

## **Terms of Reference (ToR)**

Service Package: 15-1: Développement of HIV/AIDS Training Module

### **1. Introduction of the procurement entity:**

AIDS/ STD Programme (ASP) of the Ministry of Health and Family Welfare is the government agency responsible for implementing the HIV prevention and control programs. ASP has been developed a five year National Strategic Plan for the 2018- 2022 which has recently updated in inclusion of epidemiological changes and extended to 2023. This plan will be implemented during the Health Population Nutrition and Sector Programme (HPNSP) followed the objective to prevent HIV infection from gaining a larger foothold within key populations and to control its spread into general population, without stigmatizing the high risk populations. The Government of Bangladesh responded to HIV and AIDS from the first case detected in 1989, by forming the National AIDS Committee (NAC) and developing the first AIDS policy. Subsequently, several policy documents have been developed to guide the national HIV and AIDS Program interventions. The AIDS/STD Programme (ASP) is one of the wings of Directorate General of Health Services (DGHS) under the Ministry of Health & Family Welfare (MOHFW) responsible for coordinating with all stakeholders and development partners involved in HIV/AIDS program activities throughout the country.

### **2. Context of developing training module**

A training program allows strengthen those skills that each employee needs to improve. A development program brings all employees to a higher level so they all have similar skills and knowledge. This helps reduce any weak links within the organization who rely heavily on others to complete basic work tasks. Considering the important of training execution ministry of health and family welfare recommended to extend the time duration of the courses along with a module/ manual. A trainers instruction manual always helps to maintain the quality of the training courses. Under the 4<sup>th</sup> OP, ASP has taken initiative to develop and update its regular training courses.

### **3. Objective:**

The major objective of this assignment is to update and develop 5 several training modules to maintain the quality of the training course related to HIV/ AIDS response for different level of health service providers.

#### **Specific Objectives:**

1. Update the existing training module of Basic on HIV/ AIDS for clinicians and Nurses/ MT and other staff for imparting training course in different tiers



2. Develop training module for the field workers of health and FP (CHCP, HA, FWA, Peer educator, etc) regarding HIV case detection and effective referral for diagnosis and treatment
3. Update and develop a training module for HIV testing and counseling for different level of staff including MT lab, Counselor, nurse, FWV/ FP staff, etc
4. Develop a comprehensive training module for master trainers on different aspect of programme that includes HIV, STI, HTS, ART, BCC/ Counseling, facilitation skill, etc for the potential trainers

**4. Activities (Module will be used by trainers):**

SL	Name of the module	Duration of the course	Potential Participants
1	Basic training on HIV/ AIDS	3 days	MO/ Physicians
2	Basic training on HIV/ AIDS	3 days	Nurse, MT, counselor, MA, HA, CHCP, FP staff
3	HIV case detection and effective referral for diagnosis and treatment	2 days	CHCP, HA, FWA, HI, Peer educator and other field staff of health and FP
4	HIV testing and Counseling	3 days	Nurse, MT, counselor, MA, HA, HI, CHCP, FP field staff
5	TOT of Master Trainers	4 days	Physicians/ others

**5. Methodology/ Approach**

- Desk review and analyze all the necessary documents and existing training modules, training materials; relevant national and international evidence, documents, policies related to HIV/AIDS and STD program.
- Interview with potential participants to identify the content of courses by analyze the gap
- Carry out a stakeholder analysis to bring out the roles and responsibilities of key trainee.
- Gap analysis in terms of knowledge attitude and skill of the staff
- Mapping out the issues and identify the priorities in line with the objectives and contents
- Select and finalize the training/modules objectives, contents, methodology, session plan
- Planning meeting with stakeholders for selecting objective, contents, etc
- Sharing draft modules with key experts for review
- Workshops/meetings with the expert group for validation of modules
- Incorporation of the feedback and recommendations from the reviewers/experts (if necessary)
- Submission of the final version (10 copies) of the module and event completion report

**6. Deliverables**

1. Inception report and completion report
2. Expert workshop attendance sheet
3. Reviewer comments sheet
4. 10 copies of each final versions module

**7. Organization/ Consultant Qualification: Attached all the below documents with the proposal**

- Consultant organization must have registered by government (GoB) entity at least 4 years
- Must have valid VAT registration and Tax certificates
- Organization must have relevant experience in imparting training course and developing module on any subject of health, Tuberculosis, HIV/ AIDS,FP, Nutrition sector
- Must have skill manpower in the relevant area (training methodology, HIV/ AIDS, STD, ART, BCC, etc)
- Working experience with health sector of GoB is preferable
- Last 3 years audit report

**8. Submission Procedure:**

Interested organization will be required to submit the request for proposal (RFP) technical proposal (1 original with 2 copies) and financial proposal (1 original and 1 copy) to the address mentioned below, technical and financial proposal will be sealed separately and keep in one packet and submit on 26/11/2020 at 12.00 PM (BST). On same date at 12:30 pm. the technical proposal will be opened in presence of bidders. In case of any unavoidable circumstances such as strike, civil commotion, Govt declared holiday etc, RFP will be received and opened on the following working day.

The organizations will be selected based on the QCBS method basis in accordance with the procedures set out in the PPA 2006 and PPR 2008 of GoB . Applicant has to attached all the relevant evidence that proves their eligibility criteria, last 3 years audit report, proposed CV and mentioned requirement in the ToR.

All the eligible and interested parties are requested to collect the RFP documents from the following office address from 01 November to 19 November, 2020 from 9:00 am to 5:00 pm after submitting the treasury challan of deposited Tk 500/= for per schedule in the Sonali Bank/ Bangladesh Bank vide code no- 1-2711-0000-2366. A pre bid meeting is scheduled on 09 November,2020 at the ASP office at 11:00 a.m.

9. Evaluation criteria / marking on the Technical Proposal (as per standard RFP- PS5, CPTU)

10. **Address of Official inviting RFP:** Director (MBDC), Line Director, TB- Leprosy and AIDS/STD Programme (TB-L & ASP), DGHS, 4<sup>th</sup> floor, Old building of DGHS, Mohakhali Dhaka-1212, Bangladesh

**Official website:**<http://asp.portal.gov.bd/>**email:** [stdaids2008@gmail.com](mailto:stdaids2008@gmail.com), Tel: 9853263

**Time line of the assignment:** maximum 4 months from the date of work order within financial year of 2020- 2021