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Consultancy

Evaluation of Project Capacity Building for Strengthening the National HIV/AIDS Response

1 OBJECTIVE

The overall goal of the final evaluation is to assess the progress on results achieved by the project since its inception in 2003 and propose a way forward: a) Evaluation – evaluation and assess the project against targets as set in the project annual work plans and the Project document “Capacity Building for Strengthening the National HIV/AIDS Response”; b) Formulation: Develop a new HIV project based on the findings of the evaluation and the needs of the key stakeholders, in line with national programming instruments (EDPRS, Vision 2020), the One UN Reform, the new UNDAF (2008-2012) and the new UNDP Country Programme Document (2008-2012).

2 BACKGROUND

The project “Capacity Building for Strengthening the National HIV/AIDS Response” covered the period 2003-2007. The project aimed at strengthening the institutional capacity of the National Aids Control Commission (CNLS) in planning, management and coordination of the national response to HIV & AIDS pandemic in Rwanda. The project was intended to build capacities for CNLS in the following:

a) Strengthening of capacity for coordination of development of partners and national and mainstreaming of HIV/AIDS in all development sectors;

b) Capacity building for Monitoring and Evaluation, development of strategies and plans, preferably longer-term assistance;

c) Management Information System, to inform the management decisions process and as a fundamental linkages;

d) Mitigation of socio-economic impact of HIV/AIDS in selected provinces and communities for people infected or affected by HIV/AIDS;

e) Capacity building for decentralization of the national response to HIV/AIDS at all structures (national, provincial and community level) and sectors, public, private and non-government. Placing a management specialist to provide technical assistance on planning, management and coordination of the national response.

This is a nationally executed project (NEX). This implies that the National institution (CNLS) is the Executive and Implementing Agents of the project. The Executive Agent is responsible for the planning and overall management of the activities of the project, including reporting, accounting, monitoring and evaluation, and for the management and audit of the use of UNDP resources. The Implementing Agent will provide services and carry out activities such as delivery of programme outputs and conversion to programme outputs. The Implementing Agent is accountable to the Government of Rwanda and to UNDP for the production of outputs, achievement of programme objectives and for the use of UNDP funds.

UNDP Rwanda Country Office provides support services to the project in accordance with UNDP procedures. These services include sub-contracts arrangements and procurement of goods and services as described in the agreement between UNDP and the Government of Rwanda for the provision of support services. UNDP will be responsible for monitoring the project, ensuring the
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proper use of UNDP funds, implementation of activities, programme monitoring and evaluation.

3 SCOPE OF WORK

3.1 One international consultant (Team Leader) assisted by a National consultant will conduct the mission. The Team Leader will have the responsibility of ensuring the quality and timely submission of the deliverables of the consultancy.

3.2 The consultants will perform the following tasks:

3.2.1 Evaluate if outputs and outcomes were achieved as planned;
3.2.2 Evaluate what capacity building activities were undertaken;
3.2.3 Evaluate how the strengthening of the capacities of the National Aids Control Commission contributed to a better coordination of stakeholders' interventions;
3.2.4 Evaluate how the capacities were strengthened at the individual and organisational level;
3.2.5 Evaluate the management and accountability structures of the project;
3.2.6 Evaluate the financial management of the project;
3.2.7 Evaluate the compliance to NEX procedures;
3.2.8 Evaluate if the project was key to the achievement of the outcomes envisaged in the CCF and UNDAF;
3.2.9 Evaluate if the project contributed to achieving the Vision 2020 and the MDGs;
3.2.10 Analyse the strategies used in the implementation of this project;
3.2.11 Evaluate improvements on donor coordination;
3.2.12 Point out the strengths, weaknesses, opportunities and threats (SWOT) of the project's implementation processes;
3.2.13 Elaborate proposals for improvements and elaborate a new project proposal in line with that Rwanda being a pilot country for the One UN Reform, the new UNDAF and the new Country Programme Document (2008-2012).

3.3 Methodology:

3.3.1 Hard data gathering: reviewing project documents and reports, field visits etc.;
3.3.2 Soft data gathering: interviewing the key stakeholders etc.;
3.3.3 Prepare a draft report;
3.3.4 Provide debriefing on the draft report to key stakeholders, partners etc.;
3.3.5 Prepare a final report and new project proposal.
3.4 Relevant literature and documentation for reference:

3.4.1 Project document “Capacity Building for Strengthening the National HIV/AIDS Response” (Project No.14662);
3.4.2 Existing evaluation report for project “Capacity Building for Strengthening the National HIV/AIDS Response”
3.4.3 Annual work-plans for the project since inception
3.4.4 Annual progress reports;
3.4.5 CNLS Annual Reports
3.4.6 UNDAF 2002-2006
3.4.7 Draft UNDAF 2008-2012
3.4.8 UNDP Country Programme Document 2008-2012
3.4.9 One UN Concept Note (Rwanda having been chosen as one of the pilot countries for the One UN Reform)
3.4.10 2005-2009 National Multi-sectoral Strategic Plan of Response to HIV/AIDS
3.4.11 PRSP 1
3.4.12 Vision 2020
3.4.13 Draft PRSP2 (EDPRS)
3.4.14 Relevant HIV/AIDS related documents

All relevant documents will be given to the consultants upon arrival.

4 DELIVERABLES

4.1 During the Assignment, the Consultants will deliver:

4.1.1 Report containing the results of the evaluation as specified above, SWOT analysis of the project, effectiveness of the implementation process to beneficiaries;
4.1.2 New project proposal for the period 2008-2012 including strategies, activities, results and institutional arrangement.

4.2 Reporting details:

4.2.1 All written submissions and reports must be in separate English and French versions

5 QUALIFICATIONS

5.1 Submissions are invited from Firms with a Lead Consultant and 1 national consultant. Candidates must demonstrate the following qualifications and experience:

5.2 Team Leader – International Consultant
6.2.4 Based on local availability ):
6.2.5 With Milestone-based Terms of Payment for:
   a) Mobilization;
   b) Draft Evaluation Report;
   c) Draft new Project Document;
   d) Final payment.

6.3 Only for information, interested parties should be aware that:

6.3.1 The current UN Daily Subsistence Allowance (DSA) for short-term assignments in Kigali is USD 168.00 per day (DSA component is only applicable for international consultants);

6.3.2 Although Rwanda is a developing country, Kigali is a safe and clean city with a commensurate cost of living

7 SUBMISSIONS

7.1 Qualified International firm with experience in the area of governance are invited to submit:

7.1.1 A written proposal (maximum 15 pages) is requested that provides details of the proposed approach and methodology. The proposal should also indicate details of similar assignments performed earlier, preferably in Sub-Saharan Africa and the level of effort made to the assignment.

7.1.2 CV of the Lead Consultants and of the national consultant along with required documents;

7.1.3 Other information which demonstrates your qualifications for this specific assignment;

7.1.4 The Lump-Sum Fee which you propose. This Fee should be inclusive of ALL considerations including travel, local cost of living, out-of-pocket expenses, etc. Please see ANNEX IV and ANNEX V of this RFP

7.1.5 The Submissions should be made in two separate envelopes or attachments (if submitted via email) for Technical Offer and Financial Offer (Indicating : DO NOT OPEN IN ADVANCE). Offers that are not submitted separately will be deemed as disqualified and will not be assessed further.

7.2 Please note that Submissions by E-mail WILL BE ACCEPTED (see ANNEX I)
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5.2.1 Master's degree in social sciences, development or a related field
5.2.2 Minimum five (5) years of extensive experience in project management, monitoring and evaluation of HIV-related projects, evaluation of externally funded projects, nationally executed projects;
5.2.3 Minimum five (5) years of experience in working with international organisations and donors
5.2.4 A good reputation in terms of achievements (such as publications, articles, lectures etc.);
5.2.5 Fluency in English and/or French.

5.3 National consultant – team member

5.3.1 University degree in social sciences, development studies or related subject;
5.3.2 Minimum three (3) years of experience in project management/evaluation, HIV/AIDS projects
5.3.3 Minimum three (3) years of experience in evaluation of externally funded projects;
5.3.4 Fluency in English and French;
5.3.5 Good reputation in terms of working with international organisations.

6 REMUNERATION AND OTHER CONSIDERATIONS

The successful consultants will start their assignment by 1st July 2007 following the completion of the recruitment process.

6.1 Submissions will be accepted from Firms only.

6.2 The Successful Result of this Process will be a Contract for Professional Services:

6.2.1 Defining an overall period of 25 (twenty-five) working days commencing from 1st July 2007
6.2.2 Requiring in-country presence and dedicated work
6.2.3 The whole exercise should be completed as per the below schedule:
   a) Day 1: Briefing with UNDP
   b) Day 2-7: Meetings with key stakeholders (national institutions, development partners, civil society, beneficiaries of the project)
   c) Day 8-10: Review of documentation
d) Day 11-14: Drafting of Evaluation Report
e) Day 15: Presentation of draft Evaluation Report
f) Day 16-20: Drafting of new Project Document
g) Day 21: Presentation of draft Project Document
h) Day 22-25: Finalisation of new Project Document
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8 SELECTION PROCESS

8.1 Submissions will be evaluated in consideration of the following Evaluation Criteria

8.1.1 Evaluation Criteria
a) Expertise of the firm/organisation [30 points]
b) Experience in similar assignments and conditions [30 points];
c) Qualifications of International Consultant [25 points];
d) Qualifications of the national consultant [25 points];

8.1.2 In order to qualify for further consideration the Individual Consultant must accomplish a minimum score of 70 points in the Evaluation of Technical Offer.

8.2 The Basis of Award will be to the or Individual or Firm who qualifies for further consideration and proposes the lowest total Lump-Sum Fee.

8.3 This Opportunity is open to male and female candidates. Applications from qualified female candidates are encouraged.