



**NGO**  
**DELEGATION TO THE**  
**UNAIDS PCB**

2024 NGO Report Consultant

# Terms of Reference

30 April 2024

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## I. Introduction

The PCB NGO Delegation produces an annual NGO report presented during one of the biannual PCB meetings. The NGO Delegation decides by consensus on the report's topic. The highest priority is given to a topic that is relevant and requires urgent action at the global level.

This year, the NGO report “Breaking the Chains: Community Leadership, Sustainability, Human Rights and the HIV Response” (working title) will be presented at the 55th meeting of the UNAIDS PCB in December 2024. This report will be generated through a consultancy arrangement under the supervision of the PCB NGO Report Working Group, represented by its focal point, Cecilia Chung, and the Communication and Consultation Facility (CCF) of the PCB NGO Delegation, represented by Alexander Pastoors.

## II. The Subject Area (see [Concept note](#))

## III. Scope of services

The Consultant is expected to deliver the following tasks:

1. Submit a draft of a detailed report outline and revise it according to the delegation's comments.
2. Develop an appropriate methodology for data collection, including interview guides and questionnaires, in consultation with the Delegation.
3. Conduct a desk review of relevant publications and grey literature on the topic.
4. Administer an online survey among civil society experts (with support from the CCF)
5. Write no less than five case studies.
6. Write the draft report and work closely with the NGO Report Working Group focal point and the CCF to integrate comments and revise the report (maximum two draft reports).
7. Revise and submit the final report after the proposed copy edits of the UNAIDS Secretariat to align the report with the corporate identity requirements of PCB documents.
8. Deliver a set of slides with a concise summary of the report and supporting visuals/pictures to present the report to the PCB.

## IV. Timeline:

● Online survey for input from civil society:	1	July
● Submission of Draft Report Outline:	15	July
● Submission of Final Report Outline:	29	July
● Submission of First Draft:	2	September
● Submission of Comments by NGO Delegation and CS Experts:	16	September
● Submission of Second Draft:	27	September
● Submission of Comments by UNAIDS and Relevant Co-sponsors:	14	October
● Submission of Final Draft:	25	October
● Submission of Final Report:	15	November
● Submission of Slides:	22	November

For further information, please contact the Communication and Consultation Facility (CCF) of the PCB NGO Delegation:

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