

TERMS OF REFERENCE

Development of the Zambia National Policy on Workplace Wellness and Disease Management, Including HIV and TB

These Terms of Reference (1) provide background information on the need to develop a Workplace Wellness, HIV/AIDS and TB Policy and Implementation Plan, Policy Development Process, (2) objective of the assignment and specific work to be done, (3) describe the specific expected deliverables from the consultant and (4) describe the caliber of the consultant required.

1.0. BACKGROUND

1.1 Introduction

The International Labour Organization (ILO), with funding from ILOAIDS, is supporting the National HIV/AIDS/STI/TB Council (NAC) with guidance from the Ministry of Labour and Social Security to develop an Overarching Work Place Wellness, HIV/AIDS and TB Policy and Implementation Plan. The overarching development objective is to provide guidance to particularly Government, employers and workers and other partners on how workplace wellness, HIV and AIDS and TB policies should be developed, implemented, monitored and evaluated.

This policy will be formulated in line with ILO's recommendation concerning HIV and AIDS and the world of work, 2010 (No. 200) and the ILO CODE of Practice on HIV and AIDS

1.2 Background and Problem Analysis

Zambia is still one of the top 10 Countries in the world with highest numbers of People Living with HIV (PLHIV) with an HIV prevalence rate of 11.3% ¹among adults (15–49 years), which is the productive age group. New infections continue to suggest a need for all stakeholders to invest in interventions that will address all dimensions of the response such as biomedical, structural and behavioural using combination prevention. In recent years, Non Communicable Diseases (NCDs) are an emerging public health challenge especially in high HIV burden populations that include Zambia.

Health and wellness issues negatively impact enterprises as they reduce the supply of labour and availability of skills, increases labour costs, reduces productivity and ultimately threatens the livelihoods of workers and their employers, and dependents. It has been realised that both communicable and non-communicable diseases affect people of all ages, and in most cases their impact on the working group cannot be over emphasised especially in Zambia. In addition, they have the potential to undermine the basic rights and dignity of workers through stigma, discrimination and gender inequalities. This therefore has made enterprises realise the importance of protecting their businesses by promoting the health, safety and welfare of their employees through interventions that manage and reduce the spread diseases such as HIV/AIDS, TB and Non Communicable diseases. The world of work has therefore been identified

¹ UNAIDS 2019

as having the potential to facilitate access to prevention, treatment, care and support related workplace programmes.

The HIV and AIDS epidemic continues to have deep and far-reaching negative ramifications for the Zambian world of work. It manifests itself in reduced productivity as enterprises continue to lose trained and skilled personnel. HIV and AIDS-related mortality in the workplace also leads to unplanned expenditures on rehiring, retraining, and increasing staff treatment costs, including rising costs of funerals and support for orphaned families. It has also been established that, if NDCs, HIV infections, HIV, and AIDS-related mortality are not comprehensively addressed in the world of work, Zambia faces the risk of losing most of the socio-economic achievements it has attained since independence.

To successfully implement wellness, HIV/AIDS and TB interventions in the world of work, stakeholders at a consultative meeting recommended that an overarching workplace HIV/AIDS and TB policy that includes wellness in the work place be developed. A draft overarching HIV/AIDS policy is in place, however, it requires updating.

The Overarching Wellness, HIV and AIDS Workplace policy for Zambia is intended to provide guidance to particularly Government, employers and workers with other partners on how workplace HIV and AIDS policies should be developed, implemented, monitored and evaluated at places of work. This policy will be formulated in line with ILO's recommendation concerning HIV and AIDS and the world of work, 2010 (No. 200) and the ILO CODE of Practice on HIV and AIDS.

Accordingly, it is envisaged that this policy would effectively strengthen the contribution of the World of Work to universal access to HIV prevention, treatment, care and support for persons living with or affected by HIV and AIDS and contains provisions on potentially life-serving prevention programmes and anti-discrimination measures at national and workplace levels, taking into account NDCs and Managing work-related psychosocial risks in the workplace. The document will take a multi-sectoral response approach with appropriate measures that are disaggregated in respect of those which fall under the mandate of Government and those meant for implementation by workplaces.

Given this background, the ILO and its social partners expect that this Overarching HIV and AIDS Workplace Policy for Zambia will assist Zambian workplaces to design and implement effective workplace wellness and HIV policies as a means of reducing the impact of the epidemic in the world of work and contribute to the health and wellbeing of the workforce.

2.0. OBJECTIVE OF ASSIGNMENT

2.1 Purpose of the assignment

To undertake the development of a National Overarching policy on workplace wellness and disease management, including HIV and TB

In view of the foregoing, the ILO intends to engage the services of an individual Consultant to lead in the overall effort of developing policy with the Ministry of Labour and Social Security, the National AIDS Council, the Ministry of Health, other ILO Social Partners, UN Agencies, the private sector, public sector and other stakeholders. This Terms-of-Reference (ToR) outlines the broad work to be undertaken by the consultant in collaboration with the ILO technical team in Lusaka and Decent Work Country Team in Pretoria and the Task Team.

2.2 Objectives of the assignment

To review an outdated draft overarching HIV/AIDS Policy and draft a current Work place HIV/AIDS and TB policy. The current Draft should include work place wellness that include managing work-related psychosocial risks in the workplace. The policy should also include a chapter on how it will specifically address the plight of persons with disabilities, women and other vulnerable groups in the work place. The assignment will include proposing a suitable title for the policy.

3.0. SPECIFIC WORK TO BE UNDERTAKEN

3.1 Tasks and Expected deliverables

The Consultant/Service provider is expected to undertake the following tasks during the assignment:

- a. Undertake a detailed review of the current draft Overarching HIV/AIDS work place Policy
- b. Facilitate stakeholder consultative meeting and incorporate feedback in the new draft Wellness, HIV/AIDS/TB Policy.
- c. Draft a current HIV/AIDS and TB Policy incorporating Wellness and Management of work-related psychosocial risks in the workplace
- d. in the world of work
- e. Facilitate a validation workshop and input feedback from stakeholders in the current policy draft
- f. Develop an Implementation plan to guide policy implementation
- g. Submit final policy to the Task Team for further submission to ministry of Labour and Social Security and Cabinet
- h. Submit a detailed report outlining the policy review and development process

Gender equality, diversity and inclusion of vulnerable groups must be explicitly addressed throughout the assignment

3.2 DEVELOPMENT PROCESS

The basic principles of inclusiveness and wide consultations will be the corner stone of the process for the development of the policy and this process is vital for eventual ownership and use of the policy. This process will be guided by the following main steps:

Understanding Current Status of the world of work

This is a critical stage in the process of developing a policy as understanding the environment is key to progressive strategy and target setting towards the global goal and vision of ending AIDS by 2030.

Designing the optimized priority themes.

Having understood the status, it will then be important to move the recommendations from the review process on to focusing on priorities.

Based on available evidence the focus areas will be reviewed

- a) What role should the NASF play in meeting the SDG targets around the world of work?
- b) What needs to be scaled up?
 - a) What are the key priorities for the world of work?
 - b) How do we ensure stakeholder buy-in of the Policy?
- c) How to ensure participation of organisations of persons with disabilities and women participate at all stages of the policy drafting.

Implementation Plan that can be implemented in the most effective and efficient manner.

At this point critical investment questions and partnerships/network issue come to shape the focus.

- a) What are the critical enablers of the priority programmes and interventions?
- b) How much resources will be required to optimally deliver the services?
- c) Who is likely to contribute what resources towards the priority programmes and interventions
- d) What are the public private initiatives that need to be encouraged?
- e) What sector synergies can be employed to promote efficiencies?
- f) What policy and legal issues barriers need to be addressed?
- g) What support systems, resources need to be in place to ensure non discrimination women and persons with disabilities living with HIV/AIDS/TB in the place of work?

Given the crosscutting nature of health, the policy development process will take an inclusive, participatory and evidence-based approach.

The process will also undertake sector consultations and consolidate sector notes.

The Core of the policy will cover various sections of the policy, including the following:

- Background,
- Rationale,
- Policy Objectives,
- Guiding Principles,
- Situation Analysis,
- Policy Pillars,
- Thematic areas
- Policy Strategic Objectives and Policy Recommendations/Strategies,
- Legal Framework
- Institutional Framework and
- Monitoring and Evaluation among others.
- Implementation plan

Methodology

Literature review – literature related to the policy and areas of interest will be reviewed to inform the development of a current policy

Stakeholder participation – the policy development process will be conducted in a participatory manner, ensuring the involvement of key stakeholders in all phases of the process.

Validation – stakeholder feedback will be incorporated to finalise the policy. A report will be prepared including identified constraints, lessons learned and challenges identified. Priority interventions as well as specific recommendations will be made to the ILO and its social partners.

3.3 Expected deliverables

Timeline and Expected Deliverables

Timing	Description	Responsible
Phase 1 – Inception & Data Collection		
25 – 30 June 2021	• Consultant on board • Compilation & desk review of reference materials • Finalization of Inception Report including work plan • Develop and make power point presentation of inception report to Task Team • Desk review	• ILO • ILO/NAC/MLSS/MOH/Consultant • Consultant
Phase 2 – Policy Development Process		
5 July -19 July 2021	• Consultative stakeholder meetings, interviews • Drafting and presenting of the First draft policy, implementation plan & PowerPoint presentation of the policy and implementation plan • Review of the draft policy by the task team • Incorporation of Task Team Feedback • Presentation of draft policy and Implementation plan to the tripartite plus (Validation Workshops)	• Consultant, ILO, MOLSS, NAC, MOH • Consultant • Task Team • Consultant • Consultant
Phase 3 – Reporting & Dissemination		
19-26 July 2021	• Drafting and presenting of Second (and final) draft Policy, implementation plan & related PowerPoint presentation • Dissemination of the report findings and recommendations to the Task Team • Final report and submission to the Task Team for further submission to the Ministry of Labour and Cabinet	• Consultant • Consultant • Consultant • Consultant

The consultant is expected to produce the following deliverables:

- Output 1: Inception Report & PowerPoint Presentation, including Policy and Implementation plan development work plan – this defines the specific tools and procedures, specific dates for key tasks, activities and deliverables; the Inception Report briefly describes the consultant's understanding of the issues under policy under review and development including a review

framework and detailed work plan. It refines the overall scope, approach, design and timeframe, provides a detailed outline of the policy and implementation plan;

- Output 2: First Draft & PowerPoint Presentation & Stakeholder consultative meetings
- Output 3: Validation Workshop, Final Policy and Implementation Plan & PowerPoint Presentation
- Output 4. Final Report –detailing the process, findings and recommendations
 - Other possible provisions
 - Conclusions, recommendations or action points
 - a. Gender equality, diversity and vulnerable groups perspectives
 - b. Methodology adopted for the assignment

3.4 Budget

A budget is allocated for this process and is under the full control of ILO for the engagement of the Consultant and domestic travels. Organisation of workshops and consultative meetings with stakeholders will be done by the National HIV/AIDS/STI/TB with guidance from the Ministry of Labour and Social Security

The Consultant is expected to provide:

- A detailed budget with consulting fees including report writing.
- A cost breakdown of the expected transport and logistics costs.

3.5 Payment schedule

Payments shall be made based on the deliverables as follows:

- 1) 30% upon acceptance by the ILO of Inception Report
- 2) 45% upon acceptance by the ILO of Draft Policy and Implementation Plan
- 3) 25% upon acceptance by the ILO of Final Policy, Implementation Plan and closeout/process report

3.6 Evaluation Criteria

Applications will be evaluated technically and scored based on how well the proposal meets the requirements of the summary Terms of Reference iterated above. The proposals will be evaluated using the cumulative analysis method of technical (innovation, creativity and originality) and financial scoring. The proposal with the highest cumulative scoring shall be awarded the contract.

3.7 Management Arrangements

The consultant will report to the) Project Officer- HIV and AIDS Programme and the Task Team. The consultant is expected to liaise closely with the ILO technical/project team in Lusaka, in relation to relevant documents and other logistical support

3.8 Profile of the consultant.

- a. At least advanced university degree (i.e. Master's Degree) in Public Health, Law, social science / international politics or in a related field;
- b. In-depth knowledge of HIV and AIDS, TB and Wellness in the World of Work;
- c. Strong knowledge and Understanding of ILO Tripartite and Social Partners

- d. Proven experience in providing consultancy on Policy Review and Development;
- e. Fluency in written and spoken English;
- f. Strong communication, analytical and presentation skills; and
- g. Proven ability to work independently with minimum supervision.

4.0. PROPOSAL SUBMISSION

Interested consultants are encouraged to submit a technical and financial proposal to lusaka@ilo.org . Please keep in copy mukeya@ilo.org. Consultants submitting by emails are encouraged to send Technical and financial proposals in separate emails.

The submission of the detailed technical and financial proposal should take into account the following:

- a. A letter of interest stating that you are eligible for the assignment;
- b. A technical proposal clearly indicating description of the proposed methodology to be used and a schedule of planned activities;
- c. Detailed budget, indicative of all-inclusive costs for activities, including administrative fees;
- d. Company/organization profile;
- e. CV of the individual /s to undertake the assignment; and
- f. A summary or samples of similar assignments undertaken previously.

The deadline for submission of proposals is **23rd June 2021** by 17.00 hrs. Interested consultants are encouraged to send their application with the subject: **Overarching Work Place Wellness, HIV/AIDS and TB Policy**