

Terms of Reference

Puntland AIDS Commission Technical Assistance

Summary

Title	Consultant – Technical Assistance to National AIDS Commission
Purpose	To provide capacity building to Puntland AIDS commission (PAC)
Location	Garowe
Start date	8 months from start of the contract
Reporting to	AIDS Commission Secretariat Director

Background

The Puntland AIDS commission is a multi-sectoral body launched in 2005. The principle objectives of the AIDS Commissions are to coordinate, advocate, facilitate, monitor and evaluate the implementation of the Puntland's HIV/AIDS strategic and action plans. The Chairmanship of PAC is under the President with members of the commission being drawn from various government organs, civil society organizations (woman and youth organizations) and people living with HIV. One of the main aims of PAC is to mitigate any overlapping of activities and resources for the HIV response in Puntland to remain focused and coordinated to prevent new infections and ensure the lives of People Living with HIV (PLHIV) are improved.

PAC holds coordination meetings quarterly with its stakeholders and partners to identify key achievements and main constraints, to plan for the next quarter. One of the long-term goals of PAC is to mainstream HIV and AIDS to all the relevant Ministries to have a wider impact and to create awareness around prevention, treatment, and to mitigate stigma and discrimination.

The mandate of the Commissions is to oversee, plan and coordinate AIDS prevention and control activities including:

- Guide policy formulation and establishment of program priorities.
- Take the lead in national planning and monitoring.
- Spearhead advocacy for HIV/AIDS activities, including with Religious Leaders and other Government ministries.
- Identify obstacles to the national response.
- Mobilize and monitor resource allocation and utilization.
- Foster linkages among partners.
- Gather and disseminate information.
- Promote HIV related research.

The AIDS Commission do not engage in direct implementation of HIV/AIDS programs but is expected to provide strategic leadership by ensuring effective harmonization of the HIV/AIDS related activities of the various players within agreed policy and program parameters.

Since their inception, PAC has been mainly funded by the Global Fund. Under the New Funding Request grant 2018-2020, the Global Fund reduced their human resource support to 18 months from 36 months in the last grant cycle. The level of GF funding to PAC is steadily declining. With the current funding arrangement, the GF contribution has significantly reduced from July 2019. In line with this, PAC is seeking for an experienced consultant to create sustainability of the office through capacity building and resource mobilisation.

Purpose of assignment

The overall objective of the consultancy is to provide technical assistance to the AIDS Commissions to strengthen their organisational management and mobilise funds to continue the work of PAC, including for human resources.

Specific Tasks/objectives

The assignment includes:

1. Review capacity assessment conducted by IOM 4th quarter 2017, and develop and implement a realistic workplan including additional gaps and weaknesses in the operational management of PAC.
2. Support and take a lead in the development of policies, procedures and overall governance within PAC.
3. Where possible provide technical and strategic support to each department within PAC to maximise its overall objective. Where not make recommendations for specific technical support.
4. Provide recommendations to strengthen the relationship with the Ministry of Education, Ministry of Religion, Ministry of Health, Ministry of Labour and Social affairs, Ministry of Youth and Sports, Ministry of Justice and Ministry of Communication.
5. Conduct a budget analysis across PAC Ministry members including:
 - a. Familiarise yourself with budget documents and budget planning cycle, including budget documents specific to the Ministry members of the Commission and the Resident's Office;
 - b. List all the potential activities across Ministry members where AIDS Commission mandated activities could fit;
 - c. Develop an advocacy alliance to get the information you need;
 - d. Make recommendations where the AIDS Commission can leverage budget resources in other Ministry members of the Commission including for capacity gaps identified in the IOM analysis/capacity building plan.
6. Prepare advocacy briefs and advocate with the President's Office and Ministry members of the Commission to take up costs, infrastructure, and to provide secretarial support, etc.
7. Develop resource mobilization strategy, support the resource mobilization committee, develop proposals and submit to different potential donors.
8. Develop three years' strategic plan for PAC with costed work plan and operational plan.
9. Facilitate advocacy sessions with key stakeholders to promote sustainability of PAC work in Puntland.

Deliverables

1. Budget Analysis including recommendations.
2. Advocacy Briefs.
3. Advocacy Plan.
4. Advocacy Meetings.
5. At least 5 proposals submitted to different donors
6. PAC 3 years strategic plan
7. Monthly capacity building progress report

Duration & Remuneration

The assignment is for 8 months, PAC in collaboration with UNICEF will cover the Salary and DSA of the consultant.

Supervisor/overall responsibility

The consultant will be supervised by the PAC Executive Director.

Qualifications and specialized knowledge

Education: Advanced university degree in social policy, public administration, health economics, planning, development studies, and/or related field is required. Degree specifically in social policy will be an added advantage.

Experience:

- Master's degree in health economics, Public finance management, social policy, planning and financing, economics, organisational development or equivalent degree from recognized University/College or equivalent experience (at least 7 years of work experience in economics and policy work in large organizations or country/Government level);
- Experience in Somalia or other conflict or post-conflict countries;
- Demonstrated experience in budget analysis or writing analytical reports/briefs and preparing presentations;
- Demonstrated experience in programme management;
- Experience in establishing and maintaining cooperative working relationships with other organizations, and governmental agencies;
- Substantial knowledge of citizen participation, community engagement, and public outreach mechanisms and processes;
- Demonstrated ability to design and deliver related capacity building activities;
- Good interpersonal and communication skills and very good analytical skills;
- Solid experience with common Microsoft Office packages;
- Integrity, tact, discretion and demonstrated sensitivity to cultural differences.

Skills:

- Strong skills in budgetary/programme analysis, strategic thinking, project management and ability to facilitate the involvement and collaboration of a broad range of ministerial partners involved in the social sectors;
- Excellent coordination, communication, cross-cultural and negotiation skills;
- Ability to convene and work with all relevant national and international stakeholders;
- Ability to build, motivate and lead a team;
- Gender sensitivity and understanding of cultural diversity issues and cultural and social factors;
- Capacity to work under pressure and with a high degree of independence.

Conditions of Work

The Consultant will be based at PAC office in Garowe with potential travel to the sub-regional level. The post does not include benefits, only monthly salary and travel expenses.

Exit and penalty provision

This contract may be terminated by either party before the expiry date of the contract by giving notice in writing to the other party. The period of notice shall be one month; however, on grounds of misconduct by the staff or under performance, PAC shall be entitled to terminate the contract without notice.

How to apply.

Candidates should send their application to PAC HR/Admin department abdallamcc2016@gmail.com or info@pac.org.so. Deadline is 30th July 2018, only short listed candidates will be contacted.

Good Lucky

Hon Abdukadir Mohamed Ahmed
PAC Executive Director