

# Terms of Reference

## Background

HIV testing and counseling is ongoing from about 212 HIV Testing and Counselling (HTC) centers with 62 Prevention of Mother to Child Transmission (PMTCT) centers and 44 Antiretroviral Therapy (ART) centers. Expansion of quality HIV testing and counselling is one the key prevention programme of the current national response to HIB and AIDS; so is the ART counselling for improved adherence on treatment. To excel the high quality service, ART counselors will be recruited in all ART sites.

The ART Counselors will be stationed at the government-run ART and/or HTC sites. Under direct supervision of ART Focal Person, the ART Counselor will be primarily responsible for the following:

- Provide ART counselling to the clients to HTC and PMTCT sites, and ART adherence counselling to the ART clients in regular basis;
- Maintain all HTC, ART, PMTCT, TB/HIV related recording and reporting registers/firms/database up to date;
- Prepare routine reports to be submitted periodically report to the National Centre for AIDS and STD Control (NCASC), concerned Regional Health Service Directorate and District AIDS Coordination Committee (DACC)/District (Public) Health Office;
- Maintain the logistic of HTC, PMTCT, ART and IPT related forms and formats
- Assist in organizing routine ART Management Committee meeting, and other meeting with key stakeholders;
- Analyze on ART clients status and coordinate with district stakeholders to track missing/ lost to follow up ART Clients.
- Coordinate with district level Crisis Care Center (CCC) and Home Based Care Service (CHBC) teams to provide proper service to ART clients
- Participate to commemorate special days (World AIDS Day, Condom Day, Candle light memorial day etc) in district level
- Keep maintained and updated all ART Centers equipment, logistic and drugs
- Any other tasks as directed by medical Superintendent and/or ART Focal Person.

## Key deliverables

- All the records recording and reporting registers/firms/database up to dated regularly;
- All reporting requirements (reports to NCASC, DACC/DPHO, etc. as and when necessary) are prepared and ensure reported timely.

## Reported to

- Medical Superintendent and HTC/ART Focal Person

## Qualification Required

- Certificate in General Medicine or Nursing

## Skills Required

- Understanding of HIV and AIDS situation and response in Nepal.
- Knowledge and skills on counselling for HIV testing and Counselling (HTC), PMTCT, TB/HIV and ART adherence Counselling
- Good Communication skill (English and Nepali)
- Willingness to work in a difficult and complex environment
- Good computer skills (MS Office – Word, Excel, Power Point, email and internet applications)