



TERMS OF REFERENCE

Project Assistant (national, full-time)

“Providing 500,000 HIV Rapid Test Kits to Iran to Strengthen National HIV Response”

National Consultancy

1. Background – Purpose of consultancy – Terms of Reference

Area of expertise:

Consultant – Project implementation monitoring and reporting.

Purpose of consultancy:

To provide effective support to the implementation of the UNAIDS project supported by the People’s Republic of China’s Global Development and South-South Cooperation Fund (now superseded by China International Center for Economic and Technical Exchange).

Background:

Only 51% of Iran’s estimated HIV population of 46,000 is aware of its HIV status, of which 72% is receiving antiretroviral therapy. This suggests that the main barrier to Iran controlling and reversing its HIV epidemic in time to achieve its targets under its National Strategic Plan for control of HIV is to expand and diversify its testing services and rapidly reduce its testing gap.

Although Iran’s National AIDS Control Programme provides HIV testing free-of-charge for all through various testing approaches (client- and provider-initiated testing and counselling, routine antenatal testing, community-based testing and counselling, lay provider testing, self-testing (pilot), and assisted partner notification/index testing) to promote uptake of HIV testing services, only half the estimated HIV population is thought to be aware of its HIV status. This issue has been compounded by a shortage of rapid diagnostic kits in recent years.

A 2019 modelling study estimated that simply reducing the testing gap from 58% to 43% between 2021 and 2024 would require 7.4 million tests under the current 5th National Strategic Plan. As per AIDSinfo | UNAIDS, the country carried out 1.39 million HIV tests in 2022, down from 1.51 million in 2019. Even with optimal targeting, the country faces a significant shortfall in terms of test volume, assuming support from other sources remain constant. The purpose of this proposal is to fill this shortfall in national HIV testing capacity as a bridging measure in anticipation of a quantitatively adequate yet shock-proof solution. The tests will therefore be donated to the Ministry of Health and Medical Education’s Centre for Communicable Diseases Control, which functions as the Secretariat of the National AIDS Control Programme.

The project is designed primarily to bridge an immediate gap in national testing capacity by procuring approximately half a million rapid diagnostic kits and training providers and supervisors of the use of these tests. The secondary aim of the project is to introduce alternative procurement solutions to the National AIDS Programme to facilitate a transfer of knowledge and technology so that a technologically advanced and economically resilient domestic manufacturing capacity for rapid HIV diagnostics may be established in the medium term.



2. Deliverables

Timely, quality delivery of products and results under the project work plan, including but not limited to:

1. Monthly project progress report on each component of the project.
2. Completion report at the end of the procurement component of the project, including quality assurance of procurement items (tests, accessories, and QC material), verification of delivery to designated storage sites, and proper display of visibility items.
3. Final technical and financial project reports.

Key roles and responsibilities:

1. Ensure timely implementation of project activities as set out in the submitted proposal.
2. Participate in effective management of project funds, focusing on implementation, monitoring, evaluation, and quality control of project activities.
3. Coordinate with national and local authorities and key government partners, as required, during the project implementation cycle.
4. Coordinate with UNDP Operations Unit for the procurement of rapid diagnostic tests and accessories and QC solutions and ensure their timely delivery to the designated MOHME storage and distribution facilities.
5. Participate in meetings with the relevant government counterparts that are collaborating in the implementation of this project and set up meetings with senior managers of partner organizations when required.
6. Oversee the organization of the training workshops and hybrid learning events scheduled in the project proposal and timely submit of technical and financial reports after each event.
7. Ensure project visibility plan is properly implemented, including the proper display of visibility materials on procured items and during learning events/workshops.

For the procurement component of project:

1. Ensure full compliance with the pertinent UNAIDS rules and regulations. Double-check with the UNAIDS country office admin section at every checkpoint in the procurement process.
2. Review the detailed specifications of procurement items before clearance, including quantities, unit costs, pre-purchase, customs arrangements, delivery, distribution as well as storage facility arrangements (in coordination with the Secretariat of the National AIDS Programme at the Centre for Communicable Diseases Control).
3. Ensure close follow-up with suppliers and transportation companies.
4. Support implementation of proper monitoring and control of procurement processes, and proper quality assurance of procured items.
5. Conduct spot-checks at end-distribution points.
6. Other related activities, as requested by the supervisor, to enable the success delivery of the fund.

3. Qualifications, experience, skills and languages

Educational Qualifications:

Essential: Diploma or other certificate of completion of secondary education

Desirable: Undergraduate degree in one of the following areas (Biomedical, Business Administration, Social and Managerial Sciences)

Experience:

Essential: at least three years' experience in the areas of Programme (evidence of experience in implementation, monitoring and reporting), Knowledge Management (organization of training workshops/events), Supply chain (evidence of work experience in this area).

Desirable:

Familiarity with HIV/AIDS response,

Familiarity with the United Nations system rules and procedures.

Skills/Knowledge

Fluency in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint, Teams)

Languages and level required/desired

Fluency in English and Farsi

4. Location

Onsite (Tehran, IRAN)

5. Travel

NOT Applicable

6. Remuneration and budget (travel costs excluded)

Rate: USD 1,822 per month.

Expected start and end date of contract (Duration): 01/02/2025 to 31/05/2025

Expected Value of consultancy: USD 7,288

8. How to apply:

Please submit your cover letter and CV by the deadline to the following email address.

iran@unaids.org, not later than COB 20 Jan 2025

9. General Information

UNAIDS recognizes the importance of a diverse workforce. We define diversity as acknowledging, seeking to understand, accepting, and valuing differences among people with respect to age, class, ethnicity, sex, physical and mental ability, and sexual orientation.

Applications from people living with HIV are particularly welcome. No potential candidates shall be discriminated against on the basis of real or perceived HIV status. HIV infection, in itself, does not constitute lack of fitness to work. There is no obligation to disclose HIV-related personal information.



Applications from women are particularly encouraged.

Only candidates under serious consideration will be contacted.

UNAIDS is committed to providing a work environment that respects the inherent dignity of all persons.

UNAIDS has a responsibility to take all appropriate steps to prevent and respond to discrimination, abuse of authority, and harassment, including sexual harassment in the workplace or in connection with work.

UNAIDS has zero tolerance towards abusive conduct.

UNAIDS has a smoke-free environment.