



TERMS OF REFERENCE
CONSULTANCY TO SUPPORT
THE ESTABLISHMENT
OF
SOCIAL CONTRACTING MECHANISM BETWEEN GOVERNMENTS AND CIVIL SOCIETY ORGANIZATIONS
(CSOs) IN THE CARIBBEAN

1. BACKGROUND

Many Caribbean countries have graduated to middle-income status, thus diminishing their income-related eligibility for access to donor financing and placing increasing burdens on them to fund and manage their priority health programmes without external support. Further, the economic impact of the Covid-19 pandemic has been estimated, will result in a 5.2% contraction of economic growth in the Caribbean and Latin America with GDP for the Caribbean expected to fall by an average of just over 6% in 2020.

As more countries transition out of eligibility for external funding, donors have developed sustainability tools and assessments to evaluate readiness and risks to health gains where countries gradually assume full programmatic and financial responsibility for HIV programmes in an effort to promote sustainability.

Countries that have received Global Fund support have learned to work with community based and civil society organizations as key partners in reaching out to inadequately served and other vulnerable populations and providing oversight in cardinal aspects such as preventing discrimination, ensuring quality of care, helping to increase coverage rates and promoting adherence.

As external financing becomes more limited, a greater share of funding responsibility will need to come from domestic sources, primarily governments. Whether and how domestic financing will enable such critical work to continue, expand and be sustained is a priority consideration for members of key populations and all others living with or otherwise vulnerable to HIV. Thus, successful transitions require providing support to design and implementing sustainable responses including funding mechanisms for essential services better provided by civil society and community-based organizations. Social contracting represents primarily a sustainable approach to HIV service delivery.

I. PURPOSE, OBJECTIVES AND SCOPE OF WORK

Purpose

The purpose of this consultancy is to work with Governments and Civil Society Organizations in the Caribbean to support the establishment or strengthening of social contracting mechanisms as a financing option by which governments finance programmes, interventions and other activities implemented by Civil Society Organizations to respond to the HIV/AIDS epidemic in the selected seven countries: Antigua and Barbuda, Barbados, Belize, Jamaica, Haiti, Suriname and Guyana.

Objectives

The overall objectives of the consultancy are to:

- i)** Utilize the PANCAP toolkit for social contracting to conduct advocacy work on social contracting with national authorities and CSOs in the selected countries
- ii)** Work with PANCAP, Caribbean Vulnerable Coalition (CVC) and other Key Partners to identify and document CSOs in the selected Caribbean that are implementing social contracting
- iii)** Conduct an assessment of the national authorities and CSOs in the selected countries on their capacity and readiness in implementing social contracting.
- iv)** Conduct training utilizing the PANCAP toolkit for social contracting for national authorities and CSOs on social contracting.
- v)** Receive feedback on the use of the PANCAP toolkit as a key document to promote social contracting and provide revision to the document where needed.
- vi)** To document the implementation of social contracting through the provision of at least one social contract in at least four of the selected countries that CSOs are receiving funding from domestic sources to support programs for key populations as part of the national response.

Scope of Work

Under the supervision of the Director of the PANCAP Coordinating Unit (PCU), the Consultant will be responsible for supporting and documenting social contracting mechanisms for HIV/AIDS in the Caribbean.

Specifically, the consultant will be responsible for:

- a. **Conducting at least one meeting** with national representatives and CSOs in the identified countries to advocate for social contracting
- b. **Conduct webinars** with national representatives and CSOs on the use of the PANCAP toolkit for social contracting
- c. **Conduct desk reviews, interviews and/or focus group discussions** with selected countries to document social contracting mechanism in countries for HIV and Key population services.
- d. **Conduct and document assessments** of CSO and country readiness to offer and receive social contracts
- e. **Document evidence of social contract** between government and CSOs through the provision of copies of agreements, Memorandum of Understanding and any other formal communications on Terms of Reference and disbursement of funds for programming.
- f. **Update the PANCAP toolkit** for social contracting from feedback received during the engagement process with national authorities and CSOs

III. DELIVERABLES

1. **An Inception Report** detailing the methodology and timelines to be used to engage national authorities and CSOs around social contracting mechanisms.
2. **A Draft Report** detailing the results of the engagements with countries through the meetings, interviews, and webinars.

3. **A Second Draft Report** detailing the results of the identified CSOs implementing social contracting along with supporting documents inclusive of the assessments and the revision of the PANCAP toolkit for social contracting.

4. **Finalised Report** that reflects at least four social contracts between one CSO and the Government for four countries receiving funding from domestic sources to support programs for key populations as part of the national response along with the relevant supporting documents.

IV. ACADEMIC AND EXPERIENCE REQUIREMENTS

The Consultant will be required to:

1. Possess advanced qualifications in business administration, economics, resource mobilization, financing, or other relevant discipline.
2. Possess advocacy and negotiation skills
3. Experience working in the Caribbean in the field of HIV including with CSOs and Key population groups.
4. Experience working with National Governments in the Caribbean and advocating with Ministries of Health and Finance.
5. Previous work in Social contracting around HIV preferably in the Caribbean.
6. Excellent problem-solving skills and an ability to work within tight deadlines. A commitment to excellence in order to meet high quality standards expected internally and externally.
7. Ability to work independently with minimal supervision
8. Excellent written and oral communication skills.

V. CONDITIONS OF ENGAGEMENT/REMUNERATION

The Consultant shall be engaged for the period **14 June 2021 to 17 September 2021** and paid professional fees in the sum of **Twenty Thousand United States Dollars (US\$20,000)**.

The consultant will be expected to use primarily email and Skype for communicating with the PANCAP Coordinating Unit, National Authorities, Civil Society Organizations and Regional Partners.

VI. Timelines for Deliverables and Payment Schedule

No.	Deliverable	Date	%	Amount US\$
	Execution of Agreement	14 June 2021	-	-
1.	An Inception Report detailing the methodology and timelines to be used to engage national authorities and CSOs around social contracting mechanisms.	18 June 2021	20%	\$4,000.00
2.	A Draft Report detailing the results of the engagements with countries through the meetings, interviews and webinars	30 July 2021	20%	\$4,000.00
3.	A Second Draft Report detailing the results of the identified CSOs implementing social contracting along with supporting documents inclusive of the assessments and the revision of the PANCAP toolkit for social contracting.	20 August 2021	20%	\$4,000.00
4.	Finalised Report that reflects at least four social contracts between one CSO and the Government for four countries receiving funding from domestic sources to support programs for key populations as	15 September 2021	40%	\$8,000.00

No.	Deliverable	Date	%	Amount US\$
	part of the national response along with the relevant supporting documents.			
TOTAL				\$20,000.00