



## *UNAIDS Brazil*

### **Terms of Reference**

**Project:** Support for selection and follow-up of civil society implementation actions within the UN-to-UN project second tranche

### **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

SEN Quadra 802  
Conjunto C lote 17  
Brasília - DF  
Brasil

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 seek technical support in the selection and follow-up phases of the implementing NGO's improving partner's monitoring and reporting abilities within the UN-to-UN second tranche project scope.

**Duties and responsibilities:**

1. Assist the UCO and collaborate in preparing and following specific requests, and contract management tasks.
2. Provide support to 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 support (review, clarification meetings, clarify doubts) to selected civil society organizations in the correct completion of the contract documentation.
4. Provide administrative support to the implementation of the Joint Work Plan.
5. Bookkeep, maintain filing system ensuring safekeeping of confidential materials.
6. Ensure full compliance of documentation aligned with rules, regulations, policies and strategies including implementation of the effective internal control.
7. Assist in the collection and preparation of documents for contract assurance and payments.
8. Maintain constant contact with the staff responsible for operations.
9. Assist in contacting with the CSO in order to identify barriers and problems that arise during the project implementation, suggest solutions and take the issues to the staff responsible
10. Support in maintaining an effective network with development partners and Government at national level and subnational level.

**Time Frame:**

Start: 4 October 2021

End: 31 December 2021

The professional will work in close collaboration with the UCO/BRA.

**Required:**

- University degree in international relations, management, social or health sciences or a related area.
- Minimum of 3 years of professional experience.
- Fluency in both spoken and written Portuguese and English. Excellent interpersonal communication skills.

**Desirable:**

- Previous relevant experience in governmental agencies, international organizations or the United Nations System.
- Previous work experience in management or general administrative routines
- Experience with the UN procurement process.
- Experience with NGOs.
- Person belonging to 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 until 20 September to [brazil@unaid.org](mailto:brazil@unaid.org) with the "subject line": UN to UN Agreement – Apoio de Processos. Please attach the following documents to your application to be considered in the selection process:

- CV in Portuguese or English;
- Financial offer (in Brazilian reals/per month).

*Due to the preventive measures imposed by COVID-19, work may be kept on a home office basis until there is adequate control of the pandemic by the Local Government. UNAIDS reserves itself the right not to provide equipment, internet connection, or other working tools for teleworking. All candidates wishing to apply for the position should kindly note that the provision of such tools is under their responsibility.*

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