

Call for international consultant Terms of Reference

**Capacity development of ILO constituents in Africa on the Global Fund to Fight
AIDS, Tuberculosis and Malaria**



**International
Labour
Organization**



Terms of Reference

Capacity development of ILO constituents in Africa on The Global Fund to Fight AIDS, Tuberculosis and Malaria

The attached Terms of Reference (i) provide background information on the ILO initiative with the Global Fund to fight AIDS, Tuberculosis and Malaria (ii) describe the assignment objective (iii) describe the scope and duration of the work and (iv) list the qualification of the required profile.

I. Background and Rationale

During the ILO 337 session of the Governing Body (Oct 2019) ILO presented “The ILO’s response to HIV and AIDS: Accelerating progress for 2030” ([Ref: GB.337/POL/1](#)) adapting the world of work response to HIV and AIDS to the changing environment. In their comments ([GB.337/POL/PV](#)) the Governing Body members indicated, among others:

- 1) The need for a clear and results-oriented strategy on mobilizing funds from outside the regular budget (Para.11)
- 2) That tripartite constituents should be strengthened to play a more central role in the fight against the epidemic, giving non-governmental organizations (NGOs) a more complementary role (Para. 13)
- 3) That the GB would welcome further information on how the Office planned to revitalize its relations with the Global Fund and to expand public–private partnerships (para.18);

It was agreed that there was a potential for a better representation of the world of work in the Global Fund dialogues and mechanisms at country levels. The need to engage in a dialogue with ILO constituents was also agreed upon to determine the support needed from the Office. This Terms of Reference addresses the need to realise this objective. With a view that a subsequent programme will be developed for Francophone African Countries, but that is not in the scope of this assignment.

II. Purpose of Assignment

The purpose of the consultancy is to mobilize an expert with a robust expertise on capacity development methodologies and tools (including online ones) and knowledge of the Global Fund mechanism. The consultant will provide guidance, advice, and support the design of the training



material in English to be delivered in Africa. She or he will act as a resource person for the capacity development initiative.

This Terms of Reference invites interested individual consultants to submit their CVs and a technical proposal indicating how they would recommend the capacity development initiative to be conducted for the benefit of ILO constituents in Africa (Workers organizations, Employers' organization and representatives from Departments in charge of labour). She or he would include a financial proposal that outlines their daily fees.

III. Learning Outcomes

Key expected outcome from the initiative is that ILO constituents in Africa improve their involvement in National proposals In Global Fund formulation in 2022-2023 (Baseline not available yet, but will be collected during the initiative).

IV. Methodology

The regional training will combine the following methodologies:

- 1) Communication and advocacy;
- 2) Capacity development on Global Fund mechanisms and tools;
- 3) Sharing of good practises in the region;
- 4) Creating a community of practice in Africa.

V. Indicators

The initiative will be measured using the following indicators:

Activity indicator: Number of constituents (by country, constituency and gender) that participate in the capacity development initiative, by the end of November 2021.

Output indicator: Number of ILO constituents (by country, constituency and gender) that completed the capacity development program on Global Fund mechanisms by 25th of December 2021.



Outcome indicator: Number of constituents in Africa (by country, constituency and gender) that participate in Global Fund national dialogue with a view to increase the world of work component in the national submission, by Dec 2023.

VI. Scope of Work

The Consultant is expected to support the HIV regional specialist in Africa to prepare and conduct a one-day capacity development initiative. Her or his specific tasks will take place before, during and after the capacity development initiative; which is planned to take place between October and November 2021 remotely.

VII. 3.1 Assignment and Specific Tasks

In particular, the Consultant is expected to provide technical support and guidance before, during and after the capacity development session. The consultant is expected to work for 40 days; during the period between September 2021 to mid-December 2021. More specifically, she or he is expected to fulfill the following assignment:

3.1 Before the capacity development initiative

- i) Exchange with the HIV Regional specialist, the GEDI relevant colleagues, the Regional office in Africa to agree on the capacity development tools;
- ii) Prepare a survey template for the capacity need assessment of ILO constituents;
- iii) Collect from ILO constituents the key challenges they met and the good practices that could be shared;
- iv) Consolidate the responses received and produce the summary report “good practices and key challenges”;
- v) Develop detailed training material including presentations, quiz in English.

3.2 During the capacity development initiative

- i) Act as the main resource person and co-facilitator for the capacity development sessions

3.3 After the capacity development initiative

- i) Prepare the capacity development evaluation template; and have it approved;
- ii) Conduct the capacity development validation to analyze the quality and appropriateness of the tools learning processes and activities.
- iii) Produce a summary report of the capacity development session with at least the following: Participants profiles and contacts; learning package, summary of evaluation and key recommendation for ILO on the way forward.



- iv) Produce indicative guiding material for ILO constituents at country level (Data to be collected, check list, template for World of Work (WoW) potential contribution in Global Fund national Dialogue).
- v) Provide support to constituents on an ad hoc basis using the online platform for 4 weeks after the training.

VIII. Deliverables and time Frame

The consultant will be expected to deliver the following:

3.1 Before the capacity development initiative

- i) A capacity need assessment template using an electronic platform is made available before the end of September 2021
- ii) Develop detailed training material as agreed, before the interactive session and no later than 15th of October 2021.
- iii) Produce a World of Work key challenges and the good practices while engaging with Global Fund in Africa” summary ; Before end of November 2021

3.2 During the capacity development initiative

- i) Lead the capacity development session, no later than End of November 2021

3.3 After the capacity development initiative

- i) A validation template is provided no later than 7 days after the end of the session and no later than end of November 2021
- ii) The summary report of the capacity development session with at least the following: Participants profiles and contacts; learning package, summary of evaluation and key recommendation for ILO on the way forward is produce no later than December 3rdth 2021.
- iii) Indicative guiding material for ILO constituents at country level is produce, no later than Dec 3rd 2021.
- iv) Facilitate at least 2 session on the online platform for the benefice of ILO constituents, no later than December 3rd 2021

The consultancy is expected to take place for approximatively 40 days on a part time basis during the period between September 2021 and December 10th, 2021.

IX. Required Qualifications and Experience

The Consultant is expected to have the following qualifications and experience:



- a) To demonstrate at least ten years of expertise in planning and conducting capacity development programs; including pedagogical design, adult centred learning, good facilitation skills, expertise in remote learning strategies and tools.
- b) At least two years' experience in designing online and remote learning;
- c) Knowledge of ILO areas of activity such as social protection, transition to formal economy;
- d) To have a proven expertise in project formulation and Result Based Management;
- e) Fluent in spoken and written English;
- f) Proven communication skills both oral and written;
- g) An experience in using the following tools would be an added value: Tool to conduct surveys (such as Survey Monkey or google survey) and tool for digital workspace for visual collaboration (such as Mural)
- h) An expertise in the Global Fund submission would be an added value (Consultant, CCM member, relevant work experience with the Global Fund)

X. Contract Administration

The Consultant will work under the overall supervision of the ILO Director in Pretoria and under the direct supervision of the Regional specialist on HIV and AIDS.

XI. Documentation

Applicants should include the following documentation:

- 1) A Cover Letter
- 2) A CV/resume
- 3) A technical proposal indicating how they would recommend the capacity development initiative to be conducted for the benefit of ILO constituents in Africa (Workers organizations, Employers' organization and representatives from Departments in charge of labour).
- 4) A financial proposal that outlines the daily fees.

XII. Application

Interested candidates are invited to submit their applications by 27rd August 2021 to ameur@ilo.org with a copy to the Pretoria@ilo.org