups, should share their experiences with each other through participation in national and regional events and through writing and talking to each other.
- Flexibility, tolerance and acceptance of criticism are keys to success in this job. The rights of most at risk populations, naming injecting drug users, men who have sex with men, sex workers, prisoners and young people should be observed and respected.