

Request for proposals- support to the NGO delegation to the Programme Coordinating Board (PCB)

UNAIDS is seeking outside technical assistance to complete a number of discrete tasks arising from a comprehensive review of the NGO function within the UNAIDS board and governance structures presented at the 20th Programme Coordinating Board (PCB). The review resulted in a number of concrete decisions for action by the board. Several pieces of work recommended by the review of NGO participation in the PCB fall between the responsibility of the Secretariat and the work of the communication facility proposed in decision 9.1. To ensure that these recommendations are carried out and lay the groundwork for the proposed communication facility, UNAIDS and the NGO delegation propose that a short term consultant is hired with the following terms of reference.

Terms of Reference

In close collaboration with the PCB NGO delegation and UNAIDS CSP:

1. Develop an NGO delegate's manual to form the basis of the orientation for new PCB NGO delegates
2. Re-write the terms of reference for the NGO delegation in the form of a clear and succinct 'job description'. E.g. Clarify areas of current confusion (such as whether delegates stand as individuals or organizations and how/why tenure is extended)
3. Develop a strong vision, principles and code of conduct and performance appraisal system for the NGO delegation that is formally signed up to by all members and discussed at every orientation
 - a. In particular, ensuring that these refer to and complement the Code of Good practice for NGOs responding to HIV/AIDS
 - b. Outline, for example action to be taken if a delegate does not consult with constituents of actively participate in NGO delegation or PCB meetings
4. Present the code of practice, revised terms of reference to the PCB NGO orientation meeting which will take place in Geneva in December 2007. Based on feedback from the NGOs the consultant will revise and finalize the documents.

Outputs by 1st December 2007

- 1) Delegates manual
- 2) Terms of reference document including delegate job description
- 3) Vision, mission, principles statements
- 4) Code of conduct
- 5) Performance appraisal system

Proposals should contain a budget outlining daily rate, number of days and communication costs and should be received by the Secretariat by close of business 31 July 07. Proposals should be sent to csp@unaids.org

Deadline for submission extended until 10 August 2007

Process

The consultant will be engaged by UNAIDS and will report to a project steering committee made up of PCB NGOs and UNAIDS Secretariat. The consultant will be required to prepare a workplan and time line for approval by the steering committee and will report to the steering committee on a regular basis