Call for Proposal

Enhancing Mobile Populations Access to HIV & AIDS Services, Information and Support (EMPHASIS), a regional project implemented by CARE International, is seeking Technical Assistance (TA) to document EMPHASIS Learning Series and Intervention Models in the continuum of mobility. EMPHASIS is a regional program working in three countries; Bangladesh, India and Nepal. EMPHASIS programs are implemented under the management of Country Offices; the Regional Secretariat provides strategic guidance and oversight to the overall programs in three countries. EMPHASIS Regional Secretariat is located in Kathmandu, Nepal.

The five-year project is going to complete its fourth year in August, 2013. Over the period a lot of information has been generated through our program, policy advocacy, research and knowledge management processes. The activities are mainly in the areas of service provision to mobile population travelling (labor migrants) from Nepal and Bangladesh to India, capacity development of various stakeholders (e.g. local service providers, partners, CBOs/NGOs) and evidence generation through different researches. The project holds strategic significance in the broader migration discourse and it is one of very few regional projects on cross border migration and HIV and AIDS in South Asia. One of the major expectations of the project is the development of intervention models on the cross border migration context based on the project outcomes.

The project wants to compile the experience and lessons learned, articulate and publish EMPHASIS service models established at transit, source and destination with an intention to disseminate at the wider level. In this regard, EMPHASIS intends to utilize the service of an expert to assist the documentation of EMPHASIS lessons learned series and Service Models established throughout the continuum of mobility along the Indo-Nepal and Indo-Bangladesh routes. The consultant in close coordination with EMPHASIS Regional Secretariat will develop, consolidate, refine documents including EMPHASIS lessons learned series and Service Models and finalize the documents for publication.

Interested candidates meeting the criteria set out in the terms of reference below may apply by May 24, 2013 including expression on interest (EoI) and detailed budget to complete this assignment. For detailed information about EMPHASIS project, please visit www.care-emphasis.org

Please send your proposal to:
Mr. Kishore Rimal
Procurement Officer
CARE-Nepal
Email: kishore@np.care.org
Enhancing Mobile Populations’ Access to HIV/AIDS Information and Services (EMPHASIS)  
Terms of Reference for an International Technical Assistance to document EMPHASIS Learning Series and Intervention Models

1. Background

Enhancing Mobile Populations Access to HIV & AIDS Services, Information and Support (EMPHASIS) is a regional program working in three countries; Bangladesh, India and Nepal. EMPHASIS is managed through two functional institutional governing frameworks; i.e. under each country office’s individual Country Office management platform, and under a coordinating, and program quality oversight body: the EMPHASIS Regional Secretariat, located in Nepal.

The five-year project funded by the Big Lottery Fund (BIG) is going to complete its fourth year in August, 2013. Over the period a lot of information has been generated as a result of activities implemented by the project. The activities are mainly in the areas of service provision to mobile population travelling (for work) from Nepal and Bangladesh to India, capacity development of various stakeholders (e.g. local service providers, security forces, CBOs/NGOs) and evidence generation through different researches.

The project has completed a number of researches (Baseline Research and Vulnerability Study) to learn the dynamics of mobility and HIV/AIDS. The Baseline Research has generated a vast wealth of information valuable to all those engaged in the area of HIV/AIDS. Similarly, a review of policy and laws related to HIV has also identified the gaps and issues across three countries. In addition to the formal publications especially the systematic studies, the project has routine publications including periodic reports; case studies from the field; monthly publications; news and media highlights on HIV and migration; stories of impact populations related to mobility especially on safety and dignity / rights of migrants; publications including social behavior change communication.

The project wants to compile the experience and lessons learned, articulate and publish EMPHASIS service models established at transit, source and destination with an intention to disseminate at the wider level. To share EMPHASIS lessons learned and models with wider audiences – both national and international agencies, policy makers in the countries, researchers and professionals in this area and most importantly the general public. For this, the project through its existing human resources, has been able to outline key areas of knowledge generation processes and it has also been able to successfully generate key knowledge platforms such as newsletters, policy briefs, website and other learning documents. EMPHASIS has served over 300,000 individuals through service modes established among chain of partners throughout the continuum of mobility. In this regard, the purpose of technical assistance is to assist the documentation of EMPHASIS Lessons learned series and EMPHASIS Service Models established throughout the continuum of mobility along the Indo-Nepal and Indo-Bangladesh routes. The consultant in close coordination with Regional Monitoring and Knowledge Manager will consolidate and document the lessons learned and EMPHASIS service models and finalize for publication.
2. Objectives

The objective of this consultancy is to formally document the EMPHASIS learning series and publish the models of interventions for wider dissemination.

3. Methodology

The consultant will engage at different levels along with country project team to understand the documentation requirements. Consultant will study the available materials and work on team to draft, incorporate feedbacks and finalize the publications. Consultant will suggest and facilitate the process for additional data gathering if required to support the documentation.

4. Time Frame

The consultant will work not exceeding 80 days spreading from June 3, 2013 to March 31, 2014. Considering the strict timeline for project close out and dissemination of lessons learned, the extension of contract is not expected.

5. Roles and Responsibilities

CARE-EMPHASIS Secretariat

The project will provide the periodic documents, communication and available materials received from the field. The project will support and provide necessary feedback as and when required. Project will provide necessary logistic support including field travel cost and accommodation as per CARE International policy.

Consultant

The consultant will work closely with EMPHASIS leadership team including country team leaders, Research, Advocacy and Knowledge Manager and senior project director for EMPHASIS and systematically complete following activities.

- Read the existing reports available at EMPHASIS and relevant literature on HIV and mobility
- Conduct field visit to understand the project context in Nepal, India and Bangladesh
- Participate in the regional review meeting in Bangkok during Jun 10-14, 2013
- Conceptualize the documentation operational plan and present to EMPHASIS leadership team by July 30, 2013
- Produce the draft version of EMPHASIS learning in key intervention areas at least 5 different issues by the end of September 2013, additional six different issues by the end of November, 2013
- Refine the existing reports; consolidate from global and regional perspective and complete the draft version of learning series, long summary and EMPHASIS models of interventions by the end of January, 2014
- Facilitate the internal review of the publications and incorporate the feedbacks, suggested gaps for improvement from EMPHASIS leadership team including Country Team Leaders.
- To support the documentation, in coordination with country team, plan and facilitate the additional data collection and conduct field visit to collect or compile the necessary additional information
- Submit the final version of entire documents for publication by March 31, 2014

Note: the documents, publications or stories will be the property of CARE International
Types of desired reports

EMPHASIS Learning Series (4 to 6 pages):
EMPHASIS lessons learned series on (a) Women Empowerment, Migration and Gender (b) Community Ownership and Mobilization (c) Alignment with National Priorities & Collaboration (d) Health System Strengthening (d) EMPHASIS Service outlets including DIC, CRC and Mobile DICs (e) Safe remittance (f) Spouse Group and Community level Advocacy Task Force (g) Linking migrants’ children to education and linking migrants to job (e) Public and Private Partnership (f) Reducing HIV Vulnerability (g) Discourse on Migration, Issues and Challenges in South Asia

Long Summary: (about 20 pages)
• Analysis and compendium of case stories or case series from Nepal, India and Bangladesh
• Cross border referral and linkage for services for ART treatment
• Safety and dignity; violence and harassment at the border
• EMPHASIS learning site highlights

Detailed Descriptions on EMPHASIS Service Models (about 30-40 pages):
• Descriptions of EMPHASIS service models at Source, Transit and Destination and recommended model for any cross border migration project

6. Qualification and Competency

The consultant must have minimum ten years of experience on HIV and Migration including a Masters Degree in the relevant field. He / She should have clear understanding on the issues of HIV and Migration. He / She should have very high level English competency and demonstrated ability of producing reports and advocacy materials. Understanding of CARE principles and practices will be an asset. Understanding of women’s issues and gender inequalities is expected. The project is looking for someone who can capture project results; stories, especially changes made by the project and contextualize that within the existing socio – economic and geographic realities. The project is looking for someone who knows and articulates clearly the issues on HIV and migration in the region, critically analyzes the changes and results made by project; someone who is familiar with the geographic context in Nepal, India and Bangladesh; who has excellent writing and analytically skillsUnderstanding of Nepali, Hindi and Bengali languages will be an additional asset.

7. Logistics Support (if required)
• Office space and stationeries will be provided as per need.
• Consultant will receive transportation and accommodation as per CARE’s policy during the travel in Nepal, India and Bangladesh
8. Mode of Payment

The consultancy will be monitored based on the assignments given. The consultancy fee will be paid against the approved following deliverables.

- 25% of the consultancy fee after the approval of concept notes and framework for detailed documentation plan from EMPHASIS Senior Project Director (SPD)
- 25% after the draft version of EMPHASIS Learning series on 11 different areas, four long summary and one intervention model describing the interventions processes in details at source, transit and destination
- 50% after the completion of entire documents and approval from SPD

Interested candidates are requested to submit:

- Letter of Interest (LoI) for this consultancy along with per day consultancy fee for field visit in the region, travel cost and accommodation will be paid by project as per CARE’s policy.
- If an individual: updated bio-data, Identification card (Copy of Passport, Citizenship or equivalent).
- If an institution or company: Company registration document, permanent account number (PAN) or VAT number of company and CV of proposed consultants for this assignment.
- Only short-listed candidates/institutions will be contacted.

Please send these documents to: kishore@np.care.org

The deadline for submission is May 24, 2013 at 17:00 Nepal Standard time.