

**TERMS OF REFERENCE**

**CONSULTANCY TO DOCUMENT THE IMPACT OF COVID-19 ON THE CONTINUITY OF CARE FOR PEOPLE LIVING WITH HIV (PLHIV) AND KEY POPULATIONS (KPs) IN THE CARIBBEAN**

1. **Background**

The CARICOM Secretariat is currently the principal recipient of a Global Fund Multi-country grant, **“Sustainability of services for key populations in the Caribbean”** being implemented in ten counties, Antigua and Barbuda, Barbados, Belize, Cuba, the Dominican Republic, Guyana, Haiti, Jamaica, Suriname and Trinidad and Tobago. PANCAP, CVC and COIN will serve as Sub-Recipients of this grant. The Goal of the grant is to provide sustainable prevention, treatment and care services for Key Populations in the Caribbean Region to stop HIV transmissions and AIDS-related deaths by 2030.

The Coronavirus (COVID-19) pandemic is a global health emergency. It represents a significant threat for people living with HIV and AIDS, and for the global HIV response.

At the moment, little research is available on the [impact of Coronavirus on people living with HIV.](https://www.unaids.org/en/covid19) However, people with HIV who are unable to access treatment may be more severely affected and require more intensive treatment.

Like HIV and AIDS, Coronavirus has a greater impact on people who are already marginalised. As a result, there is concern as the pandemic spreads and public health measures are put in place to minimize the transmission, important services for PLHIV will be disrupted.

The purpose of this consultancy is to document how COVID-19 has impacted HIV prevention and care services in the Caribbean Region and how it is impacting on the lives of PLHIV and other Key Populations.

1. **PURPOSE, OBJECTIVES AND SCOPE OF WORK**

**Purpose**

The purpose of this consultancy is to document the impact of COVID-19 on the continuity of care for PLHIV and KPs paying particular focus on prevention services, treatment and care, and to access and availability of essential services to ensure continuation of services in the Caribbean with a focus on the following countries but not limited to these countries: Antigua and Barbuda, Barbados, Belize, Cuba, Dominican Republic, Guyana, Haiti, Jamaica, Suriname and Trinidad and Tobago. The consultant will also work with stakeholders to document successful strategies that have been implemented in countries and at the regional level, and to provide recommendations to strengthen the COVID-19 response to mitigate the impact of the pandemic on PLHIV and KPs.

**Objectives**

The overall objectives of the consultancy are to:

1. Document and highlight how COVID-19 is impacting the delivery of services for PLHIV and KPs in the selected countries.
2. Document strategies implemented in countries to mitigate against the impact of COVID-19 on the lives of PLHIV and KPs and on the continuity of care.
3. Highlight best practices that have been implemented in countries to ensure continuity of care for PLHIV and KPs.
4. Recommend strategies that can be implemented at the national and regional levels to fill existing gaps created due to COVID-19 and to minimise disruptions to services.
5. Provide recommendations to strengthen the HIV response in the context of COVID-19.

**Scope of Work**

Under the supervision of the Director of the PANCAP Coordinating Unit (PCU), the Consultant will be responsible for developing a report on the impact of COVID-19 on lives and on the continuity of care for PLHIV and KPs in the selected countries. Additionally, the consultant will develop a technical brief to inform decision makers of the current gaps, strategies and recommendations to ensure the continuity of care for PLHIV and KPs.

Specifically, the consultant will be responsible for:

* 1. **Desk reviews** of HIV and COVID-19 response at the national and regional levels.
  2. **Preliminary discussions and planning** with staff of the PANCAP Coordinating Unit (PCU), Caribbean Vulnerable Communities Coalition (CVC) and El Centro de Orientación e Investigación Integral (COIN).
  3. **Consultation with country representatives** such as National AIDS Programme Managers (NAPs), Ministries of Health, Ministries of Gender Affairs, Civil Society Organisations (CSOs), and other Government Ministries.
  4. **Consultations with other regional stakeholders** such as the Joint United Nations Programme on HIV/AIDS (UNAIDS), Pan American Health Organization (PAHO), the United States Agency for International Development (USAID) and U.S. President’s Emergency Plan for AIDS Relief (PEPFAR).

**III. DELIVERABLES**

* 1. **An Inception Report** detailing the methodology to be used to collect the information including an outline of report and the technical brief by **March 2021**.
  2. **A Draft Report** detailing the main findings from the desk reviews and the consultations with stakeholders for review by PANCAP by **March 2021.**
  3. **Finalised Report and Technical Brief** that reflect the feedback provided by PANCAP by **March 2021.**

1. **ACADEMIC AND EXPERIENCE REQUIREMENTS**

The Consultant will be required to:

* + 1. Possess advance qualifications in Public Health, Social Sciences or other related fields.
    2. Be an expert in the field of HIV response and have experience working with Key Populations.
    3. Demonstrate experience in area of Public Health, HIV and other disease prevention and control strategies.
    4. Demonstrate knowledge of the current COVID-19 impact on HIV and KPs
    5. Demonstrate experience conducting desk reviews and stakeholders’ meetings.
    6. Demonstrate experience in compiling technical and policy briefs.
    7. Demonstrate knowledge of the HIV situation and the challenges due to COVID-19 especially in the context of Caribbean.
    8. Good written and oral communication skills.

1. **CONDITIONS OF ENGAGEMENT/REMUNERATION**

The Consultant shall be engaged for the period **one (1) month** and paid professional fees in the sum of **Twelve Thousand** **United States Dollars** **(US$12,000).**

The consultant will be expected to use primarily email and Skype for communicating with the PANCAP Coordinating Unit and regional partners.

1. **Timelines for Deliverables and Payment Schedule**

| **No.** | **Deliverable** | **Date** | **%** | **Amount**  **US$** |
| --- | --- | --- | --- | --- |
|  | **Execution of Agreement** | **March 2021** | 15% | $1,800.00 |
|  | **Inception Report** detailing the methodology to be used to collect the information including an outline of report and the technical brief. | **March 2021** | 20% | $2,400.00 |
|  | **A Draft Report** detailing the main findings from the desk reviews and the consultations with stakeholders for review by PANCAP. | **March 2021** | 40% | $4,800.00 |
|  | **Finalised Report and Technical Brief** that reflect the feedback provided by PANCAP**.** | **March 2021** | 25% | $3,000.00 |
| **TOTAL** | | | | **$12,000.00** |