

Call for proposal



UNAIDS is dedicated to preventing the transmission of HIV, reducing the suffering caused by HIV/AIDS and countering the impact of the pandemic on individuals, communities and societies

Development of Standard Operating Procedures (SOPs) regarding adherence to treatment and disclosure for service package for adolescents living with or affected by HIV

BACKGROUND/PURPOSE OF ASSIGNMENT

The HIV epidemic is a long-term challenge that requires a sustainable response to end the epidemic as a public health threat. The Islamic Republic of Iran has made tangible commitments to this effect, including incorporating bold targets in the 5th National Strategic Plan, which was endorsed by the High Council for Health & Food Safety in March 2021. However, there remains a significant structural, behavioural, and technical issues that the National AIDS Control Programme plans to address to achieve its goals.

Adolescence is a critical period of human development, with rapid and increasing physical, hormonal, neural, psychosocial, cognitive, emotional, reproductive development, and maturation. Service package for adolescents and how they are delivered represent a significant determinant of quality of life for adolescents specially for those living with or affected by HIV. Specific interventions and delivery platforms and approaches to adolescent populations have shown significant improvements in health. It is important that programme managers and service providers understand what is taking place during adolescence as it provides insights into how to approach services and programming for this age group particularly for those living with or affected by HIV. Access to treatment and care for adolescents living with or affected by HIV also may remain inadequate. Following HIV testing and counselling, linkages, retention in care and ART coverage rates for adolescents may be generally lower than for other age groups. There are many challenges in effective interventions to support a sustainable treatment adherence and retention in care among adolescents. Inability to address these issues can lead to treatment failure and HIV related morbidity and mortality. Addressing these challenges and adapting systems to provide good quality, effective health care and social support for adolescents are needed. It is essential to consider specific needs of adolescents. Addressing the distinct and diverse needs of adolescents living with or affected by HIV to improve their HIV-related outcomes requires a comprehensive and integrated approach.

Following to development of service package for adolescents living with or affected by HIV, in order to implement this package in the field it is necessary to prepare the relevant Standard Operating Procedures (SOP) for service providers. To do so, UNAIDS is supporting development of SOPs for adherence to treatment and disclosure of the mentioned service package.

DURATION OF WORK

The assignment will take place during 50 working days from **15 Aug 2021 – 31 Oct 2021.**

LOCATION

The work to be conducted in Iran.

MAIN OBJECTIVE

The main objective of this assignment is to develop SOPs of adherence to treatment and disclosure for service providers.

KEY ROLES AND RESPONSIBILITIES

The contractual partner will:

Provide the SOPs for adherence to treatment and disclosure for service providers.

The SOPs should be written according to CDC's standard template of SOPs.

Update UNAIDS regularly on the progress of the assignment. This includes Interim report on the progress of the project, a copy of SOPs (Adherence to treatment and Disclosure), final report in Farsi and English and financial report;

Provide the final report as agreed on CD or DVD and by email in Word™, Excel™ and PowerPoint™ formats as well as hard copies of any published material, where applicable. All raw data will be handed over electronically, or if not available electronically, in hard copy;

Undertake to keep all information regarding the report and the content thereof confidential.

In line with UNAIDS policies and procedures on the COVID-19 pandemic, all meetings and workshops conducted within the framework of this assignment are required to be virtual.

KEY OUTPUTS

- 1- Interim report on the progress of the project
- 2- A copy of SOPs (Adherence to treatment and Disclosure)
- 3- Final report in Farsi and English and financial report

ORGANISATION/INSTITUTION ELIGIBILITY CRITERIA

I. Applying institutions should fulfil following criteria:

- Have at least three years of experience on health or HIV programmes; Has proven experience in developing Standard Operating Procedure (SOP), Protocol and Guideline in the fields of HIV, health, adolescent and prevention and treatment programmes.
- Have a functional financial system in place with a bank account under the name of the institution.

II. Individuals/Head Consultant and her or his team Required Skills and Experience:

a. Education

- Principal Investigator (PI): Holds Ph.D degree in epidemiology, public health or health system
- Co- Investigators (Co-I): Hold speciality or sub- speciality in Medicine, M.D degree in infectious disease, paediatrics infectious disease or Ph.D degree in public health or health system

b. Experience

- Principal Investigator should have at least three years of experience on health or HIV programs; Has proven experience in Guideline, Protocol, and Standard Operating Procedure (SOP) development in the fields of HIV, health, adolescent and prevention and treatment programmes.
- Has a functional financial system in place with a bank account under the name of the individual.

c. Languages

- Fluent in written Farsi and English

Interested individuals/institutions/organisations are encouraged to submit their applications to the attention of Ms Elham Nourollahzadeh, Project Assistant, at nourollahzadehe@unaids.org

Titled: Service Package for Adolescent living with or affected by HIV or affected by HIV

Containing a cover email and the following four attachments:

1. Brief Proposal in English
2. CV of the Institution/organisation (if applicable) in English
3. CVs of the Head Consultant (Principal Investigator) and his or her team in English
4. Budget (please find below an example for budget table)
5. Gantt Chart

Application deadline: 29 July 2021

Example of budget table:

Item	# of working days *1	#of hrs *2	# of researchers, facilitators, note takers *3	# of participants *4	# of publications *5	Unit Cost in IRR	Total IRR
Activity 1 (Name of the activity)							
Activity 2 (Name of the activity)							
Activity 3 (Name of the activity) *6							
TOTAL							

1: If your activity is based on number of days then please choose # of days column, no need to add number of hours. Please note # of working days is five days a week.

*2: If your activity is based on number of hours then please choose # of hours column, no need to add number of days.

*3: Please fill in this column with the numbers of researchers, facilitators, note takers for each activity you have planned.

*4: This column refers to the number of physical participations, which is not relevant now, given UNAIDS policies during COVID- 19 pandemic.

*5: In case of having publication please fill in the publication column the number of publications you have planned to have.

*6: Please note that in case of publication of booklet, guideline, educational material, you must consider three sub activities like following example with budget estimation for each of them:

Publication of booklets:

1- Cover Design

2- Editing, paging, lay out.

3- Colour Printing or black and white printing (please mention which one you choose for printing)

The selection criteria should be mentioned and providing at least 3 requests for quotations should be submitted.