



Request for Proposals

UNAIDS

Resource needs country estimation and validation workshops

Deadline for submission:
24 October 2008, 5.00 pm

Background information on UNAIDS

The Joint United Nations Programme on HIV/AIDS (UNAIDS) supports and coordinates the efforts of ten cosponsoring United Nations system organizations and works with a wide range of other partners in the global response to AIDS. For further information on UNAIDS please refer to the UNAIDS website at www.unaids.org

Requirements under this Request for Proposal

UNAIDS developed estimates for 134 low- and middle-income countries on the *Financial Resources required to Achieve Universal Access to HIV, Prevention, Treatment, Care and Support*. These estimates are based on the type of epidemic and nationally established targets using the latest available data. More information on resource needs for HIV and AIDS are available at: <http://www.unaids.org/en/PolicyAndPractice/ResourcesAndFunding/default.asp> .

The UNAIDS, AIDS Financing and Economics Division has produced updated global estimates and is now planning to have these estimates validated by the countries in order to gradually replace the estimates using globally set targets, scale-up rates and populations in need.

Contacts and Procedures

The proposals must be written in English and be separated into two components: a technical and a financial bid. The proposal should be sent in a sealed envelope to the following address:

Chief, Budget, Finance and Administration
Department of Resource Management
UNAIDS
20, avenue Appia
1211 Geneva 27
Switzerland

Outside of the envelope the reference: “**SEALED BID - DO NOT OPEN**” should be added in large letters with the following reference: **EMP/AFE/RTN/CAF/24.10**. Bids should be received in UNAIDS by close of business on Friday 24 October 2008, at the latest.

Documents Provided and Confidentiality

The information contained in this RFP and any other information furnished by UNAIDS as part of the RFP process, must be treated as confidential and no use, other than for the purpose of responding to this RFP, is authorized. All documents provided by Vendors to UNAIDS in respect of this RFP will be treated as confidential.

Evaluation of Proposals and Vendor Qualifications

All Proposals received by the specified Closing Date and Time, will be evaluated by an Evaluation Panel composed of UNAIDS Officials from HQ Geneva. Only those Vendors with sufficient appropriate experience for performance of work relevant to this RFP, depth and quality of staff, financial strength and stability, will qualify for further consideration and short-listing.

To assist in the evaluation and comparison of Proposals, UNAIDS may, at its discretion, ask a Vendor for clarification of its Proposal. The request for clarification and the response shall be in writing.

UNAIDS reserves the right to:

- Award the Contract on the basis of the UNAIDS' particular objectives
- Award the Contract to a Vendor of its choice, even if its bid is not the lowest
- Award separate Contracts for parts of the work to one or more Vendors of its choice, even if their bids are not the lowest
- Not award any Contract at all UNAIDS also reserves the right to negotiate the terms of the Proposal(s) made by one or more Vendors of its choice, including but not limited to negotiation of the price quoted in such Proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

There is no obligation by UNAIDS to reveal, or discuss with any Vendor, how a Proposal was assessed, or to provide any other information relative to the evaluation process. Vendors whose Proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation. Proposals shall remain valid for a minimum period of 60 calendar days from the Closing Date.

Terms and Conditions

Any order resulting from this RFP shall be subject to UNAIDS General Conditions of Contract (provided as part of this RFP process). This RFP, together with the selected Vendor's Proposal, shall form an integral part of the Contract, it being understood that any and all of the Vendor's (including Vendor's partners) general and other contractual terms and conditions, regardless of whether they are included or referred to in the Proposal, invoices or other documents accepted by UNAIDS, will by this reference automatically be excluded from the Contract and shall have no force and effect whatsoever between the parties (unless, but only unless and only to the extent any such terms or conditions have explicitly been agreed to by UNAIDS in writing). Any expenses incurred in formulating a Proposal to this RFP will be borne by, and are the sole responsibility of, the Vendor.

All prices and charges must be quoted in US dollars. Vendors are expected to examine all instructions, forms and specifications associated with this RFP. Failure to furnish all information required by the RFP and associated documents, or submission of a Proposal which does not comply with these documents will be at the Vendor's risk and may affect the evaluation of the Proposal.

Technical Requirements

Resource needs country estimation and validation workshops

Background

In September 2007, UNAIDS published its latest estimate of global resource needs for an adequate response to HIV and AIDS in 132 low- and middle-income countries. The estimates revealed that even with the remarkable expansion of funding in recent years, there remains a gap between amounts available and amounts needed. Still more generous international donor support and still more dedicated in-country resource mobilization need to be encouraged if the MDG goal of ending the expansion of the disease by 2015 is to be realized. Achieving universal access by 2010 will require a still greater magnification of fund-raising efforts.

In support of that effort UNAIDS plans to sponsor a series of regional workshops to validate the resource needs estimates with actual inputs from the country strategic plans. This effort will seek assurance that plans are developing in a consistent manner with agreed global objectives. These Workshops will validate regional efforts where appropriate and call attention to the need for enhanced capacity to act where necessary. One of the final products will be the publication in internet of the national estimates as a first step in helping national and international organizations in the policy-planning process. To manage and implement these meetings, UNAIDS has prepared and issued this request for proposals (RFP). Its objective is to describe the tasks that must be performed and to clarify for potential executing agencies the main requirements for this work.

The text below begins by recalling a similar effort in the wake of the UNGASS 2001 Declaration of Commitment. The main outlines of the tasks to be performed and a notional timetable follows. Finally, the text gives the guidelines on approaches that potential executing agencies responding to this RFP will have to take.

Resource Needs Workshops, 2002-2004

Soon after UNGASS specialists on resource needs met to discuss procedures that could be used to assure that country plans were broadly consistent with the scaled-up programs recommended at the UNGASS meeting. With support from Inter-American Development Bank, the Institute of Public Health, Cuernavaca, Mexico, organized a planning exercise in January 2002. In October 2002 national program managers from about twenty Latin American and Caribbean countries met to review and refine their national plans and compare them to the program cost estimates developed by the Resource Needs Model.

In November 2002, this time with support from World Bank, specialists met with national AIDS program managers from nine countries of the Europe and Central Asia region in Minsk, Belarus, to review their program budgets and identify gaps in proposed outlays and needed scale-up actions.

Two Asia and Pacific workshops co-sponsored with Asian Development Bank followed in September 2003, both held in New Delhi. Twenty countries of the region sent delegations of one to four persons to review each government's plans against the outputs of the resource needs model estimates.

There followed three workshops in Africa. The first was held in cooperation with the UN Economic Commission for Africa in Addis Ababa, Ethiopia, 3-5 March 2004, the second in Cotonou, Benin, 8-10 March 2004, and the third in Johannesburg, South Africa, 19-22 April 2004. Technical specialists from more than thirty countries participated in one or more of these workshops.

This work helped set the stage for increased financial support for the fight against AIDS. It now must be followed by still more vigorous efforts if agreed goals of Universal Access and achievement of MDGs are to be reached.

The Tasks Ahead

A new series of regional workshops can provide essential support to the ongoing tasks of assembling the resources and human capacity needed to reverse the spread of HIV and AIDS. Resources, as always, are scarce and must be deployed in the most cost-effective manner possible. Regional workshops may offer a better choice than global meetings as they can be adapted to more efficient travel and language capabilities.

The earlier series of workshops focused on any gaps between planned program scale-up by country authorities and the presumed required program expansion envisaged in the Resource Needs Model. Of equal importance for the task ahead is a sound presentation of existing country programs. The managing organization must seek a reasonably complete accounting of all sources and uses of funds dedicated to HIV/AIDS interventions in each country. In the best of cases, that accounting would cover recent period outlays from 2001 through 2007. A full accounting would include the principal sources of funds and the uses to which those funds were allocated in each year. Sources would generally include government tax revenues, donor contributions to both governments and local entities such as NGOs, and out of pocket payments by households for the purchase of goods and services aimed at intervening against HIV and AIDS. The main categories of fund allocations, namely, prevention, care and treatment, and mitigation or social support will probably offer adequate detail for most purposes. More specific detail on such components as purchases of condoms, drugs for anti-retroviral therapy, and other important agreed categories of spending may also be usefully developed.

A specific concern of UNAIDS is the analysis of unit costs and the manner in which such costs are estimated and applied in country settings, as well as how they are used as proxies for unknown prices in other countries. Unit costs for many of the forty or so interventions identified in the Global Resource Needs Estimates (GRNE) must be the subject of intense and careful study and

ongoing review, as such costs for selected interventions (e.g. ART) have and will in future vary substantially with time and place.

The capacity of prospective managing organizations to be responsive to the information needs of UNAIDS and its Resource Tracking, Needs and Costing Team (RTN) will play a significant role in judgments about which organization can best implement the work outlined in this RFP.

This review of the tasks ahead presupposes that a competent organization will manage and implement all the tasks described. The organization must have at its disposal management skills, technical specialists, and logistics control sufficient to handle a series of regional workshops. The organization's work would include substantial preparatory efforts, organization and management of up to ten regional workshops, and follow-up preparation of reports and recommendations. In addition, a good understanding of the specificities of each region with practical experience in each of them will be considered as an asset.

Time table

Prospective Timetable of Activities. The project focuses on a sequence of country visits, regional workshops, and follow-up reporting on the results of the workshops. The utility of this effort will depend substantially on its timely execution. The work plan offered here should be completed in less than 6 months from countersigning the original agreement to the execution of work. The time table of activities attached as Annex I offer a description on how the project should be implemented. Each task stated in Annex I must be precisely respected, but a different schedule can be proposed for the execution of the tasks in the proposal.

Effective preparation to the Workshops. This will be essential to assure maximum utility of the workshops themselves. The following points merit consideration:

- Project staff will enter in contact with each country and workshop participants in advance of each regional workshop. The purpose of such communications includes
 1. assuring availability of relevant sources and uses data;
 2. clarifying what information must be brought by country participants to the workshop;
 3. contacting senior authorities to seek support for any changes in resource allocation or accounting procedures after the workshop with a view to upgrading the level of country response;
 4. providing electronic workbook and manuals;
 5. providing previous country estimates.
 6. requesting all the necessary information to produce revisited estimates including demographic, epidemiologic, service costs and projected scale-up rates.

- Data must be assembled on a country and regional basis to assure that such information is put to sound use in each of the workshops. The follow-up reporting on results and needs must then take into consideration the following three key areas:
 1. Unit cost data (including country data on costs and prices paid by the Global Fund and other donors for prevention and treatment)
 2. Target populations (general populations and key populations)
 3. Scale-up rates by year and intervention.
- Project staff will develop and maintain a roster of specialists for each region and country that can offer technical inputs beyond those directly available to the governments in each country and the contract managing organization. This list should be updated quarterly and made available to UNAIDS AFE/RTN team.

Pre-Workshop discussions. In each case, the managing organization shall communicate with key staff from countries attending the workshop using videoconference facilities. The purpose of pre-workshop discussions is as follows:

1. Assess current status of information on HIV and AIDS spending by sources and uses of funds for the years 2001 through 2007/2008
2. Brief country technical staff on the format and content of country information they will be expected to bring to the workshop;
3. Provide country technical staff with the specific estimates already developed for their country so that useful comparisons, areas of agreement and differences may be identified prior to the workshop;
4. Determine whether additional data gathering, as from populations, coverage, scale-up rates, Universal Access targets and unit costs of service delivery can be assembled prior to the workshop; and,
5. Brief senior authorities on the need to make public the information from the consensus workshop and hence how these may support planning for the country programs.

The conduct of the Workshop

The Agenda proposed in Annex II can serve as a pattern for bidders to prepare their proposal. The Agenda will then be drawn up in close collaboration between the implementing organization and UNAIDS, and the final version will be approved by UNAIDS. Each workshop shall be organized in close consultation with UNAIDS and the list of participants, delivered by UNAIDS, will gather participants from countries with the highest Resource Needs Estimate per capita. Countries will be divided within the workshops in accordance to their national languages. However the deliverables will be reported by region (e.g. Nigeria will be part of the English speaking countries workshops but its RNE will be reported for the West Central Africa region).

Four workshops will address the selected countries in the attached Annex III:

1. Anglophone Africa
2. Francophone Africa and Haiti
3. Latin America & Caribbean (Spanish & Portuguese)

4. Global in Switzerland (multilingual with translation): selected countries from Asia, Eastern Europe, the Middle East and North Africa.

However, the final selection of countries will be made at the time of adjudication and in consultation with the UNAIDS Regional Support Teams. Any financial implication will be accommodated as a result of such final list of countries for the difference (if any) between the list submitted in the proposal and the final list of countries.

At the end of the Workshop, the contractor will conduct an evaluation completed by the trainees; synthesize the results and add them to the Final Technical Report of the project with major findings/conclusions and suggestions to improve future training activities.

Deliverables

The deliverables have three components; the materials and workbooks, the actual provision of workshops and the reports. They should be delivered in accordance with the timetable attached as Annex I.

A package of information delivered to UNAIDS AFE/RTN and to each of the countries' participants should be sent electronically four weeks previous to the workshop and contain the resource needs manual and the resource needs software. In addition the organization will produce and send:

1. Previous country estimates
2. A workbook to input the information required to produce estimates: populations, epidemiology, unit costs and projected scale-up rates.

The contractual partner will then report to UNAIDS estimated resource needs for the selected countries. The selected contractor will present the reports with requested information by region (even if the organisation of workshops was made by national language):

3. Report I containing the resource needs estimation for countries attending workshops 1 & 2. The report will also contain detailed information from the project manager on the conduct of the workshops (List of participants, contact details, evaluation formats).
4. Report II containing the resource needs estimation for countries which attended workshops 3 & 4. The report will also contain detailed information from project managers on the conduct of the workshops.
5. Report III: a detailed analysis highlighting the differences between global and country estimates. The analysis will take into account input parameters such as: demographics, epidemiology and projections, size of targeted populations, baseline coverage, future targets and unit costs. Each of the global and national estimates will be tailored to a same scenario which will be indicated after the selection of the implementing agency.
6. Report IV: a developed set of guidelines for using this information (linked to the target setting and tracking efforts) at the country level;

7. Final Project Report: The narrative report will contain a full description of the process and results, explicit assumptions for scale-up rates, target populations and unit costs used for the estimation process. Along with this report, an electronic copy of the fifty countries RNM workbooks validation five years projected resource needs (2009-2015) will be delivered.

Reporting

In addition to these main outputs, UNAIDS will require progress and financial reports throughout the implementation of the project:

8. A mid-term progress assessment in about the third month of project implementation will also require a written Progress Report from the project manager, stating the implementation of the project with detailed information on the realization of the workshops and the evaluations made by the participants, as well as an Interim Financial Report.
9. A Final Technical report summarizing the conduct of the Workshops and a Final Financial report will be delivered no later than 90 days after the end of the contract.

The implementing organization is required to communicate regularly with the Resource Tracking Needs and Costing Advisor at UNAIDS Geneva. Teleconferences between UNAIDS and the contractor will take place at least every three weeks.

Budget and payment schedule:

The budget for the coordination of the five workshops and the above mentioned reports will be specified in detail. With this amount the managing organization will support all costs related to the unfolding of the workshops (e.g. travels, accommodations, meals and incidentals) as well as payment of consultants.

The payment will be made to the selected partner as follows:

| | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50% | Upon receipt of the countersigned agreement |
| 25% | Upon receipt and acceptance by UNAIDS of Report I; and after submission of the Progress Report and the Interim Financial Report |
| 25% | Upon receipt and acceptance by UNAIDS of Project II, III, IV and the Final Project Report; and after submission of Final Technical and Financial Report. |

Technical capacities of the Implementing agency.

Because of the priority accorded to this preparatory work, UNAIDS/AFE will require that the implementing agency demonstrates staff technical skills and language skills (i.e. good communications skills to assure positive interaction with country policy and technical leaders).

Other Staffing Considerations. The implementing agency must have adequate managerial, technical, logistical, and support staff to assure effective execution of the project and successful completion of all tasks within the designated time period.

Staffing plan and staff skills. Timely execution of this work program will require a substantial staff dedicated to the tasks ahead. The following paragraphs briefly describe staff skills.

Project Manager. The project manager will have in depth knowledge of Resource Needs Estimation and Projection Models, AIDS economics and ten or more years of experience to a managerial level. As a manager this person will have demonstrated judgment in how to select and motivate a substantial team of technical specialists and will have demonstrated capacity to deliver technical products on time and within agreed budget limits; and at least a decade of experience in technical and managerial tasks, and proficiency in English, French, Spanish, Russian, Portuguese as appropriate to assure that country discussions can be implemented successfully.

Technical skills including familiarity with epidemiological projections, demographic modeling, and costing, would be an expected part of the manager's qualifications.

Technical Staff. Technical staff will manage preparation for and implementation of pre-workshop visits, the workshops themselves, and the technical presentations and summaries of work accomplished. Staff members would be expected to be very familiar with current status of knowledge about national strategic plans, estimates of country AIDS spending in recent years, and related perspectives on policy directions in the several regions to be covered in this project. At least several years of work experience in this area would be a basic qualification for technical staff.

Logistics. With workshop meetings to be held in several countries requiring effective communication and organization of travel, the implementing organization must demonstrate its capability to organize the logistical aspects of the project. Effective communications systems that make use of information technology, the Internet, Skype, and other cost-effective solutions must be demonstrated as part of a successful proposal. Assuming that the contractor must arrange for all travel as part of the contract agreement, the successful proposal must demonstrate capacity to seek and receive cost-effective travel arrangements. If cost-sharing becomes a feature of the implementation of this project, the proposing organization must demonstrate effective past capacity to work effectively with other international organizations.

Overall staffing plan. As the paragraphs above demonstrate, the staff requirements for this project, and the range of skills that its successful implementation will require, are substantial. Proposals should include CVs and other relevant information for all recommended staff and

indicate how logistics, reporting, workshop management, and other requirements will be met in the course of project implementation.

Criteria of selection

Aside from the financial aspects of the proposal, the contractor will be selected upon its capacity to accomplish the project successfully.

The Institution should be able to complete this project within the time frame established in this Request for Proposals.

It must have proven experience on the field of future resource needs for HIV and AIDS and capacity for the organization of workshops.

It must have functional/technical knowledge, including:

- In-depth knowledge on HIV/AIDS service provision components
- In-depth knowledge of the principles of the estimation of resource needs for an expanded response to HIV and AIDS
- Good knowledge on the global financing of HIV and AIDS
- Familiarity with the estimation process of costing services for health and non-health HIV and AIDS activities

Language: must have the capacity to work in each region: English, French, Spanish, Portuguese, Russian or other languages plus (indicate all languages on which your institution can work)

Managerial capacities: the institution must have relevant infrastructure, human resources, and financial capacities to advance part of the costs if needed.

Procedure for selection of bids

- Opening of bids
- Selection of contractual partner based on pre-established criteria
- The implementing agency will be selected on the basis of the financial proposal and on technical capacities.

Annex I

Timetable for Project Implementation, Weeks 1 through 24

| TASKS | WEEKS | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| UNAIDS/AFE & contractor discussions | X | | | | | | | | | | | | | | | | | | | | | | | |
| Integrating materials, guidelines and workbooks | | X | X | | | | | | | | | | | | | | | | | | | | | |
| Effective preparation and pre-workshops Discussion for Workshops 1 and 2 in Sub-Saharan Africa (Anglophone, ESA and Francophone, West Africa) | | | | X | X | X | X | X | X | | | | | | | | | | | | | | | |
| First Workshop, 1 Africa region (Anglophone Africa) | | | | | | | | | | X | | | | | | | | | | | | | | |
| Second Workshop, Africa region (Francophone, West Africa, other) | | | | | | | | | | | X | | | | | | | | | | | | | |
| Report I for Workshops 1 & 2 submitted to UNAIDS/AFE | | | | | | | | | | | | | X | | | | | | | | | | | |
| Report I reviewed, revised, agreed between contractor/UNAID/AFE, and approved | | | | | | | | | | | | | | X | | | | | | | | | | |
| Progress report and Interim Financial report | | | | | | | | | | | | | | X | | | | | | | | | | |
| Effective preparation and pre-workshops Discussion for Workshops 3 & 4 (Latin America, Caribbean and Global) | | | | | | | X | X | X | X | X | X | | | | | | | | | | | | |
| Third Workshop, LAC region (Spanish & Portuguese) | | | | | | | | | | | | | | | X | | | | | | | | | |
| Fourth Workshop, Global in Switzerland (Multilingual) | | | | | | | | | | | | | | | | X | | | | | | | | |
| Report II for Workshops 3, 4 & 5 submitted to UNAIDS/AFE | | | | | | | | | | | | | | | | | | | X | | | | | |
| Report II reviewed, revised, agreed between contractor/UNAID/AFE and approved | | | | | | | | | | | | | | | | | | | | X | | | | |
| Progress assessment review meeting; guidance for preparation of overall report and key findings (Project management, UNAIDS/AFE, external advisors) | | | | | | | | | | | | | | | | | | | | | X | | | |
| Draft Project Report covering all country visits, workshops, and findings submitted to UNAIDS/AFE | | | | | | | | | | | | | | | | | | | | | | X | | |
| Final Project Report reviewed, revised, agreed between contractor/UNAID/AFE, and approved | | | | | | | | | | | | | | | | | | | | | | | X | |
| International review meeting: Principal conclusions and next steps | | | | | | | | | | | | | | | | | | | | | | | | X |

Annex II

Program for country resource needs projects and validation workshops

The workshop would normally be executed from Monday through Friday of a normal working week with variants for Muslim or other scheduling variants.

The workshop will review country team data covering past sources and uses of funds for HIV and AIDS programs identifying data gaps and approaches suggested for covering those gaps in future. The workshop will review and critique the GRNE data on a country-by-country and regional basis in order to identify the available means to upgrade or improve those estimating procedures and their application to specific country contexts. The workshop will review country-specific projections of proposed spending, 2008-2015, as included in the national costed strategic plans developed in each country. The workshop will compare these projections to the resource needs estimates for each country and review suggested means to cover any funding gaps. The workshop will review existing and proposed methods for monitoring and evaluation of program implementation and resource flows with the aim of enhancing capacity to identify any areas requiring more effective use of resources or, as appropriate, any reallocation of available resources where deemed necessary.

Monday, 9 00. Opening and introductions

10 00. Purpose of Global Resource Needs Estimates, Project Manager (PM)

11 00. Costed National Strategic Plans (CNSP) – comparisons and contrasts with GRNE and other approaches

Noon. GRNE methods: populations to be covered; coverage rates

13 00. Lunch break.

14 00. GRNE methods: unit costs – prevention, care, treatment, and mitigation

16 00. Coffee break.

16 30. Feedback from country teams – identifying problems, initial results

18 30. Dinner

Tuesday, 9 00. Global Resource Needs Estimates, Project Manager (PM)

11 00. GRNE approach

Noon. Using the GRNE model – computer simulations

13 00. Lunch break.

14 00. Using the GRNE model – computer simulations

16 00. Coffee break.

16 30. Using the GRNE model – computer simulations

18 30. Dinner

Wednesday, Review of data on HIV and AIDS

8 00. Country presentations, (countries 1, 2, 3)

10 00 Coffee break

10 30 Country presentations (countries 4, 5, and 6)

12 30 Lunch break.

14 00 Country presentations (countries 7 and 8)

15 00 Coffee break

15 30 Country presentations (countries 9 and 10)
17 00 Review of consensus effort and recent past data
18 30 Dinner

Thursday, 8 00. Validation exercises: comparing past expenditures, projected costed national strategic plans, and country-specific global resource needs estimates

8 00. Computer-assisted analysis of CNSP and comparisons with GRNE country-specific projections, 2008-2015 (countries 1, 2, 3)
10 00 Coffee break
10 30 Computer-assisted analysis of CNSP and comparisons with GRNE country-specific projections, 2008-2015 (countries 4, 5, and 6)
12 30 Lunch break.
14 00 Computer-assisted analysis of CNSP and comparisons with GRNE country-specific projections, 2008-2015 (countries 7 and 8)
15 00 Coffee break
15 30 Computer-assisted analysis of CNSP and comparisons with GRNE country-specific projections, 2008-2015 (countries 9 and 10)
17 00 Review of comparisons, lessons for validation, global and country projections, 2008-2015
18 30 Dinner

Friday, 9 00. Country-specific action plans to validate and adjust program plans for 2008-2015; improved systems of data management, monitoring and evaluation.

9 00 Country team reports on progress and next steps (countries 1, 2, 3, 4, and 5)
10 30 Coffee Break
11 00 Country team reports on progress and next steps (countries 6, 7, 8, 9, and 10)
12 30 Lunch Break
14 00 Proposed next steps (Project manager and UNAIDS AFE/Resource Tracking Needs and Costing representative)
15 30 Meeting closed

Saturday 9 00 – 14 00 Project team prepares draft meeting report for submission to UNAIDS AFE/RTN not later than 7 days after completing of workshop.

Annex III

Selected countries to be integrated in the workshops

| Francophone Africa and Haiti | |
|-----------------------------------------------------------------|-----------------------------|
| Benin | Guinea |
| Burkina Faso | Haiti |
| Cameroon | Mali |
| Central African Republic | Madagascar |
| Chad | Niger |
| Congo | Senegal |
| Côte d'Ivoire | Mauritius |
| Democratic Republic of the Congo | Togo |
| Ghana | Seychelles |
| Comoros | |
| Anglophone Africa | |
| Angola | Mozambique |
| Botswana | Namibia |
| Nigeria | Rwanda |
| Ethiopia | South Africa |
| Kenya | Uganda |
| Malawi | United Republic of Tanzania |
| Eritrea | Zambia |
| Sierra Leone | Zimbabwe |
| Swaziland | Lesotho |
| Latin America & Caribbean - Spanish & Portuguese | |
| Argentina | Guatemala |
| Brazil | Honduras |
| Chile | Mexico |
| Colombia | Nicaragua |
| Costa Rica | Paraguay |
| Dominican Republic | Peru |
| Ecuador | Venezuela |
| El Salvador | |
| Global in Switzerland (multilingual with translation) | |
| Bangladesh | Myanmar |
| China | Pakistan |
| Djibouti | Russian Federation |
| Egypt | Sudan |
| India | Thailand |
| Indonesia | Ukraine |
| Iran, Islamic Rep | Viet Nam |