

**Terms of Reference (TOR)
Consultant for
Updating Apps**

Submission deadline: 5th September 2024

Terms of Reference

Title	Consultancy support to integrate PrEP information/content into the Access to Care Web and Mobile Applications
Duration	18 working days
Period	September – October 2024
Location	Thimphu, Bhutan
Project	Sustainability of HIV Services for Key Populations in Asia Program – 2

1. Background

The Sustainability of HIV Services for Key Populations in South-East Asia (SKPA)-2 Program is funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria to improve the sustainability of evidence-informed, prioritized HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. SKPA aims to promote sustainable services for key populations (sex workers, men who have sex with men, transgender people, and people who use drugs in the region) at scale to stop HIV transmissions and AIDS-related deaths by 2030 with the following objectives:

1. Accelerate financial sustainability.
2. Improve strategic information availability and use.
3. Promote programmatic sustainability.
4. Remove human rights and gender-related barriers to services.

In Bhutan, the project is delivered through Save the Children Bhutan (SCB, as the sub-recipient) in close collaboration with the implementing partners namely, the National HIV, AIDS & STIs Control Program (NACP) of the Ministry of Health (MoH), Lhak-Sam, Pride Bhutan, and Chithuen Phendhey Association.

The introduction of Pre-Exposure Prophylaxis (PrEP) as part of a comprehensive prevention intervention is a key activity under the project. Supported by the SKPA-2 project, the NACP have initiated a phased PrEP rollout in the country beginning in June 2024. As a part of the demand generation effort, updating existing platforms for information dissemination is identified as one of the activities.

One of the existing platforms is the Access to Care Web and Mobile applications developed under the NACP. The platform aims to enhance access and uptake of HIV prevention, care, and treatment. To update the Access to Care web and mobile applications with new PrEP features/information, Save the Children Bhutan is seeking consultancy services of a local individual/firm.

2. Objectives

The primary objective of this consultancy is to update the existing Access to Care web and mobile application by integrating new features/content specifically focused on PrEP. These updates will

enhance user experience, accessibility, and the overall effectiveness of the platform in delivering comprehensive prevention information and support linking users with PrEP service.

3. Key deliverables/tasks

The key expected deliverables are as follows:

a. Assessment of Current Platform

- Review the existing Access to Care web and mobile applications to understand the architecture, technology stack, and user interface.
- Identify potential opportunities and challenges in integrating new features on PrEP.
- Submit an inception plan with workplan and timeline

b. Design and Development of PrEP Features

- Work with stakeholders to design user-friendly interfaces for the new PrEP-related features.
- Develop and integrate these features into both the web and mobile applications, ensuring compatibility across devices.
- Ensure that the new features/content (provided by SKPA team) include, but are not limited to:
 - Information on PrEP eligibility and guidelines.
 - Interactive tools for assessing PrEP suitability.
 - Locator for PrEP services and providers.
 - Educational resources, including videos and articles.
 - FAQs and support features.

c. User Testing and Feedback

- Conduct user testing to gather feedback on the use of new PrEP features/landing page.
- Make necessary adjustments based on user feedback to improve functionality and user experience.
- Complete the integration that is deemed satisfactory by SCB and NACP

d. Training and Documentation

- Provide training to the relevant personnel on managing and updating the new features.

e. Submit assignment completion and training report

4. Qualifications

The consultant is expected to have the qualifications, competencies and experience outlined below.

- A degree in Computer Science, Information Technology, or a related field.
- Proven experience in web and mobile application development, particularly in healthcare or related fields.
- Strong background in UI/UX design.
- Some understating of PrEP and HIV prevention tools.
- Experience in conducting user testing and incorporating feedback into design.
- Ability to work collaboratively with diverse stakeholders.

5. Institutional arrangement

The consultant will work under the supervision of the Senior Health Program Manager at Save the Children and Program Manager of NACP, MoH, and in close collaboration with the PrEP National Consultant. The NACP and Save the Children will render all support in terms of institutional arrangements not limited to the issue of office orders, arrangements of meetings, workshop, and necessary support required, or other such facilities deemed necessary for the smooth completion of the assignment, as per SC-Bhutan or RGoB policies, as applicable.

6. Reporting

The consultant will report to the Sr. Program Manager, Save the Children Bhutan and Program Manager of NACP.

7. Consultancy duration/period

The consultant will be contracted for 18 working days with a deadline to complete the assignment within September 2024.

8. Scope of price and payment schedule

The consultant shall quote all-inclusive daily fees for the contract period. The term “all-inclusive” implies that all costs (daily professional fees, daily subsistence and travel allowances while travelling away from his or her workstation, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment. Payments shall be done as reflected below upon verification of completion of deliverables.

- a. 30% upon the submission of the inception plan
- b. 70% upon satisfactorily completing the integration of PrEP content and assignment completion report.

9. Client contact person

Dr. Tashi Dendup, Sr. Health Program Manager
Chang Geydaphu, GPO Box. 281, Thimphu, Bhutan

<https://bhutan.savethechildren.net>

Telephone number: +975-2323419/ +975-2325599 (Ext 108) | Fax +975-2322290

ANNEXURE 4: Proposal Form Template

Proposal Form

<Insert Consultancy Title Here>

Submission Date:

1. Covering Letter
2. Basic Information (1 page)

Consultant's name and full address:	
Consultant's date of birth in dd/mm/yyyy:	
Landline No.:	
Mobile No:	
Email address:	
Post Box No:	
Fax No:	
TPN No:	

3. List the relevant work experience of the Consultant.
4. Express your understanding of the Terms of Reference for this consultancy.
5. Technical Proposal: Explain how you propose to undertake this assignment with clear methodology and timeline.
6. Financial Proposal: Provide a clear breakdown of your proposed consultancy fees in Bhutanese Ngultrums only chargeable to Save the Children on a monthly Basis. The proposed cost should be inclusive of taxes.
7. Supporting documents mandatorily required:
 - 7.1.TPN numbers
 - 7.2.ID copy of the Consultant
 - 7.3.Individual Bank Account Number of Individual Consultants
 - 7.4.Latest CV of the Consultant with Name and Contact details of at least
 - 7.5.Three professional Referees.
 - 7.6.Address and contact details.

Proposal for the assignment should be submitted either in softcopy to ugyen.dorji@savethechildren.org or in hard copy no later than 5.00 PM, **5th September 2024** addressed to the:

The National Director
Save the Children, Bhutan Country Office
Chang Geydaphu, Thimphu
Telephone: 323419/325599