

Terms of Reference (TOR)

For national institute or consultants for the NCAIDS-UNFPA BSS Project on Development of Training Manual and Technical Support for BSS

Background

The **Behavior Surveillance Survey for HIV Prevention** (BSS project) is a part of UN Joint Programme on AIDS in China, which was endorsed jointly by the State Council AIDS Working Committee Office (SCAWCO), MOH and UN Theme Group on HIV/AIDS in July 2007. The aim of the project is to assist the government to identify the optimal modality of the behavioural surveillance survey in China through technical consultation and field experimentation from 2008 until early 2011.

Project Outcome:

- Enhanced national capacity to generate reliable measurement (includes systematic collection, analysis and utilization of behavioural surveillance data for HIV/AIDS prevention) of HIV risk behaviour of key population groups, especially female sex workers.

Project Outputs:

- 1) Revised project BSS protocols are implemented in 5 project counties.
- 2) Behavioural survey finding is increasingly utilized for the development and the implementation of 100% condom use project (implemented by CFPA) and HIV/SRH integration project (implemented by the NCAIDS's International Project Office) in the project counties.
- 3) Technical Working Group(TWG) of National BSS experts meet every quarter and make recommendations.

The Epidemiology Division, National Centre for AIDS/STD Prevention and Control (NCAIDS), is the implementing partner of UNFPA. There are five project sites in five provinces:

- 1) Kaili, Guizhou Province
- 2) Dunhuang, Gansu Province
- 3) Kashi, Xinjiang Province
- 4) Chanjiang, Hainan Province
- 5) Liaoyuan City, Jilin Province

The CDC in each project county, with technical support of relevant provincial CDCs, is expected to conduct following activities annually:

- conduct mapping of entertainment establishments and estimate the size of sex workers;
- collect 400 BSS questionnaires using standardized questionnaire, and conduct 15 in-depth interviews;
- conduct data analysis and develop a BSS analytical report;
- share BSS findings with key partners for evidence-based programming and policy making of interventions.

Based on experience to date, to strengthen further the BSS data quality, it is recognized that data collection needs strengthening in particular.

Purpose of the TA

An institute or two national consultants will be recruited for developing a participatory training manual on training of field investigators, and for providing technical assistance to the five BSS project counties throughout 2010. More specifically, the institute or the national consultants are expected to fulfill the following two tasks:

Task A: develop training material and facilitate training:

- (1) Develop a participatory training manual for BSS investigators, focusing on improving the attitudes and skills of local investigators for behavior surveillance survey for sex workers, prioritizing questionnaire survey;
- (2) Facilitate a 5-day training workshop on BSS investigators(the workshop will be organized by NCAIDS), and pretest the training manual;
- (3) Finalize the training manual based on the feedbacks from the workshop participants, the field coaching as well as on comments from UNFPA and NCAIDS;
- (4) Conduct on-spot technical assistance to two of the five project counties for coaching BSS data collection;

Task B: provide technical support for project counties:

- (5) Provide technical assistance to all five project counties on data analysis and report development.

The institute or consultants are expected to document TA process and lessons learned, and share with UNFPA of recommendations on each step of BSS process for further improvement.

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Qualifications

- a. Demonstrated experience in facilitation and research expertise, especially on HIV/AIDS and/or female sex workers;
- b. Demonstrated experience in developing participatory training materials;
- c. Demonstrated experience in conducting data analysis.

Workplan, expected deliverables and working days

1. Draft training manual and deliver for UNFPA and NCAIDS to review(15 working days, by end of April);
2. Facilitate training workshop and prepare workshop report(5 working days, by end of May);
3. Coach 2 project counties on data collection and deliver mission report(5 working days, in May or June);
4. Finalize training manual based on workshop testing and field testing (5 days, by end of July);
5. Provide ad hoc distant TA to project counties for data analysis and report writing(10 days, from August to October).

Specific Conditions

Official language of the training manual: Chinese, with English syllabus;

Official language of TA reports: English

Selection Process

Interested institutes or consultants should submit a proposal in English language for bidding. The proposal should include:

1. CVs of consultants or leading expert of the institute for the consultancy;
2. Outline and methodologies of the suggested training manual;
3. Financial proposal per task detailing the budget (fees and consultants' travel/accommodation costs) .

Submission deadline: hard copies of the proposal and supporting materials should be received by UNFPA by 26 March, 2010, addressed to: the Representative of UNFPA, with clearly mentioning the NCAIDS/UNFPA BSS Project on the cover of the envelope.

UNFPA will constitute a selection committee. Evaluation factors will include:

- Technical compliance and experience on similar projects (CVs, outline of training manual, any other relevant documentation –sample of training materials etc.)
- Price (to allow comparisons, unit costs will be considered: fees' rate, daily allowance etc.).

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