

Terms of reference

Consultants\Organizations to conduct the assessment of the sustainability of opioid agonist therapy (OAT) in the context of donor transition in Republics of Belarus, Moldova and Tajikistan

Background

In 2019 the Eurasian Harm Reduction Association (EHRA) has developed the approach and tools for countries to assess the sustainability of opioid agonist therapy (OAT) programs within the context of transitioning out of Global Fund, and other donor, support. This assessment covers the current situation, progress achieved, risks, and opportunities for sustainability with a focus on programmatic aspects of OAT.

EHRA is looking for the national level consultants\organizations to conduct the assessment of the sustainability of OAT programs using the EHRA developed assessment framework and methodology in Belarus, Moldova and Tajikistan. Assessment will be conducted in each country separately; one consultancy contract will be signed for assessment in each country.

Tasks for the consultant\organization under this ToR

The consultant\organization is expected to conduct the national assessment process in accordance with an Assessment Guide “Measuring the sustainability of opioid agonist therapy (OAT)” to be provided by the EHRA. The assessment process should include the next 3 stages:

1. Preparation stage

At this stage the consultant\organization is expected to conduct the planning and revision\adaptation of the OAT Sustainability Assessment Framework and methodology to the national needs. To do that it is strongly recommended to establish and engage an advisory group composed of 3-7 members from different sectors and bringing a combination of expertise in the issue areas.

In particular, the revision and adjustment of the tools provided in the Part 3 of the EHRA Assessment Guide are recommended, including:

- Outline of the report (Annex 2 of the Assessment Guide);
- Instruments for structuring the collected information from the literature review and interviews (and focus groups, if any) (Annex 3 with the instructions for all instruments, 3.A, 3.B, and 3.C); and,
- Interview guide (Annex 4 of the Assessment Guide).

Adjusting the first two instruments – the outline and the instruments for structuring information – is recommended to be undertaken first. The changes in the interview guide should follow the main desk review (see Section 2.2.1. of the Assessment Guide) once available and missing information is identified.

2. Assessment stage

To conduct a thorough and comprehensive assessment, the following steps must be undertaken:

- Throughout the data collection process, use the annexed tables to assess **each indicator for each sustainability issue area** (see Annexes 3.A, 3.B, 3.C of the Assessment Guide) and the outline of the report (Annex 2 of the Assessment Guide);
- To conduct the collection of quantitative and qualitative data through a **desk review** (see the Section 2.2.1 of the Assessment Guide);
- To conduct the collection of quantitative and qualitative information through **interviews with selected key informants** (see Section 2.2.2 of the Assessment Guide) and focus group discussions (see Annex 5 of the Assessment Guide); and,
- To prepare the **quantitative information** for the inclusion into the report.

Guidance on how to complete each of the above key steps is provided in relevant sections of the EHRA Assessment Guide “Measuring the sustainability of opioid agonist therapy (OAT)”.

In accordance with the OAT sustainability framework, the focus of all of these steps should be around the next three issue areas of sustainability: Policy & Governance, Finances & Resources and Services.

3. Producing the report

Once the assessment has been conducted, the consultant\organization is expected to compile the data and draft the report. Conducting data verification will be required with the support of the Advisory Group – more guidance on that could be found in the Assessment Guide.

A report outline is provided in Annex 2 to the Assessment Guide. The report should include contextual sections, findings and conclusions for each of the issue areas as well as general conclusions and recommendations to government institutions, practitioners, civil society, technical partners and donors.

Also, as EHRA considers the assessment of the sustainability of opioid agonist therapy (OAT) in the context of donor transition to be conducted within the frames of this ToR as a piloting of the developed by EHRA OAT sustainability assessment framework, methodology and tools, EHRA is expecting the sub-contracted consultant\organization to formulate and provide EHRA with a feedback and recommendations on the improvement of the EHRA OAT sustainability assessment framework, methodology and tools. Feedback and recommendations should be submitted as a separate document in addition to the report.

Deliverables:

The report on the results of the assessment of the OAT sustainability in the context of the Global Fund transition in one of the piloting countries – Belarus, Moldova and Tajikistan - in accordance with the preliminary agreed outline. The report should include the annexes which will include information on the detailed methodology, the list of respondents and an overview of measurement scoring of sustainability. Other annexes could be included as well if relevant.

Additionally, feedback and recommendations on the improvement of the EHRA OAT Sustainability Assessment Framework, methodology and tools should be provided in a separate document.

The language of the resulted documents should be **Russian**.

Timeframe

- The Preparation stage should be completed by 10.02.2020. The report outline, instruments for structuring information and interview guide should be agreed with the EHRA in case they are changed/adjusted. List of the advisory group members should be agreed with EHRA as well by that date.
- The Assessment stage should be completed by 05.03.2020.
- The draft report should be provided to the EHRA colleagues for the review and feedback by 15.03.2020.
- The feedback and recommendations on the improvement of the EHRA OAT Sustainability Assessment Framework, methodology and tools should be submitted by 15.03.2020.
- The final report should be submitted by 27.03.2020.

Payment

Payment for the work of the consultant\organization under this ToR will be decided based on the results of the tendering process. The work under this ToR for the national expert should not exceed 12 working days altogether per country over a period of three and a half months including the conduction of the desk review, key informant interviews, focus group discussions and development of the report. The daily rate should not exceed 350 USD per day (including taxes). The stated daily rate should be confirmed by the consultant. The final daily rate could be the subject to agreement between the parties. In case the consultant can't confirm the stated daily rate or EHRA is not being able to agree the daily rate with the consultant, EHRA reserves the right not to sign the contract with the expert and approach the next candidate in line in accordance with the results of the tendering process.

In case of the organization the total contract cost should not exceed 4 200 USD (including all taxes).

Requirements to the consultant\organization

Submitted applications from individual consultants will be evaluated by a selection committee at the Eurasian Harm Reduction Association. To assess the tender applications, the following criteria will be used (maximum amount of points for each criterion):

- High level of knowledge of OAT programs in one of the piloting countries – Belarus, Moldova and Tajikistan - including their programmatic, organizational, financial and political aspects (should be clear from the Letter of Interest); (20 points maximum)
- Good knowledge of the Global Fund transition related processes taking place in country under consideration. The experience of the country under consideration, regional or global level involvement in such processes in highly appreciated (should be clear from the Letter of Interest); (15 points maximum)
- Experience in collecting data, writing such kind of analytical reports and preparing the recommendations (should be clear from the Letter of Interest); (20 points maximum)
- Professional contacts with OAT experts in the country under consideration as well as with OAT clients, capability to target key persons for this task (should be clear from the Letter of Interest); (15 points maximum)
- Proficiency in Russian, native language of the country under consideration and English (preferably); (10 points maximum)



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- Optimal daily rate (20 points maximum)

Applications submitted by the organizations will be evaluated by a selection committee at the Eurasian Harm Reduction Association. To assess the tender applications, the following criteria will be used (maximum amount of points for each criterion):

- Operating experience of the organization with regard to OAT or other related areas in the focus country in the past 4 years (should be clear from the Letter of Interest); (20 points maximum)
- Understanding of the organization of the Global Fund related sustainability and transition processes taking place in country (should be clear from the Letter of Interest); (20 points maximum)
- Operating experience of the organization with regard to conducting\coordinating the similar kind of the analytical work in the past (should be clear from the Letter of Interest); (20 points maximum)
- Professional competencies of the expert(s) suggested by the organizations to complete the tasks under this ToR (see the requirements of the individual consultants above); (20 points maximum)
- Optimal contract cost (20 points maximum)

The maximum possible amount of points is 100.

How to apply

The individual consultants are invited to submit their CV, Letter of Interest and the completed Daily Rate Form (daily rate should be stated in USD and include taxes) by e-mail referenced under title "Consultant to conduct OAT sustainability assessment in [please identify one relevant country from the list]" to ivan@harmreductioneurasia.org by COB 19 of January 2020 24:00 EET.

The organizations are invited to submit the documents confirming their legal status and the date of registration, Letter of Interest (in which the suggested cost of the contract should be stated) and CV of the expert(s) expected to complete the tasks under this ToR by e-mail referenced under title "Organization to conduct OAT sustainability assessment in [please identify one relevant country from the list]" to ivan@harmreductioneurasia.org by COB 19 of January 2020 24:00 EET.