

## **Terms of Reference: supporting ATSA and ADM in Angola**

Facilitating the set-up of 1) a Memorandum of Understanding between ATSA and ADM and their host organisation, and 2) the potential facilitation of a capacity self-assessment and development of a multi-year capacity strengthening strategy.

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Aidsfonds is seeking a consultant to support Associação de Direito das Mulheres (ADM) and Aliança de trabalhadores do sexo em Angola (ATSA) with the facilitation of a hosting workshop and the defining of a Memorandum of Understanding between ATSA and ADM and the hosting organisation Ajuda De Desenvolvimento de Povo Para Povo (ADPP).

Additionally, the selected consultant may be further asked to facilitate a workshop to conduct a capacity needs self-assessment pending compatibility. These processes are necessary for ATSA and ADM to contract and onboard the Hands Off project as a new implementing partner in 2024 and beyond.

### **1. Background**

#### **1.1 Background of Aidsfonds**

Aidsfonds is working towards a world without AIDS. We strive for a world where there are no longer any deaths from AIDS, where people enjoy good sexual health, and a cure is available for all people living with HIV. A world in which everyone can love freely and without fear. We do this by working together with the communities who are hit hardest by HIV, STIs, discrimination, and exclusion. We strengthen their voice and support them with information, knowledge and funding. For all that is love. We are there to help everyone living with or affected by HIV/AIDS. For more information see: <https://aidsfonds.org>

Aidsfonds has a long history of directly supporting communities. We invest in programmes that focus on macro-structural changes, addressing the structural barriers to HIV prevention. Aidsfonds currently coordinates three main international programmes supporting sex workers: Love Alliance (advocating for SRHR for key populations), Emergency Support Fund for Ukraine and Neighboring Countries (ESFU), and Hands Off (reducing violence against sex workers in Southern Africa).

#### **1.2 Hands Off II Programme**

High rates of violence perpetrated against sex workers have been consistently documented in Southern Africa. As one of the structural drivers increasing the risk of HIV infections, violence leads to inconsistent condom use and prevents sex workers from accessing legal support and health care services. Large-scale research shows that if violence against sex workers is tackled, we can prevent

up to 25% of new HIV infections. The first phase of the Hands Off programme (2014-2019) has proven that the Hands Off model, a combination of engagement with police in the HIV response, setting up community-led crisis response systems, and movement building, results in reduced violence against sex workers.

Building on this model, Hands Off II (2019-2024) will continue to contribute to the reduction of violence against sex workers at community, national, and regional level. We do this through four long-term outcomes: 1) an empowered and resilient sex worker movement that demands its rights, 2) increased access to and use of inclusive services for sex workers, 3) a more enabling environment for sex work, and 4) sex workers protected and served by law enforcement. The programme's primary target group is adult female, male and transgender sex workers, meaning those who receive money or goods in exchange for sexual services. Hands Off is implemented in Angola, eSwatini, South Africa, Mozambique, Zambia, and Zimbabwe. See for more information: [Hands Off – Reducing violence against sex workers - Aidsfonds | Ending AIDS Together](#)

### 1.3 About ATSA and ADM

*Associação de Direito das Mulheres (ADM)* is a sex worker-led organisation aiming to promote sex workers' health and rights in the country. *Aliança de trabalhadores do sexo em Angola (ATSA)* is a network of Angolan LGBTQI+ sex workers that focuses on the empowerment of LGBTQI+ young sex workers. Both organisations are based in Luanda city.

### 1.4 Hosting Constructions

Aidsfonds works with both young and well-established sex worker-led organisations under the Hands Off 2 programme. Most of the sex worker-led organisations we work with, work in a **hosting construction** where they are being hosted by a (inter) national NGO. The construction between the sex worker-led organisations and the host can take on different forms:

1. **Full hosting:** the host provides a physical office space, is a fiscal conduit, and programmes are implemented jointly.
2. **Partial hosting:** the sex worker-led organisation is in its own space, but implements programmes jointly with the host, and the host is a fiscal conduit.
3. **Fiscal hosting:** the host is only the fiscal conduit for the sex worker-led organisation. The sex worker-led organisation has its own space and implements programmes independently of the host.
4. **Partnership:** the sex worker-led organisation is autonomous and collaborates with other stakeholders, sometimes its prior host.

Aidsfonds and ATSA and ADM are seeking a consultant to coordinate a hosting agreement between ATSA and ADM and ADPP as the host organisation.

## 2. About the Assignment

1. The consultant is responsible for providing support to ATSA and ADM in the facilitation of the hosting workshop to develop a clear Memorandum of Understanding/Terms of References

between ATSA and ADM and ADPP, based on the Hosting toolkit. The toolkit is available upon request: <ivanbeekum@aidsfonds.nl>

2. Additionally, there is a potential opportunity for the consultant to facilitate a capacity needs self-assessment following a reflection period with ATSA and ADM. The capacity needs self-assessment exercises to help members of (civil society) organisations to dynamically assess and reflect on strengths and areas for improvement when implementing their organisations' vision and strategy. The outcomes of the self-assessment build on organisational gains from the past and help organisations in the design of an organisational capacity development strategy. For more information, see: [Hands Off organisational capacity assessment guide | Aidsfonds.org](#)

## 2.1 The Purpose and Scope of the Assignment

The consultant is responsible for the facilitation of a one-day session to identify roles and responsibilities between ATSA and ADM and ADPP as the host organisation. To guide the session, the facilitator will use the Hosting Toolkit as provided by Aidsfonds. The toolkit includes a session on sharing values, setting boundaries, and identifying roles and responsibilities.

1. Based on the outcomes of the one-day session, the facilitator is responsible for the development of a Memorandum of Understanding/Terms of Reference for ATSA and ADM and the selected host organization. Examples of a Memorandum of Understanding can be found in the Hosting Toolkit. The consultant will also support ATSA and ADM in finalizing an approved annual work plan and budget for 2024 for the Hands of project.

- a. Provide guidance during the commitment phase between ATSA and ADM and ADPP as the selected host organization: Facilitation of the finalisation of a Memorandum of Understanding/Terms of Reference that stipulates clearly the roles and responsibilities of ATSA and ADM staff and ADDP as the host organisation.

2. Following the Hosting workshop, Aidsfonds will consult and reflect with ATSA and ADM on their thoughts on the process and relationship with the consultant. Given support from ATSA and ADM, the consultant will be invited to continue with Phase 2, which entails the following process:

- a. Support ATSA and ADM in conducting a capacity needs self-assessment: Facilitation of a 2 to 3 day workshop to support ATSA and ADM in identifying strengths and gaps their organisational capacity.
- b. Support drafting of organizational development strategy for ATSA and ADM, based on the outcomes of the capacity needs self-assessment.

### 3. Key deliverables

#### *Phase 1: Hosting workshop*

- Facilitating an on-site one to 1.5 day workshop to cover elements of the hosting toolkit and ensure shared values between ATSA and ADM and selected organization and identify the roles/responsibilities of both.
- Signed Memorandum of Understanding between ATSA and ADM and selected host organization. that stipulates the different roles and responsibilities of both organisations.

#### *Potential Phase 2: Capacity Needs Self-Assessment*

- Facilitating a 2 to 3 day on-site workshop to support ATSA and ADM through the capacity needs self-assessment
- Short debrief reflecting the outcomes of the workshop
- Capacity strengthening strategy created in conjunction with ATSA and ADM, approved by Aidsfonds, following the results of the capacity needs self-assessment

### 4. Profile

We are looking for an enthusiastic, skilled, and flexible consultant with excellent facilitation skills. The consultant should be familiar with the theme of sex work and have a non-judgmental attitude towards female, male and transgender sex workers who receive money or goods in exchange for sexual services and towards other key populations.

#### **General requirements include:**

- Experience with organisational capacity strengthening of community-led organisations
- Strong facilitation and analytical skills.
- Ability to create a safe environment and discuss sensitive topics.
- Ability to guide the group, while ensuring their leadership in the process.
- Strong communication and interpersonal skills.
- Adaptability: assess, diagnose, and solve on-the-job challenges and situations.
- Preferably based in Angola or surrounding countries.
- Proficiency in Portuguese and English is required.

#### **Desired qualifications:**

- Previous relationship with sex worker-led or key-population initiatives

### 5. Application process

The assignment will be from **September 2024- October 2024**. Payment will be made in three tranches: 25% at the start of the assignment, 25% after training and ethical clearance, and 50% at the end of the assignment, when all deliverables are handed in and approved by the Hands Off project lead. Our finance department will pay tax at the prevailing tax rules. The selection process will take place in August 2024 and decisions will be made in close collaboration with ATSA and ADM.

## **How to apply**

Please submit the following information to Tamara Idrobo [tidrobo@aidsfonds.nl](mailto:tidrobo@aidsfonds.nl)

- CV or resume detailing relevant experience
- Motivation letter
- Contact information for 2 references
- Statement of your daily fee

Please submit your application by **15 August 2024**