



Government of Nepal
Ministry of Health and Population
National Centre for AIDS and STD Control (NCASC)

Teku, Kathmandu
National Centre for AIDS & STD Control
2063

2018 National-level Meta-Analysis on MSM/TG and PWID in Nepal

APPLICATION FORM (for EOI)

Name of research organization:

EOI is applied for:

.....
.....
.....

Date of EOI submitted:

...../...../..... (Day/Month/Year)

Note: One application form for one meta-analysis

Notes:

1. This application form for EOI has two major sections: (a) administrative requirements and, (b) technical requirements. All specific administrative and technical requirements for meta-analysis are to be provided with evidence on each relevant section mentioned below.
2. All the evidence as requirements demanded by the defined Terms of References (TOR) are required to be attached along with the application. All the attached evidence are required to be certified by the notary.
3. Applications are required to be submitted no later by due dates and times as mentioned in the advertisement (submission of Expression of Interest by XXX).
4. Applications are required to submit with one page cover letter.

DIRECTOR

APPLICATION FORM

1. Name of research organization:		
2. Office Address :		
3. Name of Team Leader:	Email:	
4. Name of Contact person:		
Contact number: Office:	Mobile:	
Fax:		
Email:		
5. Administrative/legal documents attached (<i>Attach the notary attested copies of the following documents</i>)		
6.1. Registration letter	Attached:	yes no
6.2. Registration renew letter	Attached:	yes no
6.3. VAT registration certificate and numbers	Attached:	yes no
6.4. Audit report	Attached:	yes no
6.5. Tax clearance certificate	Attached:	yes no
6.6. Annual report	Attached:	yes no

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
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B. TECHNICAL PLAN:

1. Survey Team (updated brief CV within 3 pages for each)

Staff position	Name	Academic qualification and professional training	Key areas of expertise
1.1. Research team leader - 1			
1.2. Research officer - 1			
1.3. Data analyst - 1			
1.4. Research coordinator - 1			
1.5. Report Writer			
1.6. Admin/Finance staff (if any)			
1.7. Other staff (if any)			
<p>Note:</p> <p>a) Please provide the updated CV of each proposed staff – maximum three pages for each with the relevant information mentioned in the TOR.</p> <p>b) The proposed staff must be the same that will be presented in the final contractual agreement, in the case of the successful bidder. In otherwise, it will be invalidated.</p>			



2. Please attach a summary of job descriptions of each research team member proposed in the specific proposed research (in a summary table only).

Staff positions proposed	Job roles for each in the specific survey (5-8 key roles only)
2.1. Team leader – 1	
2.2. Research Officer – 1	
2.3. Data Analyst – 1	
2.4. Research coordinator – 1	
2.5. Report Writer 1	
2.6. Admin/Finance staff (if any)	
2.7. Other staff (if any)	



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3. Experience of Team Leader in: 3.1.

(a) Research in the last four year period in Nepal and/or abroad.

3.2. Please submit the Summary of the relevant experience or published papers, if any (evidences for each Research)

Evidence attached:

(a)

(b)

4. Experience of the Research Organization in:

4.1. (a) Research in the last seven-year period in Nepal and/or outside:

4.2. Please submit the Summary of the relevant experience or published papers, if any (two pieces of evidence for each Research)



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List of documents provided

Requirements with Evidence/Documents	Submission Status	
	Yes	No
1. Cover letter	Yes	No
2. Registration letter and renew status	Yes	No
3. VAT Number	Yes	No
4. Audit report	Yes	No
5. Tax clearance report	Yes	No
6. Annual Report of the agency	Yes	No
7. Brief CVs of the proposed Research team	Yes	No
8. Proposed job description of each member of research team (one-page summary in the table)	Yes	No
9. Evidence of doing Research or meta-analysis conducted	Yes	No
10. Other (if any) specify, ...	Yes	No

Notes:

Applicant organization will be disqualified from the selection process without following mandatory notes :

- Organization VAT registration
- Latest Registration renew letter
- Audit report
- Annual Report of the agency of FY 2074/075
- Tax clearance letter of recent FY
- Company Updated certificate of recent FY
- Organization's authentic signature and organization's stamp on application Form

Make sure that all copies of administrative and legal documents are attested by notary public and attached.

1. Submit your final EOI Application to the following address:
The Director
National Centre for AIDS and STD Control, Teku, Kathmandu
Phone: +977-1-4261653 Fax: +977-1-4261406
Email: info@ncacs.gov.np
2. Make sure that all copies of administrative and legal documents are attested by a notary Public and attached.



Terms of Reference

Background

Since the early nineties, the Nepalese government has launched various short and medium term HIV prevention programs including rapid expansion of HIV testing and counselling (HTC) targeting both the general population and key populations (people who inject drugs, men who have sex with men/transgender and female sex workers) including the promotion of condom use and implementation of peer-driven interventions such as HIV and sexually transmitted infections (STIs) education among sex workers, sexual and gender minorities and comprehensive harm reduction program to address unclean needle sharing among people who inject drugs. In 1999, the government via the National Centre for AIDS and STD Control (NCASC), under the National Surveillance Plan for HIV/AIDS also started integrated biological and behavioural surveillance (IBBS) surveys to monitor changes in HIV prevalence and associated risk behaviours among key populations. IBBS data is now collected through face-to-face interview and lab testing among key populations selected using different sampling technique (cluster random sampling, respondent driven sampling (RDS) and snowball sampling) every 2-3 years, by epidemic zones, among key populations based on second-generation surveillance principles (information related to sexually transmitted disease prevalence and risk behaviors). The rapid expansion of HTC services and access to HIV drugs (i.e. antiretroviral therapy) free of charge has increased the survival of HIV-infected persons making it difficult to rely on prevalence data for tracking changes in HIV incidence or for measuring the effectiveness of HIV prevention interventions.

HIV incidence i.e. the rate of recent HIV infections is the best estimate for understanding the epidemic dynamics and the impact of interventions, whereas the prevalence data may not provide information where new infections are occurring. There are several different methods available to estimate HIV incidence, but few are really viable options in Nepal today. Estimating effect size of available interventions on intermediate outcomes (HIV-related interventions) is essential to justify resources invested and efforts made in the last two decades.



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Key questions to answer

- Are there any effects of behavioural interventions on HIV risk bio and behaviors among key populations in Nepal?
- Does the effectiveness of interventions differ by the age group (young people 16-24 years vs. adult \geq 25 years old)?

Responsibilities

- Produce clean dataset based on all independent studies and published/unpublished reports/surveys among female sex workers and people who inject drugs.
- Calculate descriptive statistics and other required estimate for meta-analysis.
- Conduct meta-analysis based on the estimate produced by the consultant
- Interpret the findings of the Meta-analysis.
- Produce manuscript based on the final report and submit it to the NCASC

Experience Requirement of Team Leader

1. Advanced university degree in epidemiology and/or public health, social sciences and/or biostatistics.
2. The experience of quantitative research and of working with large datasets.
3. Knowledge of 'Preferred Reporting Items for Systematic Reviews and Meta-Analyses'.
4. Strong background in behavioural epidemiology and analytic methods. Strong background in evaluation research methods and approaches.
5. Good knowledge of database management.
6. Manage competing for deadlines and work effectively both independently and as part of a team.
7. The experience of publishing scientific paper as an author (at least 1 scientific paper in the international peer-reviewed journal).



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Handwritten initials in black ink, appearing to be 'WR'.

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