

**SUPPORT TO THE NATIONAL RESPONSE TO
HIV/AIDS IN PAPUA NEW GUINEA**

PNG/02/003

Project Document

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LIST OF ACRONYMS

AIDS	Acquired Immuno Deficiency Syndrome
AusAID	Australian Agency for International Development
BL	Budget Line
CCA	Common Country Assessment
DNPRD	Department of National Planning and Rural Development
EU	European Union
HIV	Human Immunodeficiency Virus
ILO	International Labour Organisation
MDG	Millennium Development Goals
MTDS	Medium Term Development Strategy
MTP	Medium Term Plan
NACS	National AIDS Council Secretariat
NAC	National AIDS Council
NDOH	National Department of Health
NGO	Non Government Organisation
NHDR	National Human Development Report
PAC	Provincial AIDS Council
PLWHA	People Living With HIV/AIDS
PRS	Poverty Reduction Strategy
TOR	Terms of Reference
UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCT	United Nations Country Team
UNDP	United Nations Development Programme
UNDAF	United Nations Development Assistance Framework
UNGASS	United Nations General Assembly Special Session
UNIFEM	United Nations Development Fund for Women
UNICEF	United Nations Children's Fund
WHO	World Health Organisation
GIPA	Greater Involvement of People with AIDS

PART I

Part I a. Situation Analysis

In 2002 PNG became the fourth country in the Asia-Pacific Region (after Thailand, Cambodia and Myanmar) to have a generalised HIV epidemic, with the prevalence of HIV in the Port Moresby General Hospital among antenatal women reaching 1%¹. The first HIV positive case was detected in Papua New Guinea in 1987. Since then 5,655 people² have been diagnosed with HIV, have developed AIDS or have died from an AIDS related disease. The National AIDS Council (NAC) estimates that about 100 people are infected each month with the latest estimates for the total number of HIV infected people in PNG being in the range of 10,000 to 15,000.

The sex ratio among people living with HIV/AIDS is almost 50/50 between men and women, indicating a strong heterosexual epidemic and underlying issues of gender and power relations. Poverty as well as new sense of sexual freedom, is driving a widely dispersed sexual exchange for cash or goods, although standard freelance sex workers can be found in main urban centres. The most susceptible age group is 20 to 34 years for both males and females. Women are more affected in the 15 to 29 year age group, most likely due to testing of women attending antenatal clinics. Significant HIV infection rates (17%) have been documented among female sex workers in the National Capital District (NCD) and among STD patients (7%). It is estimated that about 9% of the HIV cases are due to mother to child transmission - the highest level in the Asia and Pacific region.

These figures clearly point to the existence of a mature epidemic that has somehow not been captured in "prevalence rates" due to inadequate systems of surveillance. (Adult prevalence rates shown in the UNAIDS country fact sheet for the year 2000 record 0.22% of the population as HIV positive.) According to the UNAIDS epidemiological fact sheet for PNG for 2000 prevalence rates of STI as high as 58% have been observed among rural men and women in the highlands. The presence of STIs increases the risk HIV/AIDS five fold. Other accelerating factors in PNG include a high crime rate especially rape, a high rate of teenage pregnancy, low use of condoms (12%) and other preventive technology, low levels of HIV/AIDS awareness and low levels of access to health care³.

In 1989/90 the first national medium term programme for the prevention and control of HIV/AIDS in PNG (1989 – 1995) was developed. However, AIDS was not accorded high priority by the government in the allocation of its own resources or in its negotiations with donors. It was not until 1997 when the then Prime Minister took a direct interest and legislation to establish the NAC was passed in December 1997.

Despite the establishment of the National AIDS Council, a National AIDS Council Secretariat, the National HIV/AIDS Medium Term Plan and substantial support from donors, the epidemic is still not recognised as a critical development issue. There is still an element of denial of the problem amongst politicians and senior decision makers. Political support is weak with funds allocated to the NAC declining since its establishment. National government funding was K2.7 million in 1999, K1.3 million in 2001 and K0.65 million in 2002.

The NAC, which is comprised of representatives from government departments, private sector, NGOs and PLWHA, is supported by the NAC Secretariat (NACS). Its objectives are:

- a. To take multi-sectoral approaches with a view to prevent, control and to eliminate the transmission of HIV in PNG.
- b. To organise measures to minimise the personal, social and economic impact of HIV infection and the disease of AIDS, and
- c. To ensure, as far as is possible, that personal privacy, dignity and integrity are maintained in the face of the HIV/AIDS epidemic in PNG

The second National HIV/AIDS Medium Term Plan – 1998 – 2002 was approved in 1998 with the NAC responsible for its implementation. The Plan had six components: (i) Education, Information and Media; (ii) Counselling, Community Care and Support; (iii) Legal and Ethical Issues; (iv) Social and Economic Impact; (v)

¹ UN/USAID, 2002, Review of PNG National HIV/AIDS Medium Term Plan (1998 – 2002)

² National AIDS Council Surveillance Report, March 2003

³ Madhu Bala Nath, UNIFEM Gender and HIV/AIDS specialist – "GENDER FOCUSED RESPONSES TO ADDRESS THE CHALLENGES OF HIV/AIDS IN PAPUA NEW GUINEA", May 2002 mission report

Monitoring, Surveillance, Evaluation and Research; and (vi) Medical and Laboratory. The recommendations of an independent review of the Plan undertaken in late 2002, with the assistance of USAID and UNAIDS, highlighted the need to strengthen both the prevention and care goals of the response. In particular, there was concern that care and treatment issues continue to be inadequately addressed despite the increasing number of people testing positive to HIV. Given UNDP's strategic focus on the governance aspects of HIV/AIDS this project will focus on the need to strengthen political and community leadership, the importance of integrating gender dimensions into future programmes and the need for workplace support and legal rights for HIV positive workers. The first component is intended to highlight the importance of addressing prevention, care and treatment and building support for the implementation of the HIV/AIDS Management Bill. The other two components will promote specific interventions that encourage the practical applications of key aspects of the Bill.

Over the last twelve months progress has been made in the finalisation of the Government's next National Medium Term Development Strategy and the related National Poverty Reduction Strategy. Finalisation of these documents and work that is expected to proceed on implementation of the Millennium Development Goals in Papua New Guinea should provide opportunities for strengthening advocacy amongst politicians and senior decision makers about the importance of HIV/AIDS.

Part 1b – On going support, the international environment and lessons learned

Ongoing support

It is intended that the NAC provide the policy framework for the national response to HIV/AIDS with the support at the sub national level by the Provincial AIDS Councils (PACs). NGOs/CBOs and the international community play a key role in supporting the national response to HIV/AIDS. NGOs and CBO's carry out advocacy as well as care and counselling services. Table 1 provides a synopsis of the ongoing direct support being provided by the international community in the area of HIV/AIDS. All on-going donor projects seek to address the importance of HIV through various activities and in the case of AusAID specific components have been included. To date AusAID has been the principal donor supporting implementation of the Medium Term Plan, with other assistance being made available from the EU, USAID and UN agencies.

Table 1: Synopsis of international community support to the National Response to HIV/AIDS.

AusAID ⁴	<p>AusAID funds the National HIV/AIDS Support Programme (NHASP), which is implemented in conjunction with NACS and the National Department of Health (NDOH). The project, which began in November 2000, is a five -year project and is designed to support the implementation of the MTP. The project has six components: (i) IEC; (ii) Counselling, community care and support; (iii) Policy, legal and ethical issues, (iv) Monitoring, surveillance and evaluation; (v) clinical services and laboratory strengthening; (vi) management support to the NAC. Through these components the strategic areas of focus are to:</p> <ul style="list-style-type: none"> - strengthen the capacity of provinces - strengthen the capacity for multi -sectoral planning at all levels of government - assess the institutional capacity and needs in the government and NGO sectors and identifying implementing agencies and partners - build relationships in order to institutionalise the programme of capacity building and skills transfer - support the development of a national HIV/AIDS counselling and home care network and provide training, coordination and monitoring of counselling and home care activities. - advocate for and supporting development of legislation and policies for HIV/AIDS based on the ethics of non - discrimination and compassion - conduct research to identify training and resource needs to support culturally relevant education, behaviour change and advocacy programmes. - strengthen and expand HIV/AIDS and sexually transmitted infection (STI) behavioural and surveillance programs and - improve the quality and accessibility of STI and HIV/AIDS clinical services
EU ⁵	<p>EU will contribute to the MTP by supporting the prevention and control of the further transmission of HIV and STIs. The project purpose is sustained changes in risk behaviours and attitudes among targeted men and women with high vulnerability to HIV infection. The target groups include adolescents and specific groups at high risk (e.g. sex workers and their customers) from the nature of their sexual behaviour. Project results are expected to be:</p>

⁴ Based on information received from the NHASP project team during a briefing with the NACS on Tuesday 16 July 2002.

⁵ Financing agreement between The Commission of the European Communities and PNG: Identification no. PNG/7009/000

	<ol style="list-style-type: none"> 1. Targeted sexual health intervention strategies developed for men and women with high vulnerability to HIV infection 2. Targeted interventions reaching at least 10,000 men and women, including adolescents, with high vulnerability to HIV infections; 3. Improved capacity of civil society groups to implement targeted interventions and 4. Effective and efficient project management.
USAID	USAID supported the review of the MTP. For the longer term, USAID support will be dependent on the outcome of the review of the MTP.
UN agencies	<p>UN support is coordinated by the Resident Coordinator's office through the UN Theme Group on HIV/AIDS with individual agencies carrying out activities through their respective programmes. Through the UN Theme Group support is provided to the Government in reporting on progress under UNGASS and the UN Country Team will support progress with the implementation, monitoring and reporting on MDGs.</p> <p>UNAIDS is strengthening its presence in the country through a placement of a Country Programme Advisor and its support to the review of the National Medium Term Plan and the strategic planning process of the next National Plan.</p> <p>UNICEF has the following four programmes in HIV/AIDS:</p> <ol style="list-style-type: none"> (i) Village theatre groups. The programme involves training selected people in general HIV/AIDS issues such as cause, effects and need for behavioural change. With this knowledge, these people are trained by the National Cultural Commission in how to create plays through which key messages on HIV/AIDS can be transmitted to communities. (ii) Mother to Child Transmission (MTCT). This programme has resulted in the preparation of a training manual for nurses on how to prevent MTCT at pre and post natal stages; development of a counselling programme on feeding options for lactating mothers; preparation of training on encouraging pregnant women to undergo voluntary testing. UNICEF is currently looking at focussing on women who give birth outside of formal birth clinics so that they can also have access to medical and counselling services aimed at reducing MTCT. (iii) Involving tradition leaders. This initiative aims at training village leaders to become involved in HIV/AIDS prevention and care activities. (iv) Reaching communities through schools. This programme builds on a UNFPA Population Education programme and aims at integrating HIV/AIDS into school curriculum. <p>WHO through the Ministry of Health provides technical advice, medical supplies and equipment in support of the MTP.</p> <p>UNFPA's country Programme Outline for 2003 -2007 will integrate HIV/AIDS into all its programmes in the following areas of focus:</p> <ol style="list-style-type: none"> (i) Reproductive health (ii) This sub-programme will aim at increasing access to and improve the quality of reproductive health information, education and services. (iii) Population and development strategies (iv) This sub-programme will aim at population and development strategies and policies.

International environment and lessons learned

The Millennium Declaration, adopted by 147 heads of States in September 2000, launched a global agenda for development that builds on the international development goals and the outcomes of various world conferences and summits of the 1990s. Arising out of the declaration are the eight Millennium Development Goals (MDGs), one of which is "combating HIV/AIDS, malaria and other diseases. Specifically on HIV/AIDS the target for this goal is to "have halted by 2015, and begun to reverse, the spread of HIV/AIDS". PNG has joined this global effort to achieve and report progress being made towards meeting the MDGs.

In June 2001, the Declaration of Commitment on HIV/AIDS was adopted at the UN General Assembly Special Session (UNGASS) on HIV/AIDS. Its broad objectives are: (i) Prevention of new infections; (ii) Provision of improved care, support and treatment for those infected and affected by HIV/AIDS; (iii) Reduction in vulnerability, especially among groups that have high or increasing rates of infection or who are at greatest risk of infection; and, (iv) Mitigation of the social and economic impact of HIV/AIDS. UNDP's corporate strategy on HIV/AIDS contributes to the above objectives with five country-level support services. These are:

- **Advocacy and Policy Dialogue.** Strong leadership at all levels, coalition-building and national policy dialogue for an effective response to HIV/AIDS.

- **Capacity Building.** Planning, management, implementation and decentralisation of multi -sectoral and gender-sensitive national HIV/AIDS programmes.
- **Mainstreaming.** Integrating AIDS into mainstream development planning, poverty reduction strategies, budget allocation processes; and strategies to alleviate the socio-economic impact of HIV/AIDS.
- **Human Rights.** Promotion of human rights as a normative and ethical framework for the response to HIV/AIDS, including legal reforms.
- **Information and Multi-Media Technology.** Multi-media technology for large-scale information and awareness-raising interventions.

Global experience shows that effective responses are characterised by both a strong political and community commitment. There is a need for commitment and participation by a country’s highest political leaders, and the involvement of community leaders, women’s and youth groups in the design and implementation of national responses to HIV/AIDS. The most effective programmes generally have the following elements:

- § An early and coordinated response at the national level;
- § Recognition by Political leadership of the seriousness of the epidemic supported by political will, vision, leadership and commitment;
- § A large scale strategic response;
- § Advocacy activities to encourage total mobilisation of government and civil society;
- § A decentralised and scaled up response;
- § Capacity development in planning, management and implementation;
- § Adequate domestic resources allocated to the HIV/AIDS response;
- § It is also essential that the response to HIV/AIDS be embedded in National Poverty Reduction Strategies and further mainstreamed into all aspects of development efforts and,
- § Promotion and protection of human rights.⁶

Part 1c – Project strategy

Within the context, of the Millennium Declaration, and the UNGASS Declaration of Commitment on HIV/AIDS, all UN efforts in HIV/AIDS in Papua New Guinea will be provided within the 2003 -2007 UN Development Assistance Framework ([UNDAF](#)) for PNG. The UNDAF has the following three objectives: (i) Enhance Leadership and Participation; (ii) Improve Access, quality and delivery of basic services; and (iii) Improve Regional and Global Integration. While all three UNDAF objectives provide an entry point for supporting the National HIV/AIDS programme, the main entry point for supporting HIV/AIDS will be through objective 2.

The [UNDP Country Programme Outline](#) supports the UNDAF objectives. The Strategic Results Framework for UNDP identifies the following output for UNDP support: “Together with the National AIDS Council Secretariat, UNAIDS, and the theme group on HIV/AIDS UNDP will assist the national efforts in raising public awareness on HIV/AIDS as a development issue. Table 2 shows the intended outcome to be achieved by UNDP on HIV/AIDS and how it fits into the UNDAF. This project builds on UNDP’s corporate strategy on HIV/AIDS, and the recommendations of two UN missions conducted in February 2001 and May 2002, respectively.⁷

Table 2. The Entry point for HIV/AIDS in UNDAF and UNDP Country Programme Outline

UNDAF Objective 2: Improved access quality and delivery of basic services through strengthened access, quality and delivery of basic services to all sections of the community			
Outcome 2.3: National AIDS Council supported to promote implementation of HIV/AIDS Medium Term Plan (MTP).			
UNDP COUNTRY PROGRAMME OUTLINE			
Strategic Area of Support	Intended Outcome	Outcome Indicator	Intended Outputs

⁶ UNDP Evaluation Office, Essentials, “A Multifaceted Response to the HIV/AIDS Pandemic”, June 2002

⁷ The UNDAF and Country Programme Outline were prepared in partnership with the Government of Papua New Guinea.

Multi-sectoral response to HIV/AIDS	Socio-economic impact of HIV/AIDS reflected in plans and services as part of a national multi - sectoral response.	Multi-sector plans and services delivered.	Support provided to promote and strengthen understanding of socio -economic impact of HIV and of need for broader sector planning .
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At the corporate level UNDP has identified HIV/AIDS as a governance challenge of great complexity. The success of programmes on HIV/AIDS depend on “how well the overall national response is governed, managed and coordinated, through strong leadership at all levels, dynamic interaction between government and civil society, and society wide mobilisation behind the common goal of containing this epidemic”. In this regard, elements of good governance include: (i) political will, vision and leadership; (ii) large scale strategic response; (iii) total mobilisation of governments and civil society; (iv) decentralised and scaled -up response; (v) capacity for planning and implementation; and finally, (vi) adequate domestic resources.⁸

There were two missions to PNG in 2001 and 2002 that have helped inform the focus of proposed UNDP support. The first was a joint UN agency mission (comprising UNAIDS, UNICEF, UNIFEM, the World Bank, and WHO), in February 2001. The recommendations from this mission included support for the reduction of the vulnerability of women and girls to HIV/AIDS by strengthening the integration of gender issues in the national response. In May 2002, UNIFEM undertook an exploratory mission to identify how it could support gender-based HIV/AIDS prevention and treatment initiatives in PNG. The mission found a lack of gender-based HIV/AIDS prevention and treatment initiatives in PNG and recommended that as women face the brunt of the causes and consequences of the epidemic, there is a need to address their rights as an integral part of the overarching strategy to halt the spread of HIV/AIDS⁹.

Against this background, UNDP assistance in PNG is to be focused on supporting the national HIV/AIDS response through efforts that: (i) target national leaders and policy makers to ensure that at the highest national level HIV/AIDS is treated as a serious development problem facing the country that needs to be acted upon with urgency; (ii) strengthen coordination and capacity of NGOs involved in providing treatment care and support for HIV/AIDS to promote their stronger role in planning and policy formulation ; (iii) address gender-based HIV/AIDS prevention and treatment initiatives; and (iv) reduce workplace discrimination for HIV positive workers.

The government has endorsed UNDP’s efforts in the preparation of this document (Letter of Endorsement attached as Annex IV) and is welcoming a strengthened and coordinated UN support to the national efforts on HIV/AIDS. The project will be UNDP’s contribution to UN system wide efforts to support the Government’s efforts on HIV/AIDS. It will therefore be coordinated through the UN Theme Group on HIV/AIDS to ensure a coordinated UN response. It will also operate within the Government’s framework to ensure that it is coordinated with and complements the support of other development partners.

The following is a summary of the three outcomes expected from the project. Details of the activities of the to be implemented will be provided through an annual work plan to be developed by the Project Manager and as a result of further consultations with UNIFEM and ILO, partner agencies identified to assist with the implementation of outcomes 2 and 3 respectively.

(i) Advocacy and policy dialogue at the national level

UNDP will support advocacy efforts to build awareness and understanding at the national level that HIV/AIDS is a critical development issue that requires urgent action. A result of increased awareness will be concrete policies and development plans that address the issue. Information communication technology will be used as much as possible as a cost effective form of advocacy. An important aspect of advocacy efforts will be to build an understanding and compassion for PLWHA and the significant contributions that care and treatment can make to reducing stigma and strengthening prevention aspects of the response.

It is proposed that UNDP’s signature product – the National Human Development Report be the tool through which this advocacy and understanding is built. In this regard, the second PNG NHDR will be produced with the theme “Poverty implications of HIV/AIDS”. In addition, the project will support enhanced coordination

⁸ UNDP, Bureau for Development Policy, Special Initiative on HIV/AIDS, “Global Crisis...Global Action: HIV/AIDS – A Governance Challenge”, June 2001

⁹ Madhu Bala Nath, UNIFEM Gender and HIV/AIDS specialist – “Gender Focussed Responses to Address the Challenges of HIV/AIDS in Papua New Guinea”, May 2002 mission report

among NGOs and CBOs in an effort to promote their role in the planning and policy formulation processes and to allow them a stronger 'voice' in advocating for an increased political commitment. The media will be an important tool in the process of strengthening understanding and widespread support for the national HIV/AIDS response.

UNDP will also support the development of the second Medium Term Plan for HIV/AIDS.

(ii) Integration of the gender dimensions of HIV/AIDS into the national programme on HIV/AIDS

This process of strengthening resource allocation is incomplete without a component to monitor the expenditures made from a gender sensitive approach. A second step would therefore involve the sensitisation of key policy and financial management institutions in the country in issues relating to the gender dimensions of HIV/AIDS. This project will attempt to manifest an aspect of mainstreaming of HIV and gender into areas of governance that have traditionally not been sensitised in this area. The gap between policy and implementation has always dominated the polemic around HIV interventions. This gap is no longer just a topic of academic ruminations. It is starkly defining the quality of life of the people who were meant to be beneficiaries of HIV related policies and allocations. This project will therefore, attempt a combination of participatory training and policy review, sharing of best practices and participatory action plan designs to sensitise agencies such as: the Office of the Auditor General, the Parliamentary Accounts Committee, the Central Agencies Coordinating Committee and specific areas of the Departments of Finance and Treasury towards gender and HIV. The expected results of the project will be to generate a cadre of individuals in Parliament and government agencies whose

- Role and advice on financial matters across a range of agencies will be informed by the understanding that expenditures sensitive to HIV learning and responses make net development gains and
- Scrutiny of budgets and expenditures in different ministries will include an impact analysis of both planned and actual expenditures from the frame of reference of gender and HIV.

A broad programme of education and awareness building on the gender dimensions of HIV/AIDS in the first step towards advocating for integrating a gender perspective in national policies, in plans and in programmes on HIV/AIDS prevention and care. The civil society, (churches, youth organizations, NGOs, women's organizations etc.) National AIDS Council, the media and the UN Agencies all need to enhance their understanding about the gender and human rights dimensions of HIV/AIDS. A natural outcome of this process should be a more gender sensitive plan to address HIV/AIDS in 3-4 critical line departments.

UNDP will also support the development of the second Medium Term Plan to ensure amongst others concerns that it is gender sensitive. Finalisation of activities to be implemented in response to outcome (ii) will take place during a UNIFEM sponsored orientation workshop on HIV /AIDS and Gender.

(iii) Workplace support and legal rights for PLWHA

Addressing the HIV/AIDS epidemic within the formal employment sector is a growing concern to government. The need to put in place appropriate response within the work environment is essential as the epidemic threatens the fundamental principles and rights of workers at work. Therefore, the need for a Code of Practice on HIV/AIDS and the work place needs to be developed for government to guide the development of workplace policies within the different work place settings. The Code will not only help safeguard conditions within the work environment and protect the rights of workers infected and affected by the epidemic, but also to help prevent its spread and mitigate its impact.

The lack of expertise, knowledge and experience in this area gives rise to the need for government to look to its development partners for technical assistance in developing its Code of Practice on HIV/AIDS. The Code of Practice will provide the fundamental basis for work place development. In this respect, the government has made a specific request for the United Nations Development Programme to help in this area.

PART II. RESULTS FRAMEWORK

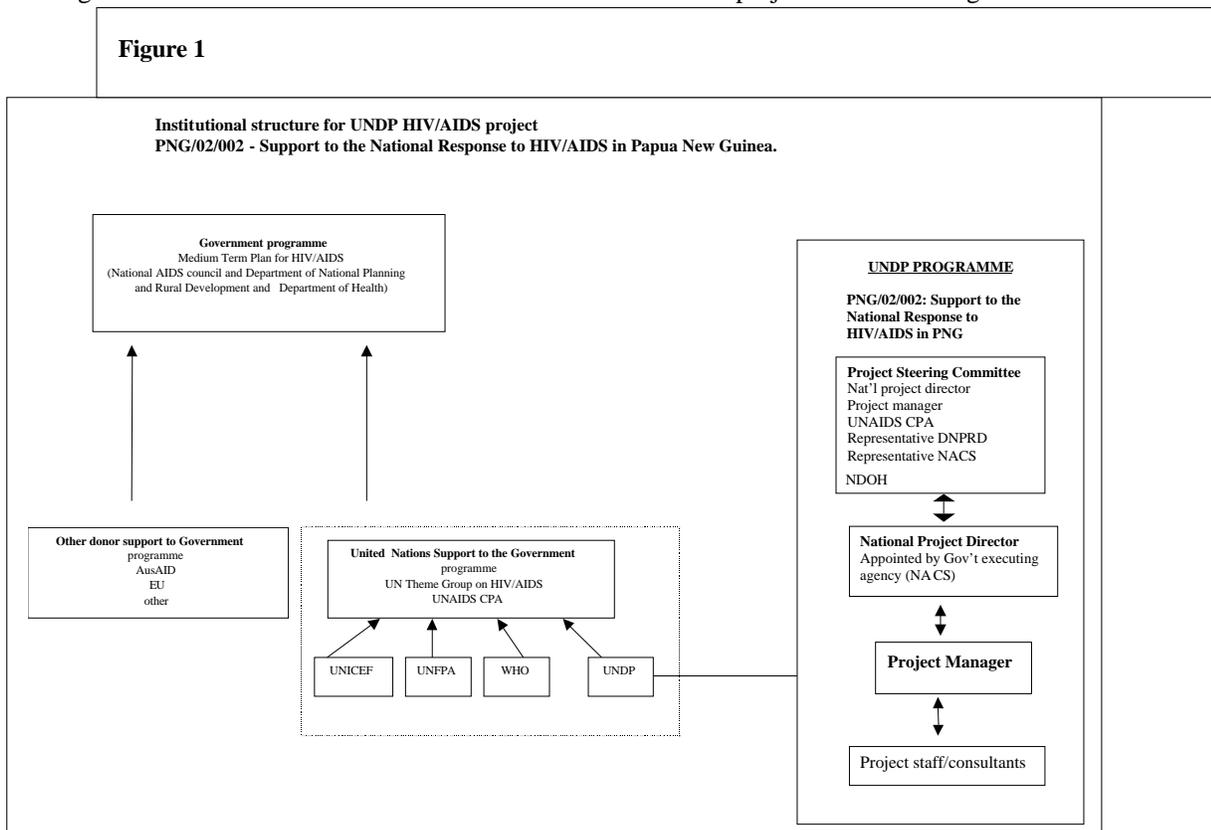
<p>Millennium Development Goal on HIV/AIDS: Combat HIV/AIDS, malaria and other diseases</p> <p>Target: Have halved by 2005, and begun to reduce, the spread of HIV/AIDS</p> <p>MDG indicators</p> <ul style="list-style-type: none"> Ø Reduction in HIV prevalence among 15-24 year old pregnant women Ø Increase in contraceptive prevalence rate Ø Reduction in the number of children orphaned by HIV/AIDS
<p>Intended Outcome as stated in the Country Results Framework:</p> <ul style="list-style-type: none"> Ø To strengthen the national response to HIV/AIDS and therefore reduce vulnerability of men and women to HIV/AIDS, reduce infection rates, improve care, support and treatment of those infected and affected by HIV/AIDS and mitigate the social and economic impact of HIV/AIDS.
<p>Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target.</p> <ul style="list-style-type: none"> Ø Increase in national funding allocated to HIV/AIDS programmes Ø Lower HIV/AIDS infection rates Ø Increase in the number of care, support and treatment centres in PNG. Ø Increase in the number of people accessing treatment – longer survival rates Ø Indicator for mitigation of social and economic impact of HIV/AIDS
<p>Applicable Strategic Area of Support (from SRF) and TTF Service Line: From the SRF: SAS: G2-SGN1-SASN3-HIV/AIDS: HIV/AIDS TTF Service Line: Service line 1 – Advocacy and Policy Dialogue; Service line 2 – Mainstreaming</p>
<p>Partnership Strategy:</p> <ul style="list-style-type: none"> § UNDP will build on its global strengths of advocacy and policy dialogue, capacity building, mainstreaming, human rights and information and communication technology to target Papua New Guinean leaders, policy makers and senior government officials to foster the political will, vision and leadership required to ensure a successful response to the epidemic. Political will, vision and leadership should result in adequate domestic resources being committed to support a nationally led response that is large scale and strategic; totally mobilises governments and civil society; whilst at the same time build national capacity for planning and implementation. § UNDP will work in coordination with the United Nations theme group on HIV/AIDS in PNG to ensure a coordinated UN response. § UNDP will work in partnership with mainstream government ministries and the National AIDS Council the government focal point for the national response to HIV/AIDS; § UNDP will coordinate with other donors to ensure that its activities are complimentary to theirs rather than duplicate or undermining. § UNDP will work in partnership with UNIFEM to ensure that the gender dimension of HIV/AIDS is recognised and clearly understood by policy makers so that the national response takes into account the critical differences between men and women vis-à-vis the causes and impact of HIV/AIDS and hence more appropriate and targeted strategies may be implemented. § UNDP will collaborate with ILO to develop workplace policies for HIV/AIDS. § UNDP will work in partnership with UNAIDS to ensure the most up to date and globally recognised best practices and technical expertise are utilised and built upon to enhance its support. § UNDP will work with non-government organisations, the private sector and government to support the building of a coalition of advocates and development change agents who together will advocate for political will, vision and leadership and a sustained national response.

Project title and number: PNG/03/002 – Support to the National Response to HIV/AIDS			
Intended Outcomes	Output Targets for (years)	Indicative Activities	Inputs
<p>Outcome 1 <i>Increased awareness and understanding built of HIV/AIDS as a critical development challenge that requires urgent action and greater awareness and understanding of international best practices and comparative experiences.</i></p>	<p>2003 Reviews of existing development policies, strategies such as MTDS and PRS</p> <p>2004 Production of a National Human Development Report with the theme “The Poverty Implications of HIV/AIDS in Papua New Guinea”. The NHDR should include the Millenium Development Goals Targets and indicators related to HIV/AIDS.</p> <p>2004 A ten minute video targeting politicians and senior bureaucrats showing the potential devastating impact of HIV/AIDS on the Poverty Reduction Strategy/MTDS</p>	<p>2003 - 2005 Establish and support a coalition of advocates and change agents called “coalition for a Papua New Guinea response to HIV/AIDS”</p> <p>Training to sensitise government officials</p> <p>Revisions of existing policies, strategies to incorporate HIV/AIDS</p> <p>Workshop with Parliamentarians to raise awareness and understanding HIV/AIDS.</p> <p>2004 - 2005 Promotion and publicity for findings NHDR.</p> <p>2003 – 2004 Workshops and joint activities undertaken to strengthen partnership between Government, NGOs, CSOs and the private sector.</p> <p>2003-2005 Ongoing sharing and dissemination of international best practices and global experiences.</p> <p>2003 - 2005 Workshops, seminars and data collection</p>	<p>Project Manager with experience in management of HIV/AIDS and development projects. 2 years</p> <p>1 expert with experience in preparation of NHDRs. 1 year</p> <p>Workshops, seminars, consultations and data collection</p> <p>4 HIV/ AIDS Activists (possibly PLWHA) - 2 years</p> <p>Layout and Editing costs</p> <p>Equipment (computers, database already exists in the DNPRD; vehicle)</p> <p>Video production company</p> <p>Printing of NHDR</p>

Project title and number: PNG/03/002 – Support to the National Response to HIV/AIDS			
Intended Outputs	Output Targets for (years)	Indicative Activities	Inputs
<p>Outcome 2 <i>Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS.</i></p>	<p>2003 Recommendations submitted to government to have the gender dimensions of HIV/AIDS reflected in national HIV/AIDS programme.</p> <p>2004 Review of procedures and processes key policy and financial management institutions to incorporate the gender dimensions of HIV/AIDS</p>	<p>Education and awareness building to build a greater understanding and awareness of the gender dimensions of HIV/AIDS</p> <p>Review/revision of national programmes on HIV/AIDS to incorporate gender issues.</p> <p><i>[Other activities to be developed following UNIFEM sponsored orientation workshop on HIV/AIDS and gender]</i></p>	<p>UNIFEM to implement</p> <p>4 HIV/ AIDS Activists (possibly PLWHA)</p>
<p>Outcome 3 <i>Workplace support and legal rights for PLWHA</i></p>	<p>2003 – 2004 National Code of Ethics for HIV/AIDS in the workplace developed</p> <p>2003 - 2005 A framework established to support organisations to develop specific workplace policies.</p>	<p>Formulation of step by step process for development of Code</p> <p>Stakeholder consultations for preparation of draft Code of ethics</p> <p>Draft Code of Ethics prepared</p> <p>Develop a process by which organizations both in public and private sectors can be assisted in developing specific workplace policies suitable for their working environment and in complying with the Code of Ethics.</p>	<p>ILO to implement</p> <p>4 HIV/ AIDS Activists (possibly PLWHA)</p>

PART III. MANAGEMENT ARRANGEMENTS

The project will be funded by UNDP. The UN Resident Coordinator's office, through the UNAIDS CPA will ensure the coordination of all activities of this project with that of other UN agencies and other donor and government interventions. The institutional structure of the project is shown in figure 1.



The project will be executed by the National AIDS Council with the Department of National Planning and Rural Development implementing the process of the preparation of the National Human Development Report.

There will be a Project Steering Committee (PSC) comprised of the National Project Director (representative of NACS), the Project Manager, the UNAIDS CPA, a Representative of DNPRD, a representative of Department of Health and a representative of UNDP. The Based on reports presented by the Project team the PSC's role will be to monitor progress made by the project team towards achieving its outputs and out comes, to monitor any constraints that the project may face and advise on actions that can be undertaken to overcome these constraints. The PSC will advise the UNDP Resident Representative of decisions that may need to be taken with respect to project implementation. Other project working groups may be set up as required for the purposes of implementing the project's work plan and specific activities such as the preparation of the National Human Development Report.

In accordance with UNDP regulations a tripartite review will be held annually.

PART IV. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Agreement between the Government of Papua New Guinea and the United Nations Development Programme, signed by the parties on 7 April 1981. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement refer to the government co-operating agency described in that agreement.

ANNEXES

ANNEX I: Budget

ANNEX II: Terms of Reference for Project Personnel

PROJECT MANAGER

Post Title:	Project Manager
Project Title:	PNG/03/002 – Support to the National Response to HIV/AIDS in Papua New Guinea
Duty station:	Port Moresby, PNG
Duration:	Two years

PROGRAMME CONTEXT

The 2003-2007 UNDP Country Programme for Papua New Guinea will focus on building capacity and human development and on strengthening sustainable development. This focus is nested within the three objectives of the United Nations Development Assistance Framework of: (i) enhanced leadership and participation; (ii) improved access, quality and delivery of basic services; and (iii) improved internal, regional and global integration. These objectives will be achieved through the implementation of activities centred around the promotion of good governance and poverty reduction.

A multi-sectoral response to HIV/AIDS has been identified as a strategic area of support for UNDP with specific support to activities aimed at ensuring that the socio-economic impact of HIV/AIDS is reflected in plans and services as part of a national multi-sectoral response.

Within this framework and within the context of the national programme on HIV/AIDS UNDP, in partnership with the Government of Papua New Guinea, has launched the project *Support to the National Response to HIV/AIDS in Papua New Guinea* (PNG/02/002).

The project will strengthen the national response to HIV/AIDS by supporting efforts that target national leaders and policy makers to ensure that at the highest national level HIV/AIDS is treated as a serious development problem facing the country and needs to be acted upon with urgency. Therefore the project will focus on:

- (i) Advocacy and policy dialogue at the national level
- (ii) Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS
- (iii) Workplace support and legal rights for PLWHA

The project is anticipated to commence operations in February 2003 and will be executed by the Government of Papua New Guinea through the National AIDS Council Secretariat. Implementation of some sub-components will be sub-contracted to service providers. It will be funded by UNDP.

POST PROFILE

The Programme Manager (PM) will be responsible for the satisfactory achievement of the programme objectives, as per the above-mentioned components. The PM will receive overall guidance from the national Executing Agency (The National AIDS Council Secretariat) and will report to UNDP Country Office Management through the designated Programme Officer on substantive programme implementation matters. In terms of strategic planning and implementation of the programme, the PM will receive policy guidance and direction from the Programme Steering Committee.

The PM will work as part of a team comprising a combination of international and national consultants. The PM will be responsible for the first year start up of project activities, including the recruitment of the project team. The PM, under the guidance of the UNDP Resident Representative and the Government of PNG will also support resource mobilization efforts to secure funding for project activities.

The PM will also work closely with other project's supported by various donor supported projects to ensure activities of the project are coordinated with those of all donors.

He/she will take responsibility for supervision of the project personnel, administration and financial status reports of the project.

He/She will provide project progress and financial reports to the UNDP country office on a timely basis as and when required. Specific timelines for reporting should be included in the annual work plans.

The UNDP programming manual shall be used as the guide for UNDP programming procedures on matters relating to project implementation, reviews, monitoring and evaluation. For matters relating to administrative and financial management of the project the PM shall be guided and supported by the programme officer handling this project in UNDP.

KEY TASKS AND RESPONSIBILITIES

1. Manage and coordinate the recruitment of all project personnel;
2. Prepare and manage the implementation of a quarterly work plan for the project in accordance with the project document;
3. Organise orientation and briefings for new project personnel;
4. Provide overall management of logistics and administrative management of project activities;
5. Provide overall management of financial aspects of the project;
6. Exercise the overall project coordination and implementation responsibilities for the achievement of project objectives, including the proper planning of workflow and financial oversight for optimal utilization of resources;
7. Monitor the implementation of designated project components, analyse problems that hamper their implementation and take appropriate measures so as to ensure timely delivery of required inputs and achievement of results;
8. Identify partnership strategies with regard to providers of specialized expertise and possible co-financiers, and lead resource mobilization for project components.
9. Support the UNDP Resident Representative in resource mobilisation efforts to strengthen the achievement of project outcomes and their sustainability
10. Regularly report to and provide other inputs for the meetings of the Project Steering Committee, as well as other tripartite and other meetings concerning design, implementation, monitoring and evaluation of designated project components, and advises relevant counterparts accordingly.
11. Provide input for the assessment of development impact by individual project interventions using a variety of monitoring and evaluation techniques.
12. Oversee development of exit strategies (as applicable) for individual project components and streamline those in national structures and programmes in a sustainable manner.
13. Liaise with the UNDP Country Office as well as other UNDP-funded programmes and projects to ensure synergies in substantive and operational issues pertaining to project implementation and results-based management.
14. Maintain close cooperation with relevant Government bodies, UN Agencies and other development partners to ensure effective communication and follow-up on matters related to project activities.

15. Facilitate advocacy and mass media outreach activities, and ensure wide dissemination of project results.
16. Supervise and appraise project staff, including the Policy Advisors and Task Manager(s) of specific project interventions.
17. Follow up on any recommendations/decisions or advice provided by the project steering committee.

REQUIRED SKILLS AND COMPETENCIES

- Advanced university degree in any of the following areas: Social Sciences, Management, Economics, Public or Business Administration
- At least 10 years' professional experience and proven managerial competence to administer multi-dimensional development projects
- Experience in the management of HIV/AIDS & Development projects in developing countries would be an asset
- Knowledge of PNG cultures, customs and practices
- Results-orientation, team-building and leadership skills
- Excellent interpersonal and communication skills
- Decisiveness, independence, analytical judgement, ability to work under pressure
- Excellent networking and resource mobilization skills, cross-cultural communication abilities
- Ability to use information technology as a tool and resource
- Fluency in written and spoken English.

ANNEX 2: TERMS OF REFERENCE

COORDINATOR - NATIONAL HUMAN DEVELOPMENT REPORT

Post Title:	Coordinator - National Human Development Report
Project Title:	PNG/03/002 – Support to the National Response to HIV/AIDS in Papua New Guinea
Duty station:	Port Moresby, PNG
Duration:	One year

PROGRAMME CONTEXT

The 2003-2007 UNDP Country Programme for Papua New Guinea will focus on building capacity and human development and on strengthening sustainable development. This focus is nested within the three objectives of the United Nations Development Assistance Framework of: (i) enhanced leadership and participation; (ii) improved access, quality and delivery of basic services; and (iii) improved internal, regional and global integration. These objectives will be achieved through the implementation of activities centred on the promotion of good governance and poverty reduction.

A multi-sectoral response to HIV/AIDS has been identified as a strategic area of support for UNDP with specific support to activities aimed at ensuring that the socio-economic impact of HIV/AIDS is reflected in plans and services as part of a national multi-sectoral response.

Within this framework and within the context of the national programme on HIV/AIDS UNDP, in partnership with the Government of Papua New Guinea, has launched the project *Support to the National Response to HIV/AIDS in Papua New Guinea* (PNG/02/002).

The project will strengthen the national response to HIV/AIDS by supporting efforts that target national leaders and policy makers to ensure that at the highest national level HIV/AIDS is treated as a serious development problem facing the country and needs to be acted upon with urgency. Therefore the project will focus on:

- (i) Advocacy and policy dialogue at the national level
- (ii) Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS
- (iii) Workplace support and legal rights for HIV positive workers

The project is anticipated to commence operations in February 2003 and will be executed by the Government of Papua New Guinea through the National AIDS Council Secretariat. Implementation of some sub-components will be sub-contracted to service providers. It will be funded by UNDP.

Under the areas of (i) Advocacy and policy dialogue at the national level and (ii) Capacity Building on HIV/AIDS policy formulation and implementation this UNDP support project will support the production of a National Human Development Report (NHDR), with the theme of HIV/AIDS. This UNDP flagship concept has become a powerful country owned and driven advocacy tools for providing input into government policy making processes and raising appreciation of human development issues in policy circles.

POST PROFILE

The NHDR coordinator will serve as the focal point for the formulation and partnership building in the preparation of the NHDR. The main deliverable under this post is a published National Human Development Report on the theme of HIV/AIDS.

On day-to-day administrative and logistical needs, and project work plan implementation, the NHDR coordinator will work under the direction of the Project Manager and on the substantive matters relating to the preparation of the NHDR the NHDR coordinator will work with a core team within the Government's focal point for NHDRs (DNPRD). This team, including the NHDR Coordinator, steer the process of the NHDR preparation under the policy and advisory overview of a core Advisory Group comprising National stakeholders from government, civil society, private sector and media, UNDP and UN team and other external partners.

The NHDR coordinator will be guided by the UNDP corporate policy on NHDRs as well as other UNDP tools and instruments established for supporting the preparation of NHDRs, including technical guidelines on the formulation of various indices. The NHDR coordinator will also draw upon the UNDP corporate guidance on HIV/AIDS and on the experiences of NHDRs of other countries that have had the theme of HIV/AIDS.

KEY TASKS AND RESPONSIBILITIES

The NHDR coordinator has the overall responsibility for facilitating and managing the process of production of the NHDR. The tasks and responsibilities of the NHDR coordinator are divided into the following four components:

PRELIMINARY TASKS

1. Develop and draft, based on consultations with the NHDR core team, a preliminary outline for the NHDR to be presented to the Advisory Group.
2. Establish timeframe and formulation of work plan for the NHDR preparation process.
3. Identification, with the core NHDR team, of indicators of success.
4. Identification of technical needs of the process, including research and drafting teams; or consultants, based on qualifications, credibility and independence.
5. Briefing and training of teams.
6. Strategic consultations with all stakeholders on the theme (HIV/AIDS).
7. Under the guidance of the UNDP Resident Representative and the National Project Coordinator explore opportunities with the private sector and donors for contributions in support of preparation of the NHDR. If possible secure funding.

TECHNICAL TASKS

1. Review and revise outline based on Advisory Groups inputs.
2. Facilitate the preparation of and/or draft background papers and statistics.
3. Review of draft outline with international specialists, peer reviews through the global NHDR network etc.
4. Facilitate the Advisory Group's review of inputs and identification of main messages or policy recommendations.
5. With the core NHDR team, agree on relevant material (including all graphics, boxes, case studies, charts, photos, maps etc;
6. Draft the report based on the various inputs received, including incorporation of country human development profile, and drafting of all appendices.

FINAL REVIEW AND EDITTING

1. Make appropriate arrangements for technical review of the report's contents, including substantive inputs on thematic area, data and statistical crosschecking with other relevant sources, calculations of indices etc.
2. Facilitate and incorporate findings of review of the reports conclusions and recommendations.
3. Facilitate and incorporate the findings of the review of the content and style of the report.
4. Prepare summaries of the recommendations and findings at the end of each section.
5. Arrange editing.
6. Finalise layout and formatting requirements of the report.
7. Ensure all support (UNDP, Government, Donors, and Private Sector) is acknowledged with institutional logos on the cover of the report.

FINAL STAGES

1. Prepare and finalise report to a stage suitable for printing.
2. Identify printing options and select a printer.
3. Print NHDR.
4. Ensure that the NHDR is also in a format suitable for online presentation and upload onto UNDP – PNG website.

REQUIRED SKILLS AND COMPETENCIES:

- Advanced university degree in any of the following areas: Social Sciences, Management, Economics, Public or Business Administration
- At least 10 years' professional experience and proven managerial competence to administer multi-dimensional development projects
- Experience in the preparation of NHDR's would be an asset. Experience in the preparation of NHDRs on HIV/AIDS would be an advantage.
- Results-orientation, team-building and leadership skills
- Excellent interpersonal and communication skills
- Excellent facilitation and process skills
- Decisiveness, independence, analytical judgement, ability to work under pressure
- Excellent networking and resource mobilization skills, cross-cultural communication abilities
- Ability to use information technology as a tool and resource
- Fluency in written and spoken English.
- Excellent drafting ability.

ANNEX 2: TERMS OF REFERENCE

HIV/AIDS ACTIVISTS

Post Title:	HIV/AIDS Activists
Project Title:	PNG/03/002 – Support to the National Response to HIV/AIDS in Papua New Guinea
Duty station:	Port Moresby, PNG
Duration:	Two years

PROGRAMME CONTEXT

The 2003-2007 UNDP Country Programme for Papua New Guinea will focus on building capacity and human development and on strengthening sustainable development. This focus is nested within the three objectives of the United Nations Development Assistance Framework of (i) enhanced leadership and participation; (ii) improved access, quality and delivery of basic services; and (iii) improved internal, regional and global integration. These objectives will be achieved through the implementation of activities centred on the promotion of good governance and poverty reduction.

A multi-sectoral response to HIV/AIDS has been identified as a strategic area of support for UNDP with specific support to activities aimed at ensuring that the socio-economic impact of HIV/AIDS is reflected in plans and services as part of a national multi-sectoral response.

Within this framework and within the context of the national programme on HIV/AIDS UNDP in partnership with the Government of Papua New Guinea, has launched the project *Support to the National Response to HIV/AIDS in Papua New Guinea* (PNG/02/002).

The project will strengthen the national response to HIV/AIDS by supporting efforts that target national leaders and policy makers to ensure that at the highest national level HIV/AIDS is treated as a serious development problem facing the country and needs to be acted upon with urgency. Therefore, the project will focus on:

- (i) Advocacy and policy dialogue at the national level
- (ii) Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS.
- (iii) Workplace support and legal rights for HIV positive workers.

The project is anticipated to commence operations in February 2003. It will be executed by the Government of Papua New Guinea through the National AIDS Council Secretariat. Implementation of some sub-components will be sub-contracted to service providers. It is funded by UNDP.

POST PROFILE

Under the project framework four posts will be created for PLWHA. The specific TOR will be written in accordance with the project work plan. The aim is to enable to participation of PLWHA in Papua New Guinea in the project to strengthen the project's activities particularly in terms of bringing to the project the perspective and experience of PLWHA in PNG.

These positions will be dynamic and cross cutting with the incumbents required to contribute across all components of the project to ensure that the project's contribution towards strengthening Papua New Guinea's response to HIV/AIDS reflects the views of PLWHA.

KEY TASKS AND RESPONSIBILITIES

The exact tasks and responsibilities of each post will be drawn up once the project work plan is prepared and the specific needs are identified.

REQUIRED SKILLS AND COMPETENCIES

These will depend on the tasks and responsibilities. Likewise remuneration will be commensurate with qualifications and experience.

ANNEX 2: TERMS OF REFERENCE

PROJECT ASSISTANT

Post Title:	Project Assistant
Project Title:	PNG/03/002 – Support to the National Response to HIV/AIDS in Papua New Guinea
Duty station:	Port Moresby, PNG
Duration:	Two years

PROGRAMME CONTEXT

The 2003-2007 UNDP Country Programme for Papua New Guinea will focus on building capacity and human development and on strengthening sustainable development. This focus is nested within the three objectives of the United Nations Development Assistance Framework of (i) enhanced leadership and participation; (ii) improved access, quality and delivery of basic services; and (iii) improved internal, regional and global integration. These objectives will be achieved through the implementation of activities centred around the promotion of good governance and poverty reduction.

A multi-sectoral response to HIV/AIDS has been identified as a strategic area of support for UNDP with specific support to activities aimed at ensuring that the socio-economic impact of HIV/AIDS is reflected in plans and services as part of a national multi-sectoral response.

Within this framework and within the context of the national programme on HIV/AIDS UNDP in partnership with the Government of Papua New Guinea, has launched the project *Support to the National Response to HIV/AIDS in Papua New Guinea* (PNG/02/002).

The project will strengthen the national response to HIV/AIDS by supporting efforts that target national leaders and policy makers to ensure that at the highest national level HIV/AIDS is treated as a serious development problem facing the country and needs to be acted upon with urgency. Therefore, the project will focus on:

- (i) Advocacy and policy dialogue at the national level
- (ii) Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS.
- (iii) Workplace support and legal rights for HIV positive workers.

The project is anticipated to commence operations in February 2003. It will be executed by the Government of Papua New Guinea through the National AIDS Council Secretariat. Implementation of some sub-components will be sub-contracted to service providers. It is funded by UNDP.

POST PROFILE

The project will require proficient staff to ensure that the project operates effectively and that there is efficient maintenance of records. There will be large volumes of communicated materials through electronic, postal services, documents and other methods, which will require being duly maintained. There will also be movement of staff both within and outside the project area in the performance of activities, which will require constant organisation and logistical support.

The project assistant will be work under the direct supervision of the project manager and will be responsible for day-to-day support in maintaining efficient organisation and implementation of all logistical and office management issues.

KEY TASKS AND RESPONSIBILITIES

- Maintain the project filing system.
- Maintain correspondence register of all forms of correspondence (electronic, written, including faxes and emails).
- Maintain inventory of project equipment.
- Receive visitors to the project office.
- Make appointments on behalf of project team.
- Organise travel arrangements for project team.
- Organise procurement of office consumables.
- Under overall guidance of project manager, maintain financial records of project expenditures.
- Support the project manager in his/her duties of preparing monthly financial reports of project expenditures by budget line and workplan activity.
- Maintain personnel files of project team.
- Provide logistical and backstopping support for project team.
- Liaises with the Administrative and Finance staff of the UNDP CO to ensure prompt processing of documentation and monthly receipt of UN exchange rates, DSA rates when applicable and copies of project financial information to be forwarded to the project manager.

REQUIRED SKILLS AND COMPETENCIES:

- Completion of secondary schooling.
- Secretarial and office management/administrative skills
- At least 5 years working experience
- Excellent working knowledge of standard software packages such as Microsoft office
- Excellent written and spoken knowledge
- Sensitivity and tact in dealing with a wide range of people
- Excellent interpersonal and communication skills
- Independent and able to work under pressure

ANNEX III: Outline of activities to be carried out by UNIFEM
(Letter of Agreement between the Government and UNIFEM to be prepared after Orientation Workshop on Gender and HIV/AIDS scheduled for May 2003)

PROGRAMME CONTEXT

The 2003-2007 UNDP Country Programme for Papua New Guinea will focus on building capacity and human development and on strengthening sustainable development. This focus is nested within the three objectives of the United Nations Development Assistance Framework of (i) enhanced leadership and participation; (ii) improved access, quality and delivery of basic services; and (iii) improved internal, regional and global integration. These objectives will be achieved through the implementation of activities centred around the promotion of good governance and poverty reduction.

A multi-sectoral response to HIV/AIDS has been identified as a strategic area of support for UNDP with specific support to activities aimed at ensuring that the socio-economic impact of HIV/AIDS is reflected in plans and services as part of a national multi-sectoral response. Within this framework and within the context of the national programme on HIV/AIDS UNDP in partnership with the Government of Papua New Guinea, has launched the project *Support to the National Response to HIV/AIDS in Papua New Guinea* (PNG/02/002).

The project will strengthen the national response to HIV/AIDS by supporting efforts that target national leaders and policy makers to ensure that at the highest national level HIV/AIDS is treated as a serious development problem facing the country and needs to be acted upon with urgency. Therefore, the project will focus on:

- (i) Advocacy and policy dialogue at the national level
- (ii) Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS.
- (iii) Workplace support and legal rights for HIV positive workers.

The project is anticipated to commence operations in February 2003. It will be executed by the Government of Papua New Guinea through the National AIDS Council Secretariat. Implementation of some sub-components will be sub-contracted to service providers. It is funded by UNDP.

Under the second focus area - Integration of the gender dimensions of HIV/AIDS into national programmes on HIV/AIDS – this UNDP project, through UNIFEM, will support education and awareness building to build a greater understanding and awareness of the gender dimensions of HIV/AIDS, review and if necessary revise national programmes on HIV/AIDS to incorporate gender issues and sensitisation of key change agents in PNG with respect to the national HIV/AIDS response.

UNIFEM will serve as the focal point for the implementation, advocacy and partnership building in the project's work in this area. The activities to be planned and carried out under this area will be guided by UNAIDS, UNIFEM's and UNDPs policy and advisory guidance on HIV/AIDS and Gender, including drawing upon the global experiences to strengthen and incorporate the gender dimensions of the national response to HIV/AIDS.

In achieving the project's outcomes UNIFEM will also work with and build the capacity of local based organisations.

UNIFEM, UNDP in collaboration with the government and local stakeholders will draw upon the global experience of UNIFEM in the area of HIV/AIDS and Gender and will build upon this experience in strengthening Papua New Guinea's response to HIV/AIDS in this area.

The detailed workplan for this component of the project will be prepared during an orientation workshop on gender and HIV/AIDS to be held in May 2003 and will take into account the following considerations:

1. Organisation and facilitation of a series of orientation workshops on gender and HIV/AIDS for key change makers in government, UN agencies, media and research and training bodies working on gender or HIV/AIDS issues.
2. Organise a series of training workshops for policy makers in the area of HIV/AIDS on the gender dimensions of the HIV/AIDS epidemic, including the illustration of these dimensions and their policy implications using global experiences.
3. Support and/or conduct gender focussed research on the socio economic dimensions of HIV/AIDS in PNG.
4. Conduct and facilitate advocacy workshops to share the findings of research.
5. Based on the research make specific policy recommendations, drawing from global experiences of UNDP, UNIFEM and other international experiences as appropriate, on the national response to HIV/AIDS. These recommendations should cover all aspects of the epidemic including, prevention of new infections, provision of care support and treatment of those infected or affected by HIV/AIDS and the mitigation of the socio-economic impact of HIV/AIDS.
6. Provide inputs on the gender dimensions HIV/AIDS into the National Human Development Report.
7. Sensitise policy makers, and planners in the gender dimensions of HIV/AIDS.

ANNEX IV: Outline of activities to be carried out by ILO
(Letter of Agreement between the Government and ILO currently under preparation)

Work to be performed by the ILO:

Expected Outputs:

- Draft Code of Ethics developed for the Workplace
- Develop a staged process outlining how organizations can be assisted in developing specific workplace policies.

Activities to achieve these outputs:

- Identify conditions that contribute to vulnerability including:
 - Factors that increase risk of infection for certain groups of workers
 - Gender dimensions of the epidemic in the workplace
 - Special needs of the non-formal sector
- Identify how the epidemic impacts on the employer and employee and the responsibilities and obligations of respective parties in addressing the epidemic
- A detailed step-by-step process will be developed through which the code of ethics will be developed.
- Identify all key stakeholders, and closely collaborate with them in developing workplace policy principles appropriate for workplace environments within PNG
- In consultation with key stakeholders in government, private sector, NGOs and Churches, develop a draft Code of ethics that will address these issues:
 - To recognise and acknowledge that the HIV/AIDS epidemic is a workplace issues;
 - Address issues pertaining to HIV/AIDS and discrimination, stigma in the workplace
 - Gender issues arising from the epidemic in workplace settings,
 - Issues relating to screening, testing and confidentiality for purpose of employment as well as exclusion from employment
 - Social dialogue within the workplace, and
 - Prevention, care and support; and

The draft code of Ethics should address workplace setting within the formal sector (public and private sectors) as well as the informal sector.

- Develop a process by which organization both in public and private sectors can be assisted in developing specific workplace policies suitable for their working environment and in complying with the Code of Ethics.

Description of services:

1. ILO, in consultation with Government and UNDP, will finalise the TOR (see attachment 1) for development of a Code of Ethics on HIV/AIDS in the workplace and prepare a workplan for developing the Code of Ethics.
2. ILO to identify suitable candidates and submit a shortlist to UNDP and Government for joint selection of HIV/AIDS in the Workplace Policy Development Specialist.
3. ILO to recruit selected candidate.
4. Provide technical backstopping to the development of the Code of Ethics on HIV/AIDS in the workplace including: (i) advise and guidance on the process of developing the Code of Ethics; (ii) review and validation of the draft Code of Ethics for HIV/AIDS in the workplace for Papua New Guinea
5. ILO to assist the Government to develop a framework for operationalising the Code of Ethics, including assisting the launch of pilot workplace policies and programmes on HIV/AIDS.
6. ILO to guide the organisation of Stakeholder and training workshops, including providing advice and guidance on the workshop programmes and training materials.
7. ILO to provide post approval assessment of the COE to see if it or the framework for operationalising it needs adjustment.

TERMS OF REFERENCE

HIV/AIDS in the Workplace Policy Development Specialist for Development of a Code of Ethics

Introduction

The first HIV case in PNG was diagnosed in 1987. At the end of 2001, a total of 4,790 cases of HIV/AIDS cases were reported. In the first quarter of 2002 (Jan – Mar), 449 new cases were reported. The average annual increase in reported new cases over the last 10 years is about 29 per cent. If the UN estimate of 5 unreported cases for every reported case is used to estimate number of infected persons in PNG, this would stand between 20,000 and 25,000 persons.

In less than a decade, these figures show how rapidly HIV/AIDS infections increase and spread in the country. It puts the country in a situation whereby, in the next 10 – 15 years, PNG will be badly affected by the epidemic unless an effective response is put in place.

AIDS related mortality is reported to be one of the leading causes of death in the country's largest hospital – the Port Moresby General Hospital. Basic health indicators have either been stagnant or have declined over the past 10 years. The strong correlation between the epidemic and health indicators means that these indicators will be adversely affected if the trend of infection continues at its current rate.

In 1997, the government established the National AIDS Council and its Secretariat through an Act of Parliament. The Act provided the legal framework under which the Council and the Secretariat were established as part of government's response to the epidemic. The development of the Medium Term Plan on HIV/AIDS in 1998 provided the broad framework for a multi-sectoral response mooted by government with financial and technical assistance provided by government's donor partners. It has been acknowledged that effective response would require taking a multi-sectoral approach to address the adverse impact of the epidemic and at the same time curb and reverse the rates of infection.

Addressing the epidemic issues within the formal employment sector is a growing concern to government. The need to put in place appropriate response within the work environment is essential as the epidemic threatens the fundamental principles and rights of workers. Therefore, the need for a Code of Practice on HIV/AIDS and the work place needs to be developed for government to guide the development of workplace policies within the different work place settings. The Code will not only help safeguard conditions within the work environment and protect the rights of workers infected and affected by the epidemic, but also to help prevent its spread and mitigate its impact.

In the last five years, the global community joined forces to come up with effective strategies to fight this global epidemic. Declarations and resolutions were passed and adopted by governments who pledged their commitment to be part of this fight. Some of these global commitments included; the International Conference on Population and development setting a new benchmark indicator to measure the reduction of HIV infection level in young people; the 23rd Special Session of the General Assembly on Women identifying HIV/AIDS as a priority concern from the perspective of health and gender equality; the World Summit for Social Development held in June 2000 where governments were urged to make greater commitments to act on social and economic factors that bear on vulnerability to HIV infection; the 2000 Millennium Summit of the UN that adopted a resolution that states the commitment of the international community to halt and reverse the spread of HIV/AIDS and other major diseases; and the United Nations Special Sessions on HIV/AIDS which convened a special session to review and address the problem of HIV/AIDS as a matter of urgency.

The inclusion of the International Labour Organization (ILO) as a member of the UNAIDS signifies the importance of the epidemic and how the workforce should respond to it. In PNG, the lack of expertise, knowledge and experience in this area gives rise to the need for government to look to its development partners for technical assistance in developing its Code of Practice on HIV/AIDS. The Code will provide the fundamental basis for workplace policy development. In this respect, the specific Terms of Reference provided below gives an outline of what is required of the person/s.

Specific TOR:

Post profile

The HIV/AIDS in the workplace expert will serve as the focal point for the implementation, advocacy and partnership building in the project's work in this area. On day to day administrative and logistical needs, and project workplan implementation the HIV/AIDS in the workplace expert will work under the direction of the Project Manager. On substantive matters relating to the implementation of the project component the HIV/AIDS in the workplace expert will work with the focal point within the designated institution.

The HIV/AIDS in the workplace expert will be guided by the UNAIDS, ILO and UNDP policy and advisory guidance on HIV/AIDS in the workplace. In particular, the expert will draw upon the global experiences to strengthen support to HIV+ workers in Papua New Guinea. The HIV/AIDS in the workplace expert will also build upon and add value to the work already being undertaken in PNG in this area.

This position will draw upon the global experience of UNAIDS, ILO and UNDP in the area of HIV/AIDS and the workplace and will build upon this experience in strengthening Papua New Guinea's response to HIV/AIDS in this area.

Tasks and responsibilities

- Identify conditions that contribute to vulnerability including:
 - Factors that increase risk of infection for certain groups of workers
 - Gender dimensions of the epidemic in the workplace
 - Special needs of the non-formal sector
- Identify how the epidemic impacts on the employer and employee and the responsibilities and obligations of respective parties in addressing the epidemic
- A detailed step-by-step process will be developed through which the code of ethics will be developed.
- Identify all key stakeholders, and closely collaborate with them in developing workplace policy principles appropriate for workplace environments within PNG
- In consultation with key stakeholders in government, private sector, NGOs and Churches, develop a draft Code of ethics that will address these issues:
 - To recognise and acknowledge that the HIV/AIDS epidemic is a workplace issues;
 - Address issues pertaining to HIV/AIDS and discrimination, stigma in the workplace
 - Gender issues arising from the epidemic in workplace settings,

- Issues relating to screening, testing and confidentiality for purpose of employment as well as exclusion from employment
- Social dialogue within the workplace, and
- Prevention, care and support; and

The draft code of Ethics should address workplace setting within the formal sector (public and private sectors) as well as the informal sector.

- Develop a process by which organization both in public and private sectors can be assisted in developing specific workplace policies suitable for their working environment and in complying with the Code of Ethics.

In carrying out the above the the consultant will provide technical advise to the designated institution, facilitate workshops, document consultations and prepare a draft Code of Ethics for HIV/AIDS in the workplace.

Requirements:

The person sought must have an extensive knowledge and understanding of the HIV/AIDS epidemic and in particular its impact on the workforce. A thorough understanding of the ILO Code of practice on HIV/AIDS and the world of work and its application to workplace setting in developing countries is essential. A person who has done similar work in other countries would be preferable. The person must also possess the following:

- Advanced university degree in Law or Social Sciences.
- At least 10 years' professional experience in technical advice in the area of HIV/AIDS in the workplace.
- Knowledge and experience with ILO's and UNAIDS international guidelines on HIV/AIDS in the workplace.
- Hands on experience with HIV+ workers in an international context.
- Experience in running training workshops.
- Results-orientation, team-building and leadership skills
- Excellent interpersonal and communication skills
- Decisiveness, independence, analytical judgement, ability to work under pressure
- Excellent networking and cross-cultural communication abilities
- Ability to use information technology as a tool and resource
- Fluency in written and spoken English.

Duration: The duration of the assignment is 3 months.

Attachment 2

SCHEDULE OF SERVICES, FACILITIES AND PAYMENTS

Section	Budget line	Work months	Total costs USD	Estimated expenditure by year		Schedule of payments	
				Year 1	Year 2	Year 1	Year 2
Section 1 : Personnel							
HIV/AIDS in the Workplace Policy Development Specialist	11.03	3	30,000	30,000		30,000	
Technical backstopping by ILO staff	11.04	2	?	?	?		
In country travel	15.01		2,500	2,500		2,500	
Mission costs	16.01		11,000	7,000	4,000	7,000	4,000
Section 2 : contracts							
Section 3 : Training and Workshops							
Two stakeholder workshops	31.02		12,000	7,000	5,000	7,000	5,000
Section 4 : Equipment							
Section 5 : Miscellaneous							
Reports/publications	53.01		4,500	3,500	1,000	3,500	1,000
Total			60,000 (+ILO)	50,000 (+ILO)	10,000 (+ ILO)	50,000	10,000

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the programme/project, duty travel within the programme country or region and repatriation costs.
- The designated institution shall be responsible for providing miscellaneous services such as secretarial assistance; postage and cable services and transportation as may be required by the United Nations agency personnel in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between the designated institution, the UNDP PNG office and the United Nations agency. Such adjustments may be made if they are in keeping with the provisions of the project document and if they are found to be in the best interest of the project.

ANNEX V: Letter of Agreement between UNDP and the Government of Papua New Guinea

LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF PAPUA NEW GUINEA FOR THE PROVISION OF SUPPORT SERVICES TO “PNG/03/002 - SUPPORT TO THE NATIONAL RESPONSE TO HIV/AIDS IN PAPUA NEW GUINEA”.

Dear Mr. Kambori,

1. Reference is made to consultations between officials of the Government of Papua New Guinea (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for the project “**PNG/03/002 - Support to the National Response to HIV/AIDS In Papua New Guinea**”. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. UNDP PNG offices will provide, at the request of the designated institution, the following support services for the activities of the project:
 - (a) Identification and/or recruitment of project personnel;
 - (b) Identification and facilitation of training activities;
 - (c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above and detailed in the project document. If the requirements for support services by the country office changes during the life of the project, the changes in the support services described in this agreement shall be revised through a mutual agreement between the UNDP Resident Representative and the designated institution.
5. The relevant provisions of Article 1 of the SBAA between the Government of Papua New Guinea and UNDP signed on the 7th April 1981 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in project document.
6. Any claim of dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. In accordance with the mutual agreement reached by the UNDP country office and the designated institution the cost recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be made by the UNDP country office against project budget 53.10 once per quarter based on a three (3) percent flat rate at the actual delivery recorded for that quarter against the project budget. Such transaction should be the final transaction of the quarter and made prior to the

closing of quarterly accounts, thus reflected accordingly in the quarterly Combined Delivery Report (CDR) for the project.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursement in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for this project.

Yours sincerely

Harumi Sakaguchi
Resident Representative, UNDP Papua New Guinea
Signed on behalf of UNDP

Date: _____

Mr. Valentine Kambori
Secretary
Department of National Planning & Rural Development
For the Government of Papua New Guinea

Date: _____

ANNEX VI: Letter of Endorsement from the Government of Papua New Guinea