

REPUBLIC OF MOLDOVA
STRENGTHENING DR-TB MANAGEMENT
MOLDOVA TB PROGRAM GRANT AGREEMENT nr. MOL-809-G04-T
GFATM FUNDED

PROGRAM ASSISTANT
WITHIN GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS AND MALARIA ROUND 8 GRANT
AGREEMENT MOL-809-G04-T "STRENGTHENING DR-TB MANAGEMENT IN THE REPUBLIC OF
MOLDOVA" PROJECT

CHISINAU

July 2010

TERMS OF REFERENCE

PROGRAM ASSISTANT

Within Global Fund to Fight AIDS, Tuberculosis and Malaria Round 8 Grant Agreement MOL-809-G04-T “Strengthening DR-TB management in the Republic of Moldova” Project

A. BACKGROUND

After a decade of deteriorating economic performance, Moldova has shown the first signs of recovery with rising GDP growth and leveling off of poverty. Nevertheless, it remains the poorest country in Europe, as well as one of the most heavily indebted countries in the region.

Moldova has a high burden of TB. The TB epidemic has seen constant growth over the last decade, due to worsening economic and social conditions that increase susceptibility to disease and reduce access to care, and improper identification and treatment of TB patients as well as a shortage of effective anti-TB drugs. According to official data, TB incidence increased most of 100 percent during the 1990s, and this trend has accelerated even more in the last couple of years. From 62 per 100,000 in 1999, TB incidence rose to 133,4 per 100,000 in the 2005. According to expert opinion, the actual incidence is much higher, around 150 cases per 100,000. This puts Moldova in the category of a country with a high burden of TB. The TB mortality rate has increased by almost 4 times between 1990 and 2005. If interventions are not in place, the TB epidemic will worsen, especially when HIV/AIDS becomes generalized, as TB is the most common opportunistic infection of HIV/AIDS. The number of MDR cases between new cases increased from 0,5% in 1995 to the 24 % in 2008.

From the programmatic perspective, the national response to TB in Moldova has not been adequate, to a large extent due to socioeconomic turmoil, a deteriorating health care system and the collapse of social safety nets brought on as the nation shifts to a market-driven economy. The Government recognized these problems and has committed to intensifying the responses to TB. In 2001, the Government adopted the DOTS strategy recommended by World Health Organization (WHO). A two National Programme of Tuberculosis Control were developed for 2001-2005 and 2006-2010, with the goal to reduce the prevalence and mortality rate of TB through achieving detection of 70 percent of smear-positive patients, and 85 percent successful treatment of smear-positive TB cases.

The Center for Health Policies and Studies (PAS Center) is currently implementing the “Scaling-up DR-TB management in Moldova” Project, which is funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), Grant Agreement number MOL-809-G04-T. This project supports the Government of Moldova’s National Tuberculosis Control Program. The Government is committed to fight the disease and increasingly allocates financial, human and infrastructural resources for this purpose.

The overall goal of the program is to reduce TB transmission, incidence and mortality, and thus prevent multidrug-resistant in the Republic of Moldova by scaling up the management of drug-resistant tuberculosis. While further strengthening essential DOTS interventions remains the key requirement for preventing resistance, in conditions of very high DR-TB burden timely diagnosis and proper treatment of DR-TB cases are necessary for the overall success in combating the epidemic and achieving TB control targets and disease-related Millennium Development Goals. At the same time the increasing number of new registered cases of MDR-TB, that could be an impediment to the success of DOTS, determined the NTP to undertake measures to prevent further development and to treat MDR-TB.

Strategies of project is: 1.Strengthen national capacities for management of drug-resistant TB; 2.Establish drug resistance surveillance and diagnosis of drug-resistant TB cases; 3.Provide treatment of drug-resistant TB cases; 4.Provide patient support for drug-resistant TB patients; 5.Conduct operational research on drug-resistant TB

Planned Activities: The accomplishment of the project's Objective and strategies will be ensured through the following activities implemented by PAS Center:

1. Training of TB service staff and Primary Health Care (PHC) providers in MDR-TB management and ensuring adherence to treatment and provision of psychosocial support to DR-TB.
2. Further improvement of the existing Monitoring and Evaluation System for Tuberculosis to accommodate the needs of the scaled up DR-TB management program, revising recording & reporting documentation, develop an additional module for 2 line drugs' management and oversee implementation.
3. Trainings of the NTP Central and Regional Units and TB services facilities at central and peripheral level in DR-TB management.
4. Strengthening of infection control in TB service facilities by providing a technical assistance and trainings in infection control.
5. Provision of comprehensive patient support.

B. OVERALL DESCRIPTION OF PROGRAM ASSISTANT POSITION

Name of Position	<ul style="list-style-type: none"> • Program assistant within the GFATM TB project
General Responsibilities	<ul style="list-style-type: none"> • To assist program coordinator in program implementing activities • To monitor the patient support programme • To supervise training program
Specific Tasks and Responsibilities	<p>Under the supervision of the program coordinator the incumbent will:</p> <ul style="list-style-type: none"> • Implement and monitor the project activities according to the GFATM TB project plan, R. 8 and 9; • Monitor the work plan activities related to patient support programme for tuberculosis patients; • Provide technical support and capacity building to local community centers on adherence of treatment support for TB patient. Work with civil society organizations to enhance support for community-based treatment of TB; • Analyze the collected information for internal use at the discussions at the CCM meetings, compilation of various reports; • Regularly update the TB Program Coordinator and Director on the Program performance, trends and programmatic deviations for undertaking improvements measures as necessary ; • Carry out training sessions for Sub-Recipients and other implementing entities, including involvement of external consultants if necessary ; • Prepare programmatic performance information for regular Progress Reports and Disbursement Requests to the Global Fund and other relevant information as requested; • Contribute to semi-annual and annual reports to GFATM, annual work plans and budgets, and other required donor deliverables; • Participate in the Center PAS team meetings; • Translate documents as needed.
Minimum Education Requirement	<ul style="list-style-type: none"> • University degree in Medicine, Psychology, Epidemiology or Social related Sciences;
Minimum Professional Experience	<ul style="list-style-type: none"> • At least 2 years experience in organization and administration of health or social projects • Good organizational, planning, negotiating and problem-solving skills; demonstrate proven ability to work in well defined and

Program assistant

	structured situations and under the pressure; <ul style="list-style-type: none"> • Work experience with international organizations in health and social related projects, • Experience in public health will be an advantage. • Experience in working within the World Bank or GFATM projects will be an advantage. • Computers skills (Word, Excel, MS Office, MS Outlook, Internet, Power Point). • Excellent knowledge of Romanian, English and Russian languages. • Driver license B category is suitable.
Period of Performance	Annual contract with possibility of extension
Level of Effort	100%, full-time salary based on experience

C. INFORMATION TO CANDIDATES TO PROGRAM ASSISTANT

1. The selection of **Program assistant** will be carried out in accordance with *the Global Fund* technical assistance procurement policies.
2. The Center PAS (hereinafter “the Client”) will select a **Program assistant** on the basis of comparison of consultant’s qualifications for the assignment and conformity with the TOR’s requirements, applying the evaluation criteria and point system given below:

Evaluation Criteria basis:

- I. General Qualifications - 30 points
 - experience in organization and administration of health or social projects - At least 2 years
 - Computers skills (Word, Excel, MS Office, MS Outlook, Internet, Power Point)
 - Good organizational, planning, negotiating and problem-solving skills; demonstrate proven ability to work in well defined and structured situations and under the pressure
- II. Adequacy for the Project - 40 points
 - Work experience with international organizations in health and social projects
 - Experience in public health
 - Experience in working within the World Bank or GFATM projects
- III. Language and Relevant Experience - 30 points
 - Excellent knowledge of Romanian, English and Russian languages
3. The candidates are hereby invited to submit their updated CV.
4. Please note that the Client is not bound to accept any of the CVs.
5. If the candidates need clarifications please send request for clarification by fax or e-mail to the Client’s address indicated in the announcement. The Client shall respond to such requests, and copies of the response shall be sent to all invited Consultants.
6. The deadline for submission of candidates CV is 17:00 hours Chisinau time, **19th July, 2010**.
7. The best qualified selected candidate will be informed about the Client’s decision and will be requested to present the cost estimation for assignment.
8. The best qualified selected candidate will be provided with contract including payment conditions. The best qualified selected.

D. INSTITUTIONAL ARRANGEMENTS

In order to realize the assignment the Client will provide working facilities for the **Program assistant** at the Center PAS office.

The **Program assistant** will assist program coordinator in program implementing activities, and work in close collaboration with main specialists from Center PAS and Sub-Recipients.

The **Program assistant** will also provide reports to the Director and Financial Director of Center PAS if so requested.

Program assistant

E. CONSULTANT PROFILE REQUIRED EXPERTISE AND QUALIFICATIONS

In order to accomplish the described responsibilities, the Center PAS needs to contract an **Program assistant** that meets the following requirements:

- At least 2 years experience in organization and administration of health or social projects
- Good organizational, planning, negotiating and problem-solving skills; demonstrate proven ability to work in well defined and structured situations and under the pressure;
- Work experience with international organizations in health and social related projects,
- Experience in public health will be an advantage.
- Experience in working within the World Bank or GFATM projects will be an advantage.
- Computers skills (Word, Excel, MS Office, MS Outlook, Internet, Power Point).
- Excellent knowledge of Romanian, English and Russian languages.

F. DURATION OF SERVICES AND TERMS OF PAYMENTS

Services are required for a period of 1 year beginning on about August (September) 15, 2010. The **Program assistant** will be paid on contract basis, from the Round 8 TB Grant from the Global Fund to Fight AIDS, TB and Malaria (MOL-809-G04-T), as follows: 100% full-time salary based on experience.

G. PROGRAM ASSISTANT'S OBLIGATIONS

The **Program assistant** will prepare the following obligations:

Under the supervision of the program coordinator the incumbent will:

- Implement and monitor the project activities according to the GFATM TB project plan, R. 8 and 9;
- Monitor the work plan activities related to patient support programme for tuberculosis patients;
- Provide technical support and capacity building to local community centers on adherence of treatment support for TB patient. Work with civil society organizations to enhance support for community-based treatment of TB;
- Analyze the collected information for internal use at the discussions at the CCM meetings, compilation of various reports;
- Regularly update the TB Program Coordinator and Director on the Program performance, trends and programmatic deviations for undertaking improvements measures as necessary ;
- Carry out training sessions for Sub-Recipients and other implementing entities, including involvement of external consultants if necessary ;
- Prepare programmatic performance information for regular Progress Reports and Disbursement Requests to the Global Fund and other relevant information as requested;
- Contribute to semi-annual and annual reports to GFATM, annual work plans and budgets, and other required donor deliverables;
- Participate in the Center PAS team meetings;
- Translate documents as needed.