

# Terms of Reference

## Team-building Training for the Second-line Community Leadership Programme 1 June- 30 August 2024

### 1. Background

Communities were the first responders to HIV for almost four decades, and they remain essential in advocating for a robust response to the epidemic, delivering health services to key affected populations, including for "hidden" and hard to reach, and tackling HIV-related stigma and discrimination. Combined with public health and development stakeholders, community responses are critical to the success and sustainability of the global response to HIV.

UNAIDS leads the global effort to end AIDS as a public health threat by 2030 as part of the Sustainable Development Goals. UNAIDS's functions are leadership, communication and advocacy; partnerships for impact and sustainability; strategic information for planning, monitoring, and evaluation; coordination and mutual accountability. UNAIDS Myanmar supports the national response to HIV/AIDS, including people living with HIV/AIDS, key populations, and civil society organizations, to achieve the goals set out in the National Strategic Plan IV.

The purpose of this RFQ is to select suitable supplier for the procurement of Team-building Training for the Second-line Community Leadership Programme. UNAIDS Myanmar has started the second-line Community Leadership Development Programme in 2018 aims to improve knowledge and skills, that will be promoted better decision making and build a better team and become confident future leaders of community networks. There are a series of customized skill focus training to build up the capacity of selected 16 participants from community networks to achieve the aim of the programme. To conduct effective training, UNAIDS is looking for an external outsource trainer to conduct team-building training for the second line community leaders.

### 2. Scope of work:

The scope of work for this position is to design the team building training and conduct the training for 16 participants. In specific:

- Conduct a quick assessment with the participants to design the team building training.
- Design the training based on the outcome of the assessment and develop training content and handouts.
- Facilitate the training and prepare training report.

### 3. Detailed tasks and responsibilities

Under the overall guidance and support of the UNAIDS Country Director (UCD), the short-term national consultant will closely work with the Community System Strengthening Officer to undertake the following activities during the contracted period:

Description	Deliverables
Assessment with 16 participants	Training design discussed. Training content and handouts developed.
Develop training design and prepare training content and handouts.	Training conducted. Training report submitted

<p>Facilitate the training.</p> <p>Draft and finalize the training report.</p>	
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**4. Outputs:**

- 4 days team building training for 16 second line leaders conducted
- Training content and handouts for 16 second line leaders
- Training report

**5. Supervision and Reporting Requirements:**

The Consultant will report to UNAIDS Country Director in Myanmar and will closely work with Community System Strengthening Officer.

**6. Duration:**

The duration of this assignment is 3 months.

**7. Budget:**

Please submit the budget estimation for this assignment with consultancy fee.

**8. Payment Schedule:**

Two payment schedule has been planned as below:-

50% upon signed contract

50% upon completion of the final deliverable

**9.Contractual Period:** from 1 June – 30 August 2024

The contract will run from 1 June 2024

**10. Special conditions**

All financial bids should be fully inclusive of all costs and charges.

All bids will be assessed on the total cost to UNAIDS.

**Require qualifications.**

- At least 5 years of professional experience conducting skills training, especially team-building training.
- Good understanding of team dynamics and familiar with individual and team assessment tool
- Experience in working background with PLHIV and KPs
- Experience in working with the UN system
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Have excellent interpersonal and communication skills demonstrated by prior experience.
- Possess Creative/Innovative training techniques

**Application must be submitted to [winy@unaids.org](mailto:winy@unaids.org); no later than 21<sup>st</sup> May 2024.**