

REQUEST FOR APPROVAL FOR CONSULTANT SERVICES AND FEE/TASK ORDER

REQUESTED BY:	JOSEPH MARARO	DATE	29 th June, 2020
CONSULTANT NAME:	Florence Wanguru Muturi		
PIN Number: <i>(Attach a copy of the PIN Certificate)</i>			

CONSULTANT CURRENTLY ON ROSTER?

If Yes	Current Daily Rate:	Not Applicable – Fixed Price Consultancy based on deliverables.
	Date Approved:	29 th June, 2020 – As per the Scope of work
	Date of last Sentinel check:	May, 2020
If No or Requesting Rate Increase <i>Attach biodata, release form, Sentinel check form, profile checklist, and CV</i>	USAID Biodata Form: Attached	
	CV: YES, Attached	
	Release Form:	
	Sentinel Check form: Attached	
	Profile for Candidates & Contractors:	

EXPLANATION OF SERVICES/FEE REQUESTED

1.	Project Name: Afya Kamilisha
2.	Responsible LIP: MUFOA
3.	Title of Activity: HTS – 1st 90 of the HSDSA Contract.
4.	Other explanation (relevant skills, experience, previous JHPIEGO training, etc.):
5.	Contractor's Job Title/Skill: HTS Counsellor/Provider & GBV
6.	Proposed daily rate in Kshs: No daily rate as this consultancy is based on Scope of Work, tied to achievement of deliverables.
7.	Short-Term Consultant () Long-Term Consultant () Fixed Priced Consultant (*)
8.	Start date of work: 1st July, 2020
9.	End date of work: 30th September, 2020
10.	<p>Total Number of Estimated days for the Contract duration:</p> <p>Total Number of days per month for Invoicing purposes: No estimated No. of days as this consultancy is based on Scope of Work, tied to achievement of deliverables.</p> <ul style="list-style-type: none"> Preparation days: Days at workshop/office: Day(s) to write report: <p><i>NB: Should additional time/level of effort be needed on the above listed tasks, an amendment to this task order will be issued.</i></p>

11. Description of work/SOW: (As per attached SOW)

	Item	Frequency	Means of Verification	% of consultancy fees	Maximum cost per Deliverable (KES)
1.	Offer HTS services through high yielding strategies	Daily	100% index clients identified offered PNS	15%	3750
2.	Offer HIV self-testing (HIVST)	Weekly	Weekly site targets on track	15%	3750
3.	Identify new HIV positive individuals	Weekly	40% of HIV positive clients identified through PNS	10%	2500
4.	Elicit contacts for each index clients	Weekly	Achieve at least 1:3 index elicitation ratio	10%	2500
5.	Test all contacts identified through PNS	Weekly	90% contacts tested	10%	2500
6.	Physically link newly identified HIV positive individuals to care and treatment	Weekly	100% linked to ART	15%	3750
7.	Screen clients for PrEP services to eligible clients/partners and refer appropriately	Monthly	Monthly site on track	5%	1250
8.	Screen Clients for GBV and refer for services	Monthly	Monthly site on track	10%	2500
9.	Submit daily / weekly / monthly HTS reports to Program officer and MEL officer by set deadline	Daily / weekly / Monthly	Daily report by 5pm Weekly reports by Friday COB Monthly reports by 5 of the reporting month	10%	2500

12. Deliverables/Results expected from this consultant's work: (As per Attached SOW)

13. Total funds required: M & IE: 0 Accommodation: Transport/Travel costs: 0 Consultancy fees: KShs.: **Kshs.25,000**

14. Liaison person: County Team Lead, Rhoda Njeru

15. Travel is required in performance of this task order ↑ Yes (*) ↑ No ()

APPROVAL PROCESS	Name	Signature	Date
Prepared by	Joseph Mararo		29 th June, 2020
Finance Manager	Anthony Maina		29 th June, 2020
Project Manager	Margaret Mathenge		29 th June, 2020
Assistant Project Director	Sr. Adriana Canesso		29 th June, 2020

TWO ORIGINAL COPIES OF THIS DOCUMENT SHALL BE MADE: ONE COPY FOR THE CONSULTANT AND THE OTHER FOR THE CONSULTANT FILE INCLUDING ALL OTHER DOCUMENTATION WHICH IS TO BE HANDED OVER TO **THE SENIOR HUMAN RESOURCES MANAGER**

FIXED PRICED CONSULTANTS

Job Title: Consultant – HTS & GBV Service Provider
Location: Nyandarua County
Reports to: County Team Lead
Duration: Three (3) Months – July- September 2020

Summary scope of work:

Summary Scope of Work:

The HTS counselor will serve as a member of Afya Kamilisha implementation teams and will provide HIV testing and related services at the facility in-line with national HTS guidelines.

Position Reports to:

The Consultant – HTS & GBV Service Provider will work closely with the HTS Project Officer but on purposes of the invoices, approval will be by the County Team Lead (CTL).

Positions Supervised: Working with county teams.

Positions Supervised: None

Responsibilities:

- Provide HIV testing services at the station of work. These services will comprise pre-test counseling, HIV testing, and post-test counseling, both in outpatient and inpatient clients, as appropriate
- Conduct screening of patients using a standardized tool at key points such as OPD in order to increase efficiency of testing and yield.
- Conduct assisted partner notification services (aPNS) to contacts of HIV positive index clients in order to optimize identification of new HIV positive
- Be responsible for follow up of contacts of index clients identified by either home visits or phone calls
- Same day Linkage of all clients identified HIV positive to care. This should ideally be done by physically escorting the client to the same facility and ensuring they are linked to care and treatment
- Identify and enroll eligible clients or their partners on pre-exposure prophylaxis (PrEP)
- Screen clients accessing HIV testing services for gender-based violence (GBV) and intimate partner violence (IPV) and refer for services
- Maintain correct and updated documentation of activities in all the relevant tools.
- Submit data and reports by set deadline, as required by county supervisor
- Regularly attend support supervision meetings in accordance with the minimal requirements of the National HTS guidelines.
- Participate in Quality Assurance and Quality Control activities as per National HTS guidelines (participate in all rounds of proficiency Testing)
- Document best practices and human interest stories for learning across the project
- Support responses to unexpected health situations such as COVID-19. This can be client sensitization, observing infection prevention measures, screening and referring clients with suspected symptoms/ history of contact

Deliverables

	Item	Frequency	Means of Verification	% of consultancy fees	Maximum cost per Deliverable (KES)
1.	Offer HTS services through high yielding strategies	Daily	100% index clients identified offered PNS	15%	3750

2.	Offer HIV self-testing (HIVST)	Weekly	Weekly site targets on track	15%	3750
3.	Identify new HIV positive individuals	Weekly	40% of HIV positive clients identified through PNS	10%	2500
4.	Elicit contacts for each index clients	Weekly	Achieve at least 1:3 index elicitation ratio	10%	2500
5.	Test all contacts identified through PNS	Weekly	90% contacts tested	10%	2500
6.	Physically link newly identified HIV positive individuals to care and treatment	Weekly	100% linked to ART	15%	3750
7.	Screen clients for PrEP services to eligible clients/partners and refer appropriately	Monthly	Monthly site on track	5%	1250
8.	Screen Clients for GBV and refer for services	Monthly	Monthly site on track	10%	2500
9.	Submit daily / weekly / monthly HTS reports to Program officer and MEL officer by set deadline	Daily / weekly / Monthly	Daily report by 5pm Weekly reports by Friday COB Monthly reports by 5 of the reporting month	10%	2500

Required Qualifications:

- A secondary school certificate and qualification in HTS counseling from an accredited institution
- Conversant with the HTS protocol and Standard operation procedures according to the national HTS Guidelines.
- Maintain confidentiality at all times as per the National Counseling code of ethics
- Ability to communicate effectively, instilling trust and confidence.
- Ability to handle a variety of different assignments sometimes under pressure of deadlines.
- Be cooperative, competent, hardworking, flexible and dependable.
- Ability to coordinate information and logistics for programs and activities.
- Attention to detail
- Effective team player

Prepared by: Joseph Mararo

Signature

Approved by: Sr. Adriana Canesso

Signature