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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 for each workshop. Each workshop should be organized as four-days workshop including three of the topics "*Leadership and Management*", "*Financial System*", "*Financial Resources*", "*Project Designing*", "*Evaluation*" and "*Introduction to Country Rules and Principles*" in each workshop.

- A1: Facilitating the workshop by one or more qualified facilitator(s) according to the Lesson Plan
- A2: Providing the workshop room which is suitable for holding the workshop considering, the space (accommodating 30 participants), facilities, air-conditioning, light and location
- A3: Providing extra room for practical exercises
- A4: Providing audio-video education-assistant devices such as video projector, microphone, whiteboard, laptop, English/Persian translation (if needed) in addition to technical support for probable technical problems
- A5: Providing video recording of the workshop
- A6: Providing the facility to printing educational material such as booklets and CDs.
- A7: Providing accommodation for 30 participants and facilitator(s)
- A8: Providing transportation for 30 participants and facilitator(s) from the residence to the workshop and during the days of the workshop
- A9: Providing meals and refreshments for 30 participants and facilitator(s) during the days of the workshop

6. Participants

- Thirty PLHIV will participate in each 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 & Lesson plan

- Facilitator(s) should be appointed by the contractor through a comparative process.
- Facilitator(s) is(are) expected to have experiences in facilitating similar workshops
- Resume of nominated facilitator(s) should be presented to UNAIDS and CDC before final selection. Final selection of facilitators should be under direct supervision of UNAIDS and CDC.
- Lesson Plan should be presented to UNAIDS before final approval. UNAIDS and CDC have right to ask revisions in Lesson Plan



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 facilitators or any other 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.