



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

**I. Post Information**

Title: TA for Periodic Review (formerly known as Phase 2) Application - Global Fund Grants TB

Current Grade: **Consultant IC**

Source of Funding: GFATM TB grant

**II. Background**

Through its partnership with the Global Fund to Fight AIDS, Malaria and Tuberculosis (Global Fund), UNDP provides financial and programmatic oversight for Global Fund grants in circumstances where no suitable national Principal Recipient (PRs) exists. UNDP supports countries' efforts to improve management, implementation and oversight of Global Fund grants while strengthening financial and procurement capacities of national Principal Recipients and Sub-Recipients. As Principal Recipient in 26 countries, UNDP is currently managing 63 grants totaling US\$ 886 million for a two-year period and over US\$1.4 billion during the grants' lifetimes (up to five years).

Given the importance of this partnership, UNDP strives to provide high value-added services to governments and the Global Fund, both in its role as PR, in expanding capacity development for future PR, and increasingly as a technical partner to governments implementing Global Fund grants. UNDP also provides advisory services to UNDP country offices regarding Global Fund supported projects, including supporting grant closure efforts.

The UNDP wishes to support Country in its efforts in developing the second phase documents to be submitted to GFATM, specifically in the area of technical programmatic and M&E domain.

Consequently, UNDP is soliciting applications from consultants who have experience in Request for Continued funding (Phase II) applications to assist the Country office of Sao Tome and Principe and National TB Programme in submitting its application for Phase II for the TB Grant (R8).

### III. Objectives / Expected Outputs

#### Objective

The objective of this consultancy is to provide the necessary assistance to the program unit of UNDP, to the national TB programs and partners to ensure that the timely submission of the Request for Continued Funding application Phase 2 application for TB.

#### Tasks

The selected consultants will be expected to provide the necessary assistance to the individual program unit to prepare quality documents for the relevant parts of the Request for Continued Funding application ( TB phase 2, round 8 ) in accordance with the specific grants' deadlines:

The specific duties and responsibilities of the consultant are as follows:

- To assist with the development of Request for Continued Funding application documents for Grant Agreement STP-809-G04-T, tuberculosis, specifically the CCM Request for Continued Funding in line with the requirements of GFATM
- To assist the UNDP GF Programme Management Unit (PMU) in preparing Workplan and Budget for Phase II application
- To proofread the final application before its submission to the Global Fund Secretariat.

#### Expected Outputs

1. Continued Funding application documents drafted and proofread before official submission to GFATM Secretariat
2. Workplan and budget for Phase II drafted

### V. Duration and Details

#### Duration:

1. From July 25<sup>th</sup> to August 10<sup>th</sup> , work to be held in the Country;
2. From August 10<sup>th</sup> to 14<sup>th</sup> , working online for proofread final documents

#### Conditions:

1. Consultancy fees will be based on years of experience in accordance with UN rate and will be paid upon completion of the tasks and submission of the expected outputs, outlined above.
2. Return Ticket according to UNDP travel rules and procedures
3. DSA for effective days in the Country

#### Support:

1. The international consultant will be working with a local consultant with financial profile to share the duty;
2. The national TB program and the PMU will be available to collaborate.

#### IV. Education, skills and experience

Education:	<ul style="list-style-type: none"><li>• Advanced University Degree, management, public health, or a development related area.</li></ul>
Experience:	<ul style="list-style-type: none"><li>• At least 5 years proven experience on the implementation of Global Fund grants with UNDP and/or on preparation of documents for GFATM ( SSF; round application, Phase II)</li><li>• Experience with tuberculosis program in Africa</li><li>• Previous experience in developing CCM request for Continued Funding application</li><li>• Excellent communication skills, both written and verbal.</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in French <u>or</u> Portuguese;</li><li>• Capacity to develop the CCM request for continued Fund in English and/or French.</li></ul>

#### Other Details

The candidates interested in this consultancy that meet the requirements should send their CV, P.11 form (Personal History Form) to [rosa.marques@undp.org](mailto:rosa.marques@undp.org) no later than July 23rd .

UNDP encourages the application of all individuals regardless of race, nationality, religion, gender or sexual preference.