



Empowered lives.
Resilient nations.



Post Title	Strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland Project Evaluation - National Consultant
Country of Assignment	Swaziland
Start Date	29th June 2016
Duration	25 days

BACKGROUND

The project themed “strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland (2011 - 2015) is a joint initiative between UNDP, UNV International and UNAIDS-TSP. The project was implemented by NERCHA from the period 2011-2014 and managed by CANGO in 2015. The project aimed at enhancing the capacity of civil society organisations to plan, implement and monitor socio-economic development programmes with a view of reducing new HIV infections. The project was premised on a study conducted in 2006 “Mapping Exercise on Volunteer Agencies” conducted by UNV/UNDP in Swaziland. Recommendations from the study revealed that there was limited organizational and institutional management capacities and skills; inadequate organizational structures and a perceived lack of transparency and accountability amongst CSOs and other partner organizations involved in volunteerism in the fight against HIV/AIDS. Recommendations from UNAIDS Accenture financial flow report (2007)¹ recognized that “resources and efforts should be channeled into strengthening the current HIV/AIDS response through capacity building of the existing values, structures and processes of the key stakeholders including implementers, umbrella bodies and key ministries whereby the training should be skills focused with an emphasis on building resources of the existing skills and not training them in multiple new skills. These skills include project management, financial management, proposal development; monitoring and evaluation”. The project “strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland (2011 - 2015) was therefore developed to achieve the following outputs strengthen management and coordination systems and structures of CSOs in Swaziland for improved response to HIV/AIDS at all levels (national, regional and local) in line with the National Strategic Framework on HIV and AIDS and the Decentralization Policy; create an enabling environment and strengthen community based volunteering for fighting HIV/AIDS in Swaziland; establish enhanced partnerships, cooperation and collaboration in fighting HIV/AIDS pandemic in Swaziland; and strengthen capacities for the national volunteer infrastructure for HIV and AIDS response in Swaziland.

Over the five years the project has contributed to the promotion and harnessing of volunteerism for effective development through improved coordination of those volunteer organizations and agencies that provide essential services. Over 50 National Volunteers placed with various NGOs and coordinating bodies in the various skills area. Further the project strengthened the capacities of civil society actors particularly in the areas of organizational development, financial management systems and monitoring and evaluation mechanisms so that these actors become a more active and strategic partners to the government in delivering key services to those infected and affected by HIV. Capacity building initiatives were also facilitated through partnerships with Institute of Development Management (IDM) and other partners on various capacity building initiatives for civil society.

¹ UNAIDS Accenture Financial Flow Project: Swaziland – Findings and Recommendations – April 2007

TERMINAL EVALUATION OBJECTIVES

The overall purpose of the evaluation is to assess, capture and demonstrate evaluative evidence of project results and how they have contributed to the broader national HIV response and strengthened organisational capacity. Draw lessons learned that can improve the policy infrastructure for national voluntarism in Swaziland and establish sustainability of benefits from this project. Ascertain the overall environment for national voluntarism in Swaziland and explore opportunities for a national programme in both the private and public sector.

Specifically the purpose of the evaluation is to;

- Measure the impact of the UNV/UNDP project on strengthening civil society's capacity to contribute to the national response.
- Provide substantive input and direction to the formulation of future programmes and project strategies including scaling up of national voluntarism in Swaziland.
- Establish the extent and impact of capacity building initiatives undertaken in order to strengthen civil society's capacities.
- Assess policy requirements and implication for the establishment for a national volunteering scheme in Swaziland.
- Establish the strengths and limitation of the programme and make appropriate recommendations.
- Document the National Volunteer programme as a case study for advocacy purposes for establishing a national programme on voluntarism.

EVALUTION APPROACH AND METHOD

The overall approach and methodology for conducting project terminal evaluations has to be in line with the UNDP evaluation standards. The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability, and impact**, as defined and explained in the guidance note for conducting UNDP Terminal Evaluations. The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report. The evaluation must provide evidence-based information that is credible, reliable and useful. This project evaluation will also assess progress towards the outcome, factors affecting the outcome, project contribution to project outcomes and assess the partnership strategy and its contribution towards the eNSF and CSO institutional development. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with civil society organisations, government counterparts, NERCHA focal point, UNDP Country Office and CANGO focal and other key stakeholders that benefited from the project. Other partners will include IDM, UNAIDS, Church Forum and SWABCHA including the Ministry of Labour and Social Services and FSE-CC etc.

Specifically, the evaluation will focus on the following;

Outcome status: Determine whether or not the outcome has been achieved and if not, whether there has been progress made towards its achievement, and also identify the challenges to attainment of the outcome. Identify innovative approaches and capacities developed for recruitment of national volunteers. Assess the relevance and adequacy of project outputs.

Underlying factors: Analyse the underlying factors beyond the project's control that influenced the outcome including opportunities and threats affecting the achievement of the overall project outcomes. Distinguish the substantive design issues from the key implementation and/or management capacities and issues including the timelines of outputs, the degree of stakeholders and partners' involvement in the completion of outputs, and how processes were managed /carried out.

Strategic Positioning of UNDP: Examine the distinctive characteristics and features of UNV project and how

it has shaped CSOs relevance as a current and potential partner for management of National volunteers programme.

Partnership strategy: whether UNDP's partnership strategy has been appropriate and effective. What partnerships were formed? What was UNDP's role? How did the partnership contribute to the achievement of the outcomes? What was the level of stakeholder's participation? Examine the partnership among UN Agencies and other donor organizations in the relevant field.

Lessons Learnt: Identify lessons learnt and best practices and related innovative ideas and approaches, How efficiently programme planning implementation and management were carried out. This will include assessing the extent of organizational structure, managerial support and coordination mechanism used by NERCHA / CANGO in supporting the programme.

EVALUATION SCOPE AND DELIVERABLES

1. Review all relevant project documents, the eNSF, project reports, evaluation project reports, NERCHA and UNDP annual work plans and agreements including policy documents
2. Establish the extent for Integration and institutionalization of volunteering for development within civil society, review coordination structures and systems for the coordination, implementation and management of the national volunteer project.
3. Establish the extent for national ownership and leadership of the project and how National volunteers have contributed towards strengthening CSOs, REMCHACCS and CHIMCHACCS in management, planning and monitoring of the project's activities to ensure sustainability of the activities.
4. Review how the UN Agencies have successfully contributed towards the implementation of this project and recommend a model for future joint partnership and programming under the delivering as one.
5. Explore if the project adopted the basic principles of inclusiveness, participation, accountability, non-discrimination and equality, empowerment and local ownership during its implementation- adherence to the rights based approach. Evaluate the impact of capacity building initiatives undertaken by the project in the priorities areas related to organisational development and institutional capacity strengthening.
6. Ascertain how much skills transfer has been achieved, mentoring and on job training including knowledge sharing and management.
7. Assess communication strategies adopted for the communicating project results, information on Voluntarism as well as HIV/AIDS at all levels.
8. Identify opportunities for resource mobilizing, networking and partnership building within the private and public sector for scaling up of the national programme on national voluntarism in Swaziland.

Deliverables

1. **Inception Report:** Evaluator provides clarifications on timing and methodology no later than 3days on signing of the contract.
2. Prepare the first draft and Final Report for review by UNDP, NERCHA, CANGO and make presentation of first draft to stakeholder on the initial findings of the end of evaluation
3. Prepare a case study on the Swaziland Volunteer for advocacy purposes.
4. **Submission of the Final Report** submitted in both hard (signed) and electronic copies including recommendations for scaling up of the Volunteer programme and policy reform.

REPORTING

The consultant will report to a committee constituting of NERCHA, CANGO and the UN and coordinated by UNDP and weekly monitoring progress reports to be held with the committee.

DURATION OF ASSIGNMENT

The duration for the assignment will be 25 Calendar Days from date of signing the contract.

FINANCIAL

The consultancy fees will be based on UN rates and payment contractual terms.

DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualifications

- A Master's Degree in the following fields: Public Policy and Development, Public Health, Human Rights, Research, Monitoring and Evaluation and Surveillance field or a related discipline.
- At least 10 years of relevant professional experience including at least five years' experience conducting programme and projects evaluation.
- Proven experience and appreciation on the policy mainstreaming work and related policy processes.
- Experience in programme development especially of Health and HIV programmes.
- Substantial knowledge and understanding of setting up realistic models of Volunteer National Programmes.
- Experience in developing national public policies.
- Excellent communication skills (writing and reading) with good command in English.
- Familiarity with operations of civil society organisations and national volunteer programme.

Competencies.

- Proven analytical, organizational development and inter-personal skills.
- Research and evaluation skills including ability to synthesize information.
- Excellent oral, and effective presentation and report-writing skills;
- Express clearly and concisely ideas and concepts in writing and orally.
- Ability to meet deadlines with minimum supervision.
- Ability to manage conflicting ideas and views from diverse groups.
- Excellent social and communication skills.
- Excellent computers skills required particularly ability to use data analysis tools.

Submission of Applications:

Interested consultants are invited to submit detailed CV'S and Expression of Interest (EOI) marked " **Project Review - Strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland** " to UNDP Offices, 5th Floor Lilunga House, P. O. Box 261, Mbabane or e-mail application to Registry.sz@undp.org on or before the **25th June 2015**.