

## *UNAIDS Brazil*

### **Terms of Reference**

**Project:** Technical and administrative support for selection and follow-up of civil society implementation actions within the UN-to-UN project

### **Background:**

Brazil is the most populated country in South America and, due to its geographical size and demographic context, the country accounts for 47% of the estimated total of people living with HIV in Latin America. According to the Ministry of Health, this population is estimated to be 920 thousand and the progress toward their 90-90-90 treatment targets as of June 2020 is 89% of the people living with HIV (PLHIV) in Brazil know their HIV status, 77% of those diagnosed are on antiretroviral treatment and 94% of them have suppressed viral load.

Although an important progress in the country is being observed, including progress towards to the 90-90-90 goals and the incorporation of Pre-exposure Prophylaxis (PrEP) as part of national public prevention policies, key populations continue to be disproportionately affected by the HIV epidemic in Brazil.

Key populations influence the dynamics of the epidemic and play a key role in determining the nature and effectiveness of the HIV response. People living with HIV are central to the HIV response. An articulated and joint initiative by several actors is, therefore, fundamental to support the needs of these people, the respect for their human rights, their health promotion, and the guarantee of their dignity and citizenship.

According to the Communities at the center report,

“the AIDS response has demonstrated what is possible when people organize and assert their rights. Around the world, people living with HIV and civil society have raised their voices and exerted leadership. When communities organize and people empower each other, oppression can be replaced by rights and access to HIV services can be accelerated. Peer-to-peer counsellors, community health workers, door-to-door service providers, grass-roots activists and networks of people living with or affected by HIV all have key roles to play in the response to HIV”.

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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Aimed to address actions on this question, the United Nations Development Program (UNDP) and the Brazilian Ministry of Health invited UNAIDS to collaborate in the project “Community-led actions towards the elimination of HIV related stigma and discrimination in health services”. In the work plan proposed by UNAIDS, Civil Society was put as an important partner in the implementation of the activities.

It is known that Brazilian NGOs, despite having excellence in implementing actions and generating transformation, have a lagging knowledge in the written structuring of projects and reports. Thus, UNAIDS believes that it is its responsibility to build and train the selected organizations, ensuring greater accountability, knowledge, and organization, promoting improvements in quality.

**Objective:** To work in close collaboration with UCO/BRA in order to support the country office in the process of selection and follow-up of the implementation’s actions of selected civil society, making possible greater accountability, knowledge, and improvement of the NGO’s ability with writing and monitoring.

**Duties and responsibilities:**

1. Assist the Project Coordinator and collaborate with the Project Officers, Finance and Administrative Assistant, and Project Assistant in preparing and following through on requisitions, procurement requests, and other contracting and contract management tasks;
2. Write the terms of reference (ToR) for civil society selection notices and other ToRs needed in the process, getting final approval from the staff responsible for the area.
3. Provide technical support (review, clarification meetings, clarify doubts) to selected civil society organizations in the correct completion of the contract documentation.
4. Ensure full compliance of procurement activities with rules, regulations, policies and strategies including implementation of the effective internal control.
5. Collection and preparation of documents for contract issuance and payments.
6. Be in constant contact with the staff responsible for operations, being the link between this area and the program team.
7. Be in constant communication with the CSO in order to identify barriers and problems that arise during the implementation, suggest solutions and take the issues to the staff responsible for the program area and community support.

8. Support in maintaining an effective network with development partners and Government at national level and subnational level.
9. Produce a final technical report with the main results and impact.

**Time Frame:**

Start: 1<sup>st</sup> May 2021

End: 31 December 2021

The professional will work remotely in close collaboration with Brazil's office. It is a presencial position that meets the standards of distancing and teleworking in accordance with the measures adopted by the UNCT, with teleworking when recommended.

**Required:**

- University degree in International Relations, Social or Health Sciences;
- Fluency in English is required;
- Excellent writing skills in both Portuguese and English is required;
- Previous relevant experience in governmental or United Nations System is required;
- Experience with NGOs;
- Excellent interpersonal communication skills.

**Desirable:**

- Experience with the UN procurement process;
- Person belonging to the key population for HIV (LGBTI+ people, black people, people living with HIV, people living with AIDS).

**Payment Methods:** The payments will be processed, as follows: on a monthly basis and upon delivery of technical report.

**Applications:** Interested candidates must send applications to [brazil@unaid.org](mailto:brazil@unaid.org) with the "subject line": Technical and Administrative support. Please attach the following documents to your application to be considered in the selection process:

- CV
- Financial offer (in Brazilian reais/per month)

*UNAIDS supports and encourages applications from women, black people, indigenous people, people living with HIV and AIDS, LGBTI people and people with disabilities.*