

*UNAIDS Brasil*  
**Terms of Reference**

**Project:** General Support for the Project - *Training Course on Understanding Health Public Budget, Strengthening Advocacy and Negotiation Skills for Youth Leaders*

UNAIDS Brazil will develop and implement the *Training Course on Understanding Health Public Budget, Strengthening Advocacy and Negotiation Skills for Youth Leaders*, as part of the strategy of UCO/BRA in strengthening youth participation in AIDS response. The course will be held in Brasília during three months. It is expected that 20-30 young leaders from key populations, including young people living with HIV, will be selected to attend the course.

Considering GIPA principle (Great Involvement of People Living with HIV/AIDS) and the increase evidence of the benefits of working through peers in youth mobilization and training activities, UCO/BRA requests a young professional living with HIV to provide general support to the implementation of all phases of the training course.

**Objective:** To work in close collaboration with the UNAIDS Country Office in Brazil to provide general support to the implementation of all phases of the Training course Health Public Budget, Advocacy and Negotiation Skills for Youth Leaders.

**Products**

1. To provide support to the selection of the participants of the course, including the organization applications documents and verification of compliance of documents.
2. To maintain a constant contact with the participants of the course (through email and whatsapp), keeping them informed and updated about the relevant dates, guaranteeing compliance of deadlines.
3. To track participant's attendance and accomplishment and delivery of proposed exercises and activities.
4. To draft minutes of the preparatory meetings for the training course.
5. To support all logistical arrangements for the prompt and effective implementation of the training course, including logistics support for the conduction of the training sessions to be held in the city of Brasília.
6. To maintain and to organize records and documents of the project.

UNAIDS BRASIL  
PROGRAMA CONJUNTO DAS  
NAÇÕES UNIDAS SOBRE O  
HIV/AIDS

ACNUR  
UNICEF  
PMA  
PNUD  
UNFPA  
UNODC  
ONU MULHERES  
OIT  
UNESCO  
OMS  
BANCO MUNDIAL

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**Time Frame:** Start: 09 October 2017  
2017

End: 31 December

**Supervision:** The professional will work in close collaboration with UNAIDS Country Director in Brazil.

**Profile of the consultant:** Secondary education. Young people living with HIV with experience with general/administrative support. Demonstrated knowledge and interest in HIV and/or youth issues.

**Payment:** The payments will be processed, as follows:

- 25% Upon countersigned contract;
- 50% Upon delivery of a first technical report;
- 25% Upon delivery of the final technical report.