**TORS NATIONAL CONSULTANT FOR DEVELOPMENT OF SOP AND GUIDELINES FOR CASE MANAGERS**.

**Date:** January 2019

**Duration**:20 working days

**Level**: National (CMU HIV component)

**Background:**

Pakistan has an estimated 150,000 people living with HIV. The HIV epidemic in the country is concentrated in key populations namely: people who inject drugs (PWID),male, female and transgender sex workers(MSW,FSW & TGSW), men who have sex with men (MSM) and transgender (TG).The fifth Integrated Biological and Behavioral Surveillance Round (IBBS-2016) was successfully conducted in 2016 and revealed a steady increase in the weighted prevalence of HIV among the key populations namely PWID=38.4%,TGSW=7.5%,TGs=7.1%,MSW=5,6%,MSM=5.4% and FSW=2.2%.The HIV epidemic in Pakistan has nearly plateaued in people who inject drugs and moved into sexual networks from where its spill-over into the general population will gradually take place.

As Pakistan has moved to “Treatment For All” strategy, since 1st January 2018 and HIV epidemic is increasing, role of Treatment as Prevention is promoted globally . ARVs are provided by NACP to all PLHIVs through ART Centres established in all four provinces, both in Public and Private Hospitals across Pakistan.

**Introduction:**

In light of the up-to date epidemiological evidence, the National AIDS Control Program (NACP) as Principal Recipient (PR) designed its HIV response to increase coverage of HIV prevention, treatment, care and support services through ART centres, established across Pakistan. These include confirmatory HIV testing, all relevant baseline investigations required for initiation Anti-Retro Viral Therapy (ART), Counselling and mobilization for life-long adherence to ARVs medicines. NACP will be implemented the HIV Treatment Model for PLHIV with all four provincial AIDS Control Program and ART Centres in Public/Private Hospitals.

**Objectives:**

1. To develop SOPs (Case Managers based in ART Centres) based on HR functions ( tracking of Loss To Follow PLHIV, Follow up for effective HIV testing and Treatment service delivery at ART centres). Samples of JD attached
2. To identify functions and develop guidelines and SOPs to deliver these functions.
3. To define and determine the key indicators to be used for monitoring and evaluating performance of Case Mangers and ensure effective service delivery and achievement of set targets.

**Methodology:**

* Review the National/WHO of HIV prevention & Treatment guidelines
* Literature Review of HIV International Guidelines and SOPs (International & Regional)for Treatment
* Review SOP of ART Treatment Centres developed by NACP
* Develop guidelines/SOP for Case Managers of ART centres

**Deliverables:**

This piece of work will result in the development of guidelines and standard operating procedures (SOPs) for CASE MANAGERS of ART centres. The TA for Case Managers will be awarded with the following key output responsibilities:

1. Deliverables must be submitted within three days of ending date of the contract.
2. Development of SOP for Case Manager of ART centres
3. Development of SOPs to deliver defined HIV Treatment services based on defined HR functions of Case Managers.
4. Development of tools(check list) to verify different aspects of working

**Skills and Qualifications Required:**

* MBBS and MPH or degree in of the relevant fields of expertise, including Medicines, Public   
  Health.
* At least 5-yaer experience in the field of HIV/AIDS prevention and programming of HIV services, working experience with NGO/CBO engaged in harm reduction services to key population.
* Experience in guidelines development, HIV programming and program reviews.
* Solid and demonstrable knowledge and understanding of relevant technical areas/issues; considerable experience in provision of consulting services for national, international or multilateral programs and projects related to AIDS, Health, Development and environment.
* Ability to analyze, interpret and synthesize information from a number of sources to generate reports.
* Ability to meet deadlines.
* Proficiency in written and spoken English

**Consultancy Fees Payments Schedule:**

**Fixed Budget Consultancy as per PPRA Consultancy Rules 2010, detail will be shared in RFP with shortlisted applicants.**

* Payment Schedule:
  1. Contract Signing=25%
  2. First Draft=25%
  3. Submission and approval of Final Report=50%