**EVALUATION TERMS OF REFERENCE**

**1. Introduction**

In UNDP, project evaluations are mandatory when required by partnership protocol. The UNDP policy also requires that projects are monitored and evaluated regularly. The UNDP Executive Board approved “The Evaluation Policy of UNDP” in May 2006. This policy is aimed at increasing “transparency, coherence and efficiency in generating and using evaluative knowledge for organizational learning and effective management for results, and to support accountability”. All UNDP evaluation reports will be made public, and the results of the evaluation will be used by, and serve the purpose of, the implementing partner and other partners, as well as the UNDP, toward improving their respective development and strategic objectives.

At the project level, Monitoring and Evaluation Policy (M&E Policy) has four objectives:

* To monitor and evaluate results and impacts;
* To provide a basis for decision making on necessary amendments and improvements;
* To promote accountability for resource use; and
* To document, provide feedback on, and disseminate lessons learned.

The overall objective of this project evaluation is to give feedback to the stakeholders (Department of Health, UNV, UNDP CO), as well as the Local South African Government on progress in achieving the objectives and outcomes of the Project document for Phase  of the project. In order to get a comprehensive view of the projected achievements of objectives and outcomes of the Project, the Evaluator shall undertake development and delivery of the following:

1. An assessment of the Project objectives, expected outcomes (indicators), activities undertaken, inputs and resources as stated in the Project Document.

2. An assessment of the progress in achieving the objectives and results so far.

3. An assessment of action to be taken to complete already initiated tasks toward meeting the objectives and expected outcomes, or in the case of not obtaining the expected results, recommend ways forward.

This Evaluation TOR provides the key questions and guidance vis-à-vis the methodology in conducting this project evaluation.

**2. Project Objectives**

The objective of the project is to extend the UNV/UNDP assistance to the Government of South Africa, to enable efficient delivery of health care services in the Limpopo Province through capacity building and the provision of 40 international UNV doctors. The key components of the project include: the fielding and recruitment of international medical experts; administrative support to UNV Doctors in the Province; and, to lead a Volunteerism Campaign for the Province in order to promote volunteerism and/or volunteer activity within the health care sector.

|  |  |
| --- | --- |
| **Objectives** | **Outcomes** |
| **Care & support to UNVs:** Interacting with UNV doctors and facilitating their development and learning through encouraging their attendance to conferences and seminars. Ensure that all UNV doctors’ concerns (vis-à-vis entitlements, accommodation, etc.) are dealt with speedily and efficiently. Ensure the transferral of skills between UNV Doctors and local junior doctors/specialists and interns. | Increased retention rate of International Medical experts and interns who have served their specialization studies in Limpopo Province |
| **Better health service delivery:** To strengthen and facilitate relationships between the internal and external project partners, and to interact closely with hospitals/clinics where UNVs are placed. To continually field and recruit International specialists to assist with the skills shortages in the Province. | Improved quality and quantity of Medical services in the province |
| **Volunteerism Campaign:** Together with the Provincial and National Department of Health, the Project will lead a “Volunteer for Limpopo Campaign”. This campaign is aimed at raising awareness within Limpopo on the importance and the value of voluntary activity, and to secure increased support for the Limpopo Department of Health. | Enhance the commitment of local medical experts to serve in disadvantaged areas as a result of increased appreciation of volunteerism |

**Planning Process**

In order to achieve the aforementioned objectives, the Evaluator will develop sequential activities to be carried out.

 Prepare and present to UNV/UNDP CO a plan of action for the Project Evaluation.

 Relevant material must be consulted (Project document, Project reports, Project Work Plans). UNV/UNDP CO will make available all necessary material.

 Undertake field visits in Polokwane and other places of UNV placements.

 Meet with the relevant Project stakeholders at DoH in Polokwane, Project management, UNDP staff and UNV Programme Officer.

 Present a draft report by 29 August 2008 and a final report by 15 September 2008.

**6. Deliverables**

The Project Evaluation will have to deliver the following: A comprehensive analytical report (in English) that should include at least the following:

* Executive summary
* Introduction
* The Project and its development context
* Key findings and conclusions
* Recommendations
* Lessons learnt
* Annexes: TOR, field visits, people interviewed, documents reviewed, etc.

**7. Timeframe**

The Project Evaluation will be conducted during July and/or August 2008, over a 20 (twenty) day period. A draft report must be submitted by 29 August 2008 and a final report by 15 September 2008.

**8. Requirements**

* The consultant should have the following:
* An appropriate post-graduate degree (preferably a Masters Degree)
* Proven research and strong analytical skills
* Good presentation, communication and report-writing skills.
* Conduct impact analysis on organizational/project performance
* Fluency in English language
* Availability – July and August 2008

**9. Management Arrangements**

The UNDP CO and the Project Management Office in Polokwane, will be responsible for liaising with the Project Evaluation Team including: stakeholder interviews; arrange field visits; coordinate with the Department of Health; and, ensure timely arrangements for provision of travel and/or accommodation.