

FINALIZATION OF NATIONAL HIV AND AIDS POLICY OF TRINIDAD AND TOBAGO
GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
OFFICE OF THE PRIME MINISTER
(NATIONAL AIDS CO-ORDINATING COMMITTEE)

1. BACKGROUND AND RATIONALE

The National AIDS Co-ordinating Committee in the Office of the Prime Minister is seeking to engage a Consultant or Consultancy Firm to review and finalise the Draft National HIV and AIDS Policy and prepare a White Paper for Cabinet Approval

Since the first case of HIV was diagnosed in Trinidad and Tobago in 1983 from 1983 to 2015, at least 27,910 new cumulative infections persons have been diagnosed with HIV in Trinidad and Tobago (Ministry of Health, National Surveillance, HIV/AIDS Morbidity and Mortality Reports). With an estimated national adult HIV prevalence rate of 1.2% (UNAIDS, 2015), Trinidad and Tobago is characterized as having a general epidemic.

Whilst many strides have been made in terms of controlling the spread of the epidemic much is still required in order to achieve a number of targets with respect to eliminating new infections, AIDS related deaths and stigma and discrimination. Moreover, whilst there are many sectoral policies, there is a lack of an overarching national policy framework to guide the national multisectoral response to HIV and AIDS.

There are still many obstacles faced by key populations in accessing prevention, treatment and care and psychosocial support. These key populations or most at risk populations have been defined in the National Strategic Plan of Trinidad and Tobago 2013-2018 as “men who have sex with men, sex workers, substance users, youth, infants born to HIV positive mothers, prisoners and migrant workers.” Changes in the social, demographic and public health landscape are also factors for consideration

The expanded response to HIV and AIDS is being co-ordinated by the National AIDS Co-ordinating Committee (NACC) under the aegis of the Office of the Prime Minister which was approved by Cabinet, and formally launched in December, 2016. In the Terms of Reference for the NACC, the Government has mandated that the NACC define a Policy on HIV and AIDS. A draft national HIV and AIDS Policy was developed by an external consultant and reviewed in 2018. This draft Policy was further refined by the Office of the Prime Minister. It was submitted to Cabinet and approved as a Green Paper for public review in January 2020. As part of the National Development Strategy and Vision 2030, to improve governance and participation in policy making, a series of consultations are required to secure the input of the public in refining and finalizing the Draft Policy. However due to the COVID 19 Pandemic, the implementation of the project was delayed. In this regard a Consultant is now required to finalize the National HIV and AIDS Policy.

2. OBJECTIVES OF CONSULTANCY

The National HIV and AIDS Policy is driven by the National Sustainable Development Strategy, Sustainable Development Goals and the goal global to end AIDS by 2030. The main objectives of the consultancy are to:

- i) Review and revise the existing Green Paper on Draft National HIV and AIDS Policy
- ii) Validate update and revise the Situational Analysis
- iii) Conduct and facilitate public consultations on the Green Paper on HIV and AIDS
- iv) Develop a finalized National HIV and AIDS Policy to be submitted to Cabinet for approval as a White Paper.

3. SCOPE OF WORK:

The assignment includes the following tasks:

1. Outline a workplan for undertaking the consultancy which would include timelines and budget
2. Develop framework, approach and methodology for national public consultations on the Green Paper taking into consideration the COVID-19 context
3. Conduct rapid review of existing draft National HIV and AIDS Policy/Green Paper which can be used as the basis for wider review and consultation
4. Update the Situational Analysis with respect to HIV and AIDS in Trinidad and Tobago
5. Develop a methodology for the collection of data during public consultations and with key informants and focus groups and from the electronic website
6. Revise the draft National HIV and AIDS policy, identify gaps and ensure that key policy themes, objectives and policy statements are included
7. Design materials and agenda for consultation sessions in collaboration with NACC and NACC Secretariat
8. Procurement of rapporteurs for stakeholder engagement sessions including virtual meetings, focus group discussions
9. Facilitate six (6) regional public consultations with key stakeholders including key populations on the Policy in Trinidad and in Tobago (4 in Trinidad and 2 in Tobago) ensuring adherence to current COVID -19 regulations
10. Have consultations with key informants and focus groups with key stakeholders groups in the public sector, private and NGO sectors, including youth, academia, FBOs ensuring adherence to COVID 19 regulations,
11. Collate and analyze all data gathered from public consultations, focus groups, key informant interviews and online platform and other sources. Document, identify and record all of the issues, concerns and recommendations from stakeholders which they believe are relevant to the policy formulation process.
12. Produce reports of all public consultations, focus groups and interviews with key stakeholders and key informants
13. Ensure that the National HIV and AIDS Policy is gender mainstreamed
14. Ensure the National HIV and AIDS Policy is integrated and harmonised with other national policies such as the National Child Policy, Sexual and Reproductive Health Policy,

National Workplace Policy, National Counselling and Testing Policy, TB and HIV, Treatment and Care Policies and guidelines, National Youth Policy, National Policy on Gender and Development and other social sector policies

15. Revise and finalize the National Policy on HIV and AIDS by incorporating comments of stakeholders from public consultations, focus groups, key informant interviews (KIIs), online platform and following feedback from the Honourable Minister, PS (OPM-NACC), the NACC and NACC Secretariat
16. Develop a costed Implementation Plan for advising Cabinet on cost to implement policy measures
17. Develop a costed Plan for Monitoring and Evaluation
18. Develop a costed Communication Plan to promote and disseminate the Policy
19. Final HIV and AIDS Policy for Cabinet approval

4. RECOMMENDED OUTPUTS

The following are the expected deliverables and outputs:

1. Inception report detailing the overall workplan for the assignment including framework and approach to consultations at community and national level, focus groups, key informant interviews, collection of data from online platform ensuring adherence to COVID-19 regulations
2. Revised and updated Situational Analysis
3. Facilitation at national and key informant consultations and focus groups in Trinidad and Tobago
4. Full Reports from consultations, online platform, focus groups, and KIIs
5. Revised HIV and AIDS Policy document based on review and consultations
6. Costed Implementation Plan for the National HIV and AIDS Policy
7. Costed Monitoring and Evaluation Plan
8. Costed Communication Plan to promote Policy
9. Final White Paper HIV and AIDS Policy document for seeking Cabinet approval

5. QUALIFICATIONS AND EXPERIENCE

Individuals or consultancy firms who are interest in this project should possess the following:

- Advanced degree (At least Masters) in Social or Health Policy Analysis, Public Health, Medical Sociology, Social or Health Demography, Health Administration or related field
- Knowledge about HIV and AIDS and Public Health, Demographic Research in the area of HIV and AIDS response
- Recognized formal training in Public Policy formulation
- At least ten (10) years' experience in policy making, programme delivery, planning, implementation, monitoring and evaluation in the field of HIV and AIDS and/or Sexual and Reproductive Health in the Caribbean
- At least ten (10) years' experience in consultancy work related to policy formulation

- Understanding of and experience working with key populations and Persons Living with HIV and AIDS
- Knowledge of and experience in implementing quantitative and qualitative research methodologies
- Prior experience in analysis of qualitative and quantitative data

6. REQUIRED SKILLS, EXPERTISE AND SPECIALIZED TECHNIQUES

Individuals or firms should possess the following competencies, skills and expertise:

- Understanding of the local context in which the National HIV Response operates
- Master of the English language. Excellent written communication skills including research protocols, research papers, policy papers, briefs,
- Strong facilitation and communication skills, including report writing and confidence in delivering presentations and reports to a wide range of audiences
- Able to direct and provide sound advice
- Ability to conduct interviews and collect data under challenging circumstances such as COVID -19 Pandemic
- Very strong time management and organisations skills with ability to respond to deadlines and prioritize accordingly, ability to work well in a team
- Networking skills required and ability to navigate different formal and informal channels and networks to achieve objectives of the project
- Proficiency in using Microsoft Office Suite.
- The Consultant should be readily available and ready to start when required
- The Consultant should be able to indicate and prove it has the resources required to handle the project
- Provide at least three (3) references from organisations where work of a similar nature was undertaken

7. AVAILABILITY OF THE DRAFT HIV AND AIDS POLICY/GREEN PAPER

The Draft HIV and AIDS Policy can be downloaded by clicking on the NACC Tab at the Office of the Prime Minister Gender and Child Affairs website at : www.opm-gca.gov.tt

8. ESTIMATED SCHEDULE OF CONSULTANCY

It is expected that this Consultancy would deliver the required outputs in no more than 12 months from the date of assumption.

9. PROPOSAL RESPONSE FORMAT

Proposals are to be prepared in English on standard 8.5” x 11” paper. All documents shall be placed in two separate sealed envelopes and labelled- **Part 1- Technical Proposal** and **Part 2- Financial Proposal**.

10. MANAGEMENT, LOGISTICAL SUPPORT AND SUPERVISION

- i) The Consultant will be responsible to the National HIV and AIDS Policy Technical Steering Committee which will provide oversight.
- ii) The NACC Secretariat will provide logistical support for consultations and meetings to take place in Trinidad and in Tobago. For purposes of clarification and guidance through the policy development process the Consultant will communicate with the Project Support Officer of the NACC Secretariat who will be the focal point from the Secretariat and who would make available any information required to assist in the development of the National HIV and AIDS Policy and in the completion of this assignment.
- iii) The Consultant would be required to travel to Tobago to undertake consultations and interviews on the island. Arrangements and logistical support for said travel will be provided by the NACC Secretariat.
- iv) The Consultant will bear all costs associated with the preparation and submission of the Proposal.
- v) The Consultant will be responsible for stationery supplies, photocopies and other administrative services as necessary, cover all expenses in connection with the recruitment, transport and training of rapporteurs or research assistants.
- vi) The Consultant would be required to provide five (5) printed copies of the Final National HIV and AIDS Policy and an electronic copy in MS Word ONLY

11. REMUNERATION

The remuneration would be undertaken on the basis of deliverables outlined above and will be paid in Trinidad and Tobago dollars (\$TT).

12. INTELLECTUAL PROPERTY

All data derived in and generated from the Project remains the sole property of the NACC (OPM) and must not be utilized or disseminated without the expressed authorization of the Permanent Secretary, NACC (OPM).

13. PROPOSAL VALIDITY

The Contractor's proposed price shall be firm and shall remain valid for one hundred and twenty days (120) after the deadline of submissions.

14. PROPOSAL SUBMISSION

Due to the need for adhering to COVID 19 precautions, all proposal submissions must be signed, dated and accompanied by the following documents :

1. Cover Letter
2. Form of Tender
3. Certificates
4. Technical Proposal
5. Financial Proposal (in a separate envelope with name and contact information of Bidder)

The deadline for submissions is **Monday 2nd November 2020 at 1.00 pm.**

Late or incomplete submissions would not be accepted and submissions will not be accepted electronically. No submissions would be accepted after 1.00 pm.

The Office of the Prime Minister, NACC does not bind itself to accept the highest, lowest or any other proposal.

The Original and six (6) copies of the Technical and Financial proposals must be placed in separate envelopes, labelled and deposited in the Tender's Box located in the foyer of the Office of the Prime Minister and labelled:

**Provision of Consultancy Services to Finalize the National HIV and AIDS
Policy of Trinidad and Tobago for the Office of the Prime Minister, National AIDS
Coordinating Committee**

And Addressed to:

**The Permanent Secretary
Office of the Prime Minister
(National AIDS Co-ordinating Committee)
13-15 St.Clair Avenue, St Clair
Port-of-Spain**

DEADLINE FOR SUBMISSION : MONDAY 2nd November 2020 AT 1.00 PM