



## TERMS OF REFERENCE FOR A TECHNICAL RESOURCE PERSON SERVICES TO DEVELOP A TRAINING MANUAL ON “*Enhancing knowledge and building capacities of healthcare providers to monitor and demand for safe and equitable workplaces in the context of HIV, TB and malaria programmes.*”

### 1.0 Background

Uganda Network on Law Ethics and HIV/AIDS (UGANET) is a national non-governmental organization that was established to bring together organizations and individuals who are interested in advocating for the development and strengthening of an appropriate policy, legal, human rights and ethical response to Health and HIV/AIDS in Uganda. For the past 20 years, UGANET’s mandate lies in promotion of social justice on the foundation that the law, legal policies and human rights are critical enablers in influencing the success of Health, Gender equality and HIV interventions intended to prevent further spread and also mitigate the adverse social impact and suffering caused by gender inequality, HIV and other Health conditions.

UGANET in a Consortium with HRAPF and ICWEA, are implementing the Global Fund resilient and sustainable systems for health (RSSH) and Human Rights component of the Global Fund country priority areas for the year 2021 – 2023 aiming to reduce human rights-related barriers to HIV/TB and malaria services. Activity 191 of the grant “*Enhance knowledge and capacities of healthcare providers to monitor and demand for safe and equitable workplaces in the context of HIV, TB and malaria programmes.*” It aims to increase knowledge among health care providers to monitor and demand for safe and equitable workplaces in the context of HIV, TB and malaria programmes in 7 regions/56 districts across the country.

### 2.0 Justification

The Global Fund is carrying forth the legacy of the AIDS response that “health for all” cannot be achieved without human rights. In ground breaking work with partners, service delivery approach was expanded in HIV/TB and malaria. Most recently, the Global Fund also committed to a rights-based and gender-responsive approach service delivery. NMF2 Grant sought to reduce human rights barriers while addressing stigma and discrimination. To build on this, NMF3 is providing for capacity enhancement of health care providers to monitor and demand for safe and equitable workplaces in the context of HIV/TB and Malaria.

### 3.0 Main Objective of the assignment

To harmonize content of the training manual from different stakeholders and generate a training manual for health workers on monitoring and demanding for safe and equitable workplaces in the context of HIV/TB and malaria services

#### 3.1 Specific objectives

- To provide technical support in documentation of a training manual for health workers/health care providers to monitor and demand for safe and equitable workplaces in the context of HIV/TB and Malaria.
- To take part in meetings to integrate training manual content with leaders of the disease programs and commissioners (HIV, TB, Malaria)
- To ensure complete development of an integrated (Human Rights and 3 diseases), validated and accepted for training of health workers in 7 regions/56 districts.

#### **4.0 Scope of work**

UGANET in implementing the Global Fund RSSH and Human Rights component of the Global Fund country priority areas for the year 2021 – 2023 aiming to reduce human rights-related barriers to HIV/TB and malaria services is mandated under Activity 191 of the grant “Enhance knowledge and capacities of healthcare providers to monitor and demand for safe and equitable workplaces in the context of HIV, TB and malaria programmes.” The technical Resource Person therefore is tasked with the assignment to develop a training manual for use in training the health workers in the 7 regions of project implementation.

The technical resource person will;

- a) Propose a comprehensive, inclusive and participatory working methodology, integrating the overall process of carrying out the work.
- b) Collect and review relevant information on Human Rights and the 3 diseases.
- c) Review national policies Human Rights, TB, Malaria and HIV and apply them to the manual content.
- d) Take part in a 2 day Meeting to integrate training manual content with leaders of the disease programs and commissioners for HIV, TB & Malaria.
- e) Take part in a Meeting to validate the integrated training manual content

#### **5.0 Methodology**

- In order to formulate an integrated training manual for the health workers;
- UGANET has organized meetings where technical resource person will ensure compilation and validation of the manual content by MOH.
- The resource person is expected to make consultations with multiple stakeholders on the content of manual.
- Document review should be made on available policies in MOH and other organizations to benchmark safety and equity practices at workplaces for manual content.
- The Consultant shall employ any other methods they deem fit to support this process.

#### **6.0 Outputs and deliverables**

The following deliverables are expected from the assignment.

- a) A comprehensive, validated and accepted training manual for health workers on demanding for safe and equitable practices for HIV/TB and malaria.
- b) A report on the assignment undertaken.

## 7.0 Experience & Expertise required of the Consultant

The technical resource person must have experience, expertise and skills in development of a training manual. Expertise in the three diseases (malaria, TB and HIV) with human rights programming is a must. The technical resource person must have relevant education qualifications to do the assignment. They must demonstrate an understanding of Human Rights Based approaches in the 3 disease programs. They must have good communication skills, interpersonal skills and display good facilitation skills to effectively comprehend issues from MOH for compilation of the training manual. The skills are not limited to, Analytical, Research, Writing and any other technical skills for this Assignment.

## 8.0 Indicative timeframe and proposed work plan

### 1. Duration of the Consultancy and Key Deliverables

The assignment is scheduled for 10 (Ten) Person Days according the chronogram below:

Activities	Timeframe	Key Outcomes and/or Deliverables
This assignment shall commence with understanding of the TOR by both parties to it	1 day	A contract for the assignment shall be signed by the technical resource person.
Review of available policies on human rights and the 3 diseases to formulate a draft manual	2 days	Draft training manual with content on the 4 thematic areas.
Facilitate a 2 day meeting for integrating training manual content with leaders of the disease programs and commissioners (HIV, TB and Malaria) targeting 18 participants	2 Days	Inputting feedback from MOH leaders in the training manual  Consensus built on the key issues to be included in the training manual.
Facilitate a meeting to validate the integrated training manual content targeting 18 participants.	1 day	An accepted and validated training manual for use in training health workers

Inputting feedback from the validation meeting	2 days	A completed training manual ready for print.
A report on the assignment undertaken	2 days	An accepted activity report on the accomplished assignment.

**Further to note:** The assignment to develop the training manual is expected not to last more than 2 weeks.

## 9.0 Management and supervision

The technical resource person shall report to the Head of Partnerships and Training at UGANET.

## 10.0 Terms of payment

UGANET shall pay the first installment upon delivery of the first draft of the training manual. Upon submission of the final training manual, a second installment shall be made. The final payment shall be made upon delivery of an accepted activity report. The breakdown of payment is further illustrated in the table below;

Deliverable	Payment schedule	Cumulative percentage payment
1 <sup>st</sup> draft of the training manual	1 <sup>st</sup> instalment	20%
Complete training manual	2 <sup>nd</sup> Instalment	80%
Complete accepted activity report	3 <sup>rd</sup> instalment	100%

**In case more work beyond this assignment arises, new terms shall be generated.** Both UGANET and the resource person shall agree to the terms prior to the assignment.

## 11.0 Application process

The ideal consultant/technical resource person is to share their CV with a cover letter of expression of interest with UGANET via email [application@uganet.org](mailto:application@uganet.org) or through hand delivery to Plot 19 Valley Road, Ntinda before 17<sup>th</sup> September 2021. The successful candidate shall be selected based on their competences and budgets.

Upon selection, the consultant shall commit to this task through signing of the Terms of Reference herein.

**IN WITNESS** whereof the parties have hereto set their signatures on the day and year first above written.

Agreed on behalf of **UGANET**

Agreed by the **Consultant**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Head Partnership & Training, UGANET**

**Consultant**

Date: \_\_\_\_\_

Date: \_\_\_\_\_