



Terms of Reference

Consultant to support development and training of CHRAJ staff on updated HIV stigma and discrimination manual.

Background

The Commission on Human Rights and Administrative Justice (CHRAJ), the National Human Rights Institution of Ghana (NHRI) is mandated by the 1992 Constitution to promote and protect human rights and improve the quality of life for all including persons living with, affected by or at risk of contracting HIV. In line with Goal 3 of the Sustainable Development Goals (SDGs), on good health and well-being, CHRAJ is committed to supporting efforts to eliminate all forms of HIV-related stigma and discrimination. The Commission believes that this is crucial for breaking down barriers to HIV testing and treatment to achieve the 95-95-95 targets and end AIDS as a public health threat by 2030. This can be achieved by addressing inequalities by eliminating stigma and discrimination, resulting in positive transformative outcomes for persons living with HIV (PLHIV).

Pervasive stigma and discrimination continue to deepen various human rights-related barriers to accessing life-saving care for PLHIV and other marginalized groups. In countries where human rights are criminalized, the prevalence of HIV is five times higher among certain vulnerable groups compared to countries where such relations are not criminalized. This has negative implications for the quality of life, mental health and access to essential services by these vulnerable groups.

As part of ongoing efforts to ensure equal rights for all irrespective of one's HIV status, CHRAJ seeks a consultant to review its stigma and discrimination manual and develop an abridged version to empower the Commission's staff with actionable knowledge to promptly respond to issues of HIV-related stigma and discrimination. This handbook will also serve the purpose of assisting staff in conducting continuous training for staff in the respective regions on HIV-related S&D.

2. Objectives

The primary objective of this consultancy is threefold:

- (1) to review and develop an abridged version of the Commission's manual on HIV-related Stigma and Discrimination in line with current trends.



- (2) to develop a user-friendly training guide for CHRAJ staff
- (3) to build institutional capacity for step-down training sessions for CHRAJ staff in their respective regions.

The overall objective is to enhance the knowledge and skills of CHRAJ staff to address issues of HIV-related stigma and discrimination. This will ensure staff are well-positioned to support the national HIV response.

3. Scope of Work

The consultant will:

1. Undertake desk review of relevant literature including guidelines, training manuals and materials on the subject to identify developments and learning approaches, determine curriculum, content and identify key learning objectives.
2. Engage with stakeholders to solicit input to identify key learning objectives and content requirements.
3. Review existing materials and resources of the Commission's 2019 Manual and transform same into a user-friendly training guide with the following minimal content/structure:
 - Structured outline, detailing each section and its objectives.
 - Clear, concise, and informative content for each section.
 - Case studies, practical exercises, and interactive elements to enhance learning.
 - Specific challenges and contexts of the target audience.
 - Recommendations for training delivery methods and references to supplementary materials.
 - Content must be detailed, accurate, and suitable for the intended audience, incorporating interactive elements and practical tools to facilitate learning.
4. Review, Validation, and Finalization of the Training Guide:
 - Present draft versions of the guide to the Commission for feedback
 - Revise the content based on feedback to ensure accuracy, relevance, and usability.
 - Finalize the Training Guide.
5. Submit the final version of the Training Guide to the Commission in a ready-for-print and distribution format.
6. Collaborate with CHRAJ to build institutional capacity for step-down training sessions for staff in their respective regions on the abridged training manual



and how to use the new training guide to support in-house training on the manual.

4. Deliverables

1. Inception note with timelines and methodology on deliverables.
2. Summary note on recommendations following the desk review detailing proposed new trends and learning approaches, curriculum, and training content and identify key learning objectives.
3. A structured outline of the abridged manual and training guide.
4. Draft versions of the abridged manual and training guide for review, feedback, and validation.
5. A final, abridged manual and training guide incorporating all revisions.
6. Collaborate on designing and implementing step-down training sessions for CHRAJ staff, ensuring alignment with the Commission's expectations and objectives.

5. Duration and Timeline

The consultancy procurement process is expected to take 20 days, from 15th August to 3rd September 2024. The timeline for deliverables will be agreed upon with the selected consultant.

6. Qualifications and Experience

The ideal consultant will have:

- i. Advanced degree in public health, social sciences, law, or a related field.
- ii. Extensive experience in human rights and HIV.
- iii. Proven expertise in developing training manuals, guides or other such educational materials.
- iv. Excellent analytical, writing, and communication skills.
- v. Familiarity with the cultural contexts of the target audience.
- vi. Previous experience working with international organizations or NGOs is desirable.

7. Application Process

Interested candidates are requested to submit the following documents:

Commission for Human Rights and Administrative Justice (CHRAJ)



A cover letter explaining their suitability for the consultancy.

A detailed CV highlighting relevant experience.

Current Tax Clearance certificate

A sample of previous work similar to this consultancy (if available).

Contact details of two professional references.

Applications should be sent to **info@chraj.gov.gh**

8. Contact Information

For any inquiries regarding this TOR, please contact: info@chraj.gov.gh

9. Confidentiality

All information provided by the consultant and all outputs of the consultancy will be treated as confidential and will not be shared with third parties without the express permission of CHRAJ.

Closing date: 29th August 2024