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**TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

**UNICEF FIELD OFFICE FOR RAJASTHAN**

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| **Project/Program Title and RWP Code number:** **State Consultant PPTCT EID**  |  |
| 1. **Background:** The overall goal of HIV efforts in India is to halt and reverse the epidemic in India over the next 5 years by integrating programme for prevention, care, support and treatment. Strengthening infrastructure, Systems and human resources in HIV & AIDS prevention, care, support and treatment programme at the district, state and national level are key components in the plan. Over the past 4-5 years, NACO has expanded access to and quality of PPTCT services including Early Infant Diagnosis sizably with specific focus on the implementation of more efficacious PPTCT regimens (WHO Option-B) with intention to reduce the risk of transmission of HIV from infected mother to infant from 30-45% to 2-5%.. Strengthening infrastructure, Systems and human resources in HIV & AIDS prevention, care, support and treatment programme at the district, state and national level are key components in the plan WHO Option B regimen was launched in the state of Rajasthan with the technical support of UNICEF in the year 2014, as a result of which mothers who are diagnosed HIV positive are now put on the new drug regime in the state. As a result of these efforts, bottlenecks have started to resolve, such as improved ANC screening at health facilities in HPD districts from less than 15% to now around 40%. Updated line listing of HIV positive women cohort and EID for children available with updated tracking in 33 districts. I Multidrug regimen has been rolled out in the state across all 33 districts with the support of UNICEF. Capacity of over 650 staff built on new drug regimen and EID services as a result more than 250 pregnant women could be initiated TLE in the state. As of Nov 2014, around 180 HIV +ve women have been put on new drug regimen and being followed on regular basis. Line listing and tracking of HIV positive streamlined with updated line list available from year 2012 for the entire state. Data validation exercise undertaken for QA of PPTCT and EID services. Improved HIV screening of ANC screening reported from 110 high delivery load facilities in 4 HPDs from less than 15% to over 55%. PPTCT mentoring mechanism put across 10 HPD high load PPTCT centre for QA of services with the support of UNICEF as a result all 12 centers have all drugs in place, trained staff and improvement in ANC screening with better record management. Total 70 District level master trainers pool created on EID QA with UNICEF's support. This was followed by a district level orientation across all Districts. So far. more than 650 staff's capacity built on EID in the state as a result 250 Mother Baby pair started on ARV and EID protocols being followed for tracking of these cohorts. In addition, regular onsite mentoring mechanism established for PPTCT and EID services at 115 delivery points’ staff in 4 UNICEF integrated with mentoring for mentoring of Intrapartum and newborn care services. PPTCT and EID mentoring mechanism put across 10 HPD high load PPTCT centre for QA of services with the support of UNICEF. However, the screening of ANC for HIV test remains low in the state due to various bottlenecks, such as short supply of HIV test kits, poor quality of supportive supervision, weak skills and knowledge of the staff on drug regimes, lack of monitoring and validation mechanisms, poor integration with RMNCHA services, poor data and recording system and also poor tracking and follow up mechanisms. Various initiatives were initiated in the year 2014 to address these bottlenecks, ranging from technical support for planning supply chain logistics, to capacity building of staff on new guidelines, denominator based monitoring, onsite mentoring visits to PPTCT centers for quality assurance of service s and field data validation exercises. It is important that these efforts are sustained over the period of minimum 2 years so that tangible and sustainable gains can be made.
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| 1. **Purpose of Assignment:** to provide technical assistance for supporting the implementation of high impact evidence based intervention for PPTCT care around ANC, intrapartum, postpartum period and strengthening referral linkages for HIV affected mothers and children with care support and treatment services in Rajasthan
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| 1. **Basic objectives of the Assignment:**
* To track the progress in removal of bottlenecks in implementation, quality assurance & coverage of PPTCT services including Early Infant Diagnosis in the state of Rajasthan with focus on high priority districts, identify strategic options, track and advocate for removal of bottlenecks and document the progress
* Continuous follow up and supportive supervision for building the capacity of functionaries and identified districts and delivery points to sustain the linkages which were developed for improving coverage of PPTCT services, roll out of WHO B Regimen and EID between RSACS and NRHM.
* Facilitate and support roll out of PPTCT-ART Linkage Software(PALS) (launched by NACO in December 2016) across all 33 districts in the state of Rajasthan in coordination with RSACS & NRHM
* Strengthen and support scale up of the systems established for PPTCT monitoring and validation/ supportive supervision/ tracking of mothers and children affected with HIV including hands on onsite training skills of supervisors at various level through PPTCT onsite mentoring with focus on improving coverage and quality of PPTCT and EID
* Supervise collation of data on progress in implementation of PPTCT & EID for strengthening, L2 and L1 MCH centers, EID centers in the state and analyze information, prepare reports and provide inputs to Health Specialist/ Health Officer, RSACS and NRHM officials.
* Support for planning and execution of plan for expansion of HIV and Syphilis screening facilities up to sub-centre level to increase quality and quantity of PPTCT services in state with NHM and RSACS
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| 1. **Duty station:** **Jaipur** The consultant will be required to travel approximately 5-8 days in a month especially to the high priority districts.
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| 1. **Duration** 10 months after issuance of contract
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| 1. **Supervisor:** Health Specialist / Health Officer
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| 1. Major tasks and deliverables with timeline: (provide detail and in quantitative terms)
2. *(Please ensure to keep each task and deliverables/set of deliverables in separate rows)*
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| **Tasks/ Result** | **End Product/ Set of deliverable (s)** | **Estimate Time frame** |
| **Task 1**Strengthen the delivery and real time monitoring of high impact evidence based interventions around Antenatal, intrapartum and postnatal care at prioritized health facilities with tracking of HIV exposed babies till 18 months after birth using multiple data sources. | * Providing technical support in preparation of RSACS and NHM Annual Action Plan for scaling up of ANC coverage, PPTCT and EID services across 33 districts on the basis of gaps and bottlenecks identified. Submit a 5 page report on this updated analysis and actions proposed in AAP.
* Prepare district wise and state wise factsheets for 33 districts Q1 (January to March 2017) using multiple data sources (PCTS, SIMS and PALS), in coordination with State Data Manager under technical guidance of HO/HS.
* Submit 5 pager plans to rollout National HIV Counseling and Testing Services (HCTS) guidelines in state with coordination of NHM and RSACS.
 | 2 months |
| **Task 2**To strengthen capacity of district functionaries and supervisors in quality supportive supervision, monitoring and validation and use of data for knowledge, evidence generation and actions including use of real time monitoring for action. | * Facilitate PPTCT M&V in 6 identified HIV focus districts in consultation with RSACS and prepare a 5 pager report of each district on PPTCT data validation and analysis among different levels of service delivery with specific focus on follow up of HIV positive pregnant women and EID for children to identify drop out and assisting in compliance for treatment and care with State Data Manager under technical guidance of HO/HS.
* Prepare district wise and state wise factsheets for 33 districts Q2 (April to June 2017) using multiple data sources (PCTS, SIMS and PALS), in coordination with State Data Manager under technical guidance of HO/HS.
 | 3 months |
| **Task 3**Post training follow up of changes made by the in-charges by 80% of the staff in improving quality of services using manual on how to improve quality of Pediatric HIV related care services. | * Document evidence in 5 pager report of building capacity of 40 ART/PPTCT in charges/district officials/ medical officers on management of HIV exposed/ infected children including EID services across the state.
* Submit 5 page plan for scale up of PPTCT mentoring including baseline data analysis across 10 HPDs with support of RSACS for minimizing linkage loss within the PPTCT cascade from detection to treatment and care.
* Prepare district wise and state wise factsheets for 33 districts Q3 (July to September 2017) using multiple data sources (PCTS, SIMS and PALS), in coordination with SSA Data Manager under technical guidance of HO/HS.
 | 3 months |
| **Task 4**Follow up on the strategic actions agreed for improving the slow moving bottlenecks and status of changes after implementation of strategic actions.  | * Status report in 20 ,A 4 size pages of follow up of 40 ART/PPTCT in charges/district officials/ medical officers, document changes or no changes in the quality of services along with the reasons for what has worked for making changes and why it didn’t work if it did have any change.
* Annual factsheet for the 33 districts and identified PPTCT centers with a documented changes over the year and dissemination of findings and changes.
* Follow up on the strategic actions agreed for improving the slow moving bottlenecks and status of changes after implementation of strategic actions
 |  2 months  |
| 1. **Qualification or specialized knowledge/experience required for the assignment :**

Master’s degree in Health management or social work or social sciencesMore than 3 years working experience at the Divisional, State or district level on the areas related to MNCH Previous experience working with UN or bilateral agency and State/ Central Government desirableLanguage skills required e.g. spoken and written fluency in English and HindiGood analytical, negotiating, communication and advocacy skills, report writing skills, negotiating skillsFunctional computer knowledge and knowledge of working on android applications essential  |  |
| 1. **Conditions:**
* General Conditions of Contracts for the Services of Consultants / Individual Contractors
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**Financial Bid**

**RCH PPTCT EID**

**INDIVIDUAL CONSULTANT FOR SSA RCH, UNICEF**

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| **Major Tasks** | **Deliverable (s)** | **UNICEF Estimate** | **Consultant's Proposal** |
| **Estimated deadline for completion of deliverable (please mention as days/months)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** | **Complete timeframe for deliverable** | **Cost (INR)**(All inclusive i.e. professional fee, travel, DSA, communication, etc.) |
| **Task 1**Strengthen the delivery and real time monitoring of high impact evidence based interventions around Antenatal, intrapartum and postnatal care at prioritized health facilities with tracking of HIV exposed babies till 18 months after birth using multiple data sources. | * Providing technical support in preparation of RSACS and NHM Annual Action Plan for scaling up of ANC coverage, PPTCT and EID services across 33 districts on the basis of gaps and bottlenecks identified. Submit a 5 page report on this updated analysis and actions proposed in AAP.
* Prepare district wise and state wise factsheets for 33 districts Q1 (January to March 2017) using multiple data sources (PCTS, SIMS and PALS), in coordination with State Data Manager under technical guidance of HO/HS.
* Submit 5 pager plans to rollout National HIV Counseling and Testing Services (HCTS) guidelines in state with coordination of NHM and RSACS.
 | 2 months | 10-15 days |  |  |
| **Task 2**To strengthen capacity of district functionaries and supervisors in quality supportive supervision, monitoring and validation and use of data for knowledge, evidence generation and actions including use of real time monitoring for action. | * Facilitate PPTCT M&V in 6 identified HIV focus districts in consultation with RSACS and prepare a 5 pager report of each district on PPTCT data validation and analysis among different levels of service delivery with specific focus on follow up of HIV positive pregnant women and EID for children to identify drop out and assisting in compliance for treatment and care with State Data Manager under technical guidance of HO/HS.
* Prepare district wise and state wise factsheets for 33 districts Q2 (April to June 2017) using multiple data sources (PCTS, SIMS and PALS), in coordination with State Data Manager under technical guidance of HO/HS.
 | 3 months | 15-24 days  |  |  |
| **Task 3**Post training follow up of changes made by the in-charges by 80% of the staff in improving quality of services using manual on how to improve quality of Pediatric HIV related care services. | * Document evidence in 5 pager report of building capacity of 40 ART/PPTCT in charges/district officials/ medical officers on management of HIV exposed/ infected children including EID services across the state.
* Submit 5 page plan for scale up of PPTCT mentoring including baseline data analysis across 10 HPDs with support of RSACS for minimizing linkage loss within the PPTCT cascade from detection to treatment and care.
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* Annual factsheet for the 33 districts and identified PPTCT centers with a documented changes over the year and dissemination of findings and changes.
* Follow up on the strategic actions agreed for improving the slow moving bottlenecks and status of changes after implementation of strategic actions
 |  2 months  | 10-15 days |  |  |
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***Condition: The initial contract would be raised by UNICEF only for a period of 11 months. Only after satisfactory submission of deliverables and end year performance review a fresh contract may be issued for the duration of another 11 months with a mandatory one month break.***

*Shaded area to be filled in by consultant*

**Name of the Bidder:**

**Address:**

**Contact no.:**

**Email address:**

**Date:**

**TECHNICAL EVALUATION CRITERIA**

**PPTCT EID**

1 | Educational Qualifications 10 Marks

2 | Relevant Experience 30 marks

3 | Expertise 20 Marks

4 Experience in Bilateral/International/UN agencies 10 Marks

5 | Interview by UNICEF JFO panel of Experts 30 Marks

* Total Score should be 100.
* Minimum overall qualifying score should be 70.

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| P.11 (2-74) - E |
| **INSTRUCTIONS**Please answer each question clearly and completely. **Type or print in ink.** Read carefully and follow all directions. | **UNITED**  **NATIONS****PERSONAL HISTORY** | **Do Not Write in This Space** |
| **1.** Family name | First name | Middle name  | Maiden name, if any |
| **2.** Dateof Birth | Day | Mo. | Yr. | **3.** Place of birth | **4.** Nationality (ies) at birth | **5.** Present nationality (ies) | **6.** Sex |
| **7.** Height | **8.** Weight | **9.** Marital status: Single [ ]  | Married [ ]  | Separated [ ]  | Widow(er) [ ]  | Divorced [ ]  |
| **10.** | Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES [ ]  NO[ ]  If “yes”, please describe. |
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| **11.** Permanent address | **12.** Present address (if different) | **13.** Office Telephone No.  |
|  |  |  Office Fax. No E-mail: |
|  Telephone No.  |  |  Telephone/Fax No.  |  |  |
| **15.** Have you any dependents? |
|  | YES[ ]  NO [ ]  If the answer is “yes”, give the following information: |
| NAME | Date of Birth | Relationship | NAME | Date of Birth | Relationship |
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| **16.** Have you taken up legal permanent residence status in any country other than that of your nationality? If answer is “yes”, which country? | YES [ ]  NO[ ]  |
| **17.** Have you taken any legal steps towards changing your present nationality? If answer is “yes”, explain fully: | YES [ ]  NO[ ]  |  |
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| **18.** Are any of your relatives employed by a public international organization? If answer is “yes”, give the following information: | [ ]  YES [ ] NO |
| NAME | Relationship | Name of International Organization |
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| **19.** What is your preferred field of work? |  |
| **20.** Would you accept employment for less | **21.** Have you previously submitted an application for employment with U.N.? |
|  than six months | YES [ ]  NO[ ]  |  if so when? |  |
| **22.** KNOWLEDGE OF LANGUAGES. What is your mother tongue?  |
|  | READ | WRITE | SPEAK | UNDERSTAND |
|  |  | Not |  | Not |  | Not |  | Not |
| OTHER LANGUAGES | Easily | Easily | Easily | Easily | Easily | Easily | Easily | Easily |
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| **23.** For clerical grades only *Indicate speed in words per minute* |   *List any office machines or equipment* *you can use* |
|  |  |  | O t h e r l a n g u a g e s |  |
|  | E n g l i s h  | F r e n c h |  |  |  |
| Typing |  |  |  |  |  |
| Shorthand |  |  |  |  |  |
| **24.** EDUCATIONAL. Give full details - N.B. Please give exact titles of degrees in original language.A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees. |
| NAME, PLACE AND COUNTRY | ATTENDED FROM/TO | DEGREES and ACADEMIC | MAIN COURSE OF STUDY |
|  | Mo./Year | Mo./Year | DISTINCTIONS OBTAINED |  |
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| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) |
| NAME, PLACE AND COUNTRY | TYPE | ATTEND FROM/TO | CERTIFICATES OR |
|  |  | Mo./Year | Mo./Year | DIPLOMAS OBTAINED |
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| **25.** LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS |
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| **26.** LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach) |
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| **27.**  | EMPLOYMENT RECORD: **Starting with your present post, list in reverse order every employment you have had.** Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST: |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  |
|  |  |  |  |  |
| NAME OF EMPLOYER: | TYPE OF BUSINESS: |
|  |  |
| ADDRESS OF EMPLOYER: | NAME OF SUPERVISOR: |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING: |
|  | SUPERVISED BY YOU: |  |  |
| DESCRIPTION OF YOUR DUTIES |
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| B. PREVIOUS POSTS *(IN REVERSE ORDER)* |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST: |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  |
|  |  |  |  |  |
| NAME OF EMPLOYER: | TYPE OF BUSINESS: |
|  |  |
| ADDRESS OF EMPLOYER: | NAME OF SUPERVISOR: |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING: |
|  | SUPERVISED BY YOU:  |  |
| DESCRIPTION OF YOUR DUTIES |
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| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  |
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| NAME OF EMPLOYER: | TYPE OF BUSINESS: |
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| ADDRESS OF EMPLOYER: | NAME OF SUPERVISOR: |
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|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
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| DESCRIPTION OF YOUR DUTIES |
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| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  |
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| NAME OF EMPLOYER: | TYPE OF BUSINESS: |
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| DESCRIPTION OF YOUR DUTIES |
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| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST: |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL |  |
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| NAME OF EMPLOYER: | TYPE OF BUSINESS: |
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| ADDRESS OF EMPLOYER: | NAME OF SUPERVISOR: |
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|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:  |  |
| DESCRIPTION OF YOUR DUTIES |
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| **28.** HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES [ ]  NO[ ]  |
| **29.** ARE YOU NOW, OR HAVE TO EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY? YES[ ]  NO [ ]  |
|  If answer is “yes”, WHEN?  |
|  |
| **30.** REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.***Do not repeat names of supervisors listed under item 27.*** |
| FULL NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
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| **31.** STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY |
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| **32..**  | HAVE YOUR EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES [ ]  NO[ ] If “yes”, give full particulars of each case in an attached statement. |
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| **33**. Please specify from where you came to know about the job advertisement. |
| **34.** | I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal. |
|  | DATE:  |  |  | SIGNATURE :  |  |
|  |
| **N.B.** | You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization. |
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