

Final Concept Note
Joint Review of Irish Aid support to Mainstreaming support Project
ZMB10/00049510

1.0 Background

Zambia is experiencing the effects of a mature and generalized HIV hyper-epidemic (UNAIDS 2007). The impact of HIV and AIDS on society is devastating, it is one of the major contributors to the high number of orphans currently projected at 710,000 (UNAIDS, 2007). The most recent HIV prevalence among the adult population (15-49 years) is estimated at 14.3% (ZDHS 2007). The vision of the Government of Zambia is to foster a multi-sectoral response to fight the HIV&AIDS epidemic. Guided by the FNDP and NASF 2006–2010, Zambia has been implementing a number of HIV&AIDS interventions that fall under six complementary themes:

- *Intensifying Prevention of HIV,*
- *Expanding Treatment, Care and Support for PLWA,*
- *Mitigating the Socio-economic impact of HIV and AIDS,*
- *Strengthening the Decentralized Response by mainstreaming HIV&AIDS,*
- *Improving the capacity for monitoring and evaluation by all partners and*
- *Integrating Advocacy and Co-ordination of the Multi-Sectoral Response (NAC, 2006).*

Under the theme “*decentralized response and mainstreaming of HIV&AIDS*”, the intention of government is to build capacity of national structures including line ministries to effectively mainstream and implement HIV&AIDS interventions in their planning and work.

2.0 UNDP Support to NAC

UNDP’s support to the Government in the area of HIV&AIDS has been through a five-year project that supports the strengthening of national, provincial and district level capacities to plan, coordinate, monitor and evaluate gender sensitive and rights-based multi-sectoral responses to limit the effects of HIV&AIDS. The first phase of the project (2002–2004) focused on:

1. *Provision of technical assistance in all 72 districts for strengthening the planning, coordinating and monitoring roles of District Development Coordinating Committees, with DATFs,*
2. *Development of a planning Manual for mainstreaming HIV and AIDS and Gender*
3. *Training for development of district level strategic plans that included HIV and AIDS interventions.*

UNDP partnered with Irish Aid to support mainstreaming interventions and to ensure sustainability of the previous efforts. The joint collaboration was consistent with the harmonization agenda.

2.1 UNDP and Irish Aid Strategy

The project strategy primarily focused on building the mainstreaming capacity of at national and sub national levels and synergy with national level planning and monitoring to enhance the concept of multi- sector response. The supplemental project had the following outputs:

- 1. Planning tools/materials for mainstreaming developed and mainstreaming capacity built*
- 2. Framework for NAC's Supporting Mainstreaming Capacities in Councils Developed*
- 3. Frame work for M & E on Mainstreaming Developed.*

As part of a strategic intervention, Irish Aid provided support to NAC through UNDP to provide technical support on mainstreaming based on the national strategic framework. The support included technical expertise, development of mainstreaming tool kits, training and capacity building of NAC, the provincial and District structures and the line ministries in mainstreaming of HIV&AIDS, gender and human rights. The support was monitored through annual reports and review meetings.

3.0 Rationale for the Review

Irish Aid has been supporting UNDP project since 2006. With funding scheduled to end in 2008 and extended up to June 2009. Over the period of implementation, the project has demonstrated success in a number of ways. In view of end of funding and new aid architecture (*donor harmonization agenda*) requiring more coordinated and collaborative approaches in support of government, Irish Aid and UNDP would like to undertake a joint review of the project and determine the way forward.

4.0 Purpose and Objectives

To review the overall performance of the project and determine the strategic direction of support to the national mainstreaming programme. Specific objectives of the review will be to:

- 1. Review progress and assess the extent to which the project supported jointly with UNDP achieved its objectives.*
- 2. Review the strategic value of channeling support through UNDP to support NAC*
- 3. Assess the extent of capacity building at national and sub national levels and determine what change has taken place in the planning process of HIV&AIDS programmes.*
- 4. Review the effectiveness of the management and oversight requirements of the project from both Irish Aid and UNDP perspectives.*
- 5. Review and analyze the usefulness of the mainstreaming tools and indicators developed.*
- 6. Review options and recommend a way forward that ensures strategic direction for the support of HIV&AIDS mainstreaming initiatives in Zambia.*

5.0 Deliverables:

1. Draft report addressing the objectives of the review as stated in the ToRs (not more than 30 pages)
2. Facilitate joint feedback session with UNDP and IA
3. Final report.

6.0 Methodology

In carrying out the assignment the consultant(s) shall:

1. Develop an inception report outlining how the TORs will be addressed including data collection methods.
2. Hold meetings with Irish Aid and UNDP to assess the view and perspectives of relevant stakeholders
3. Review and analyze Irish Aid and UNDP Country strategy documents and other reports, project documents and NASF 2006-2010.
4. Interview representatives of the cross section of stakeholders (GRZ, bilateral donors, Multilateral donors and some Civil Society organizations)
5. Carry out field visits to provinces and districts
6. Prepare draft reports.
7. Meet with key partners to share the draft report
8. Submit final report.

6.1 Assessment Schedule

It is envisaged that the whole process for the evaluation should last 25 days as indicated in table 1 below:

Table 1. Draft Project Review Roadmap

| Activity | Sub-Activities | Lead | Yr 2009 | | | | |
|---|---|-------------|----------|------|-----|-----|-----|
| | | | Mar-July | Sept | Oct | Nov | Dec |
| Framing the Review: Terms of Reference | Drafting of ToRs | UNDP | | | | | |
| | Consensus building among partners | UNDP | | | | | |
| Advertise/invitation to tender selection | Liaise with UNDP Operations for posting (IC) and rates, process | UNDP | | | | | |
| | Advertising (selective sourcing)a | UNDP | | | | | |
| | Selection of suitable Consultants | UNDP, AI | | | | | |
| Pre-Review Preparatory Actions | Contractual Protocols | UNDP | | | | | |
| | Drafting of review protocols and schedules by Consultants | Consultants | | | | | |
| | Meeting with Consultants to agree on work plan and review modalities | UNDP, NAC | | | | | |
| Project Review Stage: Data collection and information triangulation | Consultations with key stakeholders at national level and desk review | Consultants | | | | | |
| | Field work: Consultations with key stakeholders and beneficiaries at sub-national level on sample basis | | | | | | |

| Activity | Sub-Activities | Lead | Yr 2009 | | | | |
|----------------------------------|---|-------------|----------|------|-----|-----|-----|
| | | | Mar-July | Sept | Oct | Nov | Dec |
| Data analysis and Report Writing | Draft Review Report writing | Consultants | | | | | |
| | Draft Review Report submission to key Partners for inputs | | | | | | |
| | Final draft report | | | | | | |
| Stakeholders Review Session | Stakeholders' Review Workshop | UNDP & IA | | | | | |
| | Review comments incorporated in the final Project Review Report | Consultants | | | | | |
| Submission and Dissemination | Final Report submitted to Irish Aid and UNDP | Consultants | | | | | |
| | Dissemination of findings | | | | | | |
| Programming Implications | Consensus on next phase or strategic position of the support. | UNDP & IA | | | | | |

7.0 Consultant Profiles and Selection Criteria

Two consultants will be engaged: an international consultant (*lead*) and local consultant. The lead consultant: (International) should meet the following profile:

1. *Post graduate degree in relevant field*
2. *Not less than 5 years experience in development work and good understanding of Aid architecture.*
3. *Strong background and experience in development work and good understanding of mainstreaming in development programmes in Africa and in the international context.*
4. *Experience of working and supporting GRZ (NAC) in developing Countries.*
5. *Experience in programme reviews and evaluation and in providing team leadership.*

The Local Consultant should meet the following profile:

1. *Understanding of the National Responses to HIV&AIDS, with practical experience in gender, human rights and HIV&AIDS mainstreaming in Zambia and elsewhere, especially in the sub-region.*
2. *Familiarity with GRZ, NAC structures.*
3. *Understanding of the United Nations in general and UNDP particular and Irish Aid support to HIV&AIDS response.*
4. *Track record of carrying out Reviews/evaluations*
5. *Ability to make clear and practical recommendations for effecting change.*

8.0 Management Arrangements

It is envisaged that the whole process for the assessment should last 25 days. Two Consultants will be hired: an International and a local Consultant for the duration of the assignment. IA and UNDP will share the cost of the review. The daily rate for the consultants will be mutually agreed upon as per prevailing UNDP practice and rates (refer to Table 2). The Consultants will be managed and report to Joint Steering Committee (*with reps from UNDP and IA*).

Table 2. Draft Activity-Based Budget

| Sub-Activities (Cost Item) | | Budget (US\$) | | | |
|---|---------------------------------|---------------|-------------|--------------------------|---------------|
| | | Unit Cost | Units (Qty) | Frequency (working days) | Amount |
| Drafting of ToRs | | 0 | 1 | 5 | 0 |
| Consensus building among partners | | 0 | 1 | 1 | 0 |
| Liaise with UNDP Communication Office for posting | | 0 | 1 | 1 | 0 |
| Selection of suitable Consultants | | 0 | 1 | 1 | 0 |
| Contractual Protocols | | 0 | 1 | 1 | 0 |
| International Consultant Reimbursable | Travel (return ticket) | 6,000 | 1 | 2 | 6,000 |
| | DSA (Lusaka - Intercontinental) | 341 | 1 | 15 | 5,115 |
| Drafting of review protocols and schedules by Consultants | International Consultant's Fees | 550 | 1 | 2 | 1,100 |
| Meeting with Consultants to agree on work plan and review modalities | International Consultant's Fees | 550 | 1 | 1 | 550 |
| | Local Consultant's Fees | 350 | 1 | 1 | 350 |
| Consultations with key stakeholders at national level and desk review | International Consultant's Fees | 550 | 1 | 5 | 2,750 |
| | Local Consultant's Fees | 350 | 1 | 5 | 1,750 |
| Field work (10 days): Consultations with key stakeholders and beneficiaries at sub-national level on sample basis | International Consultant's Fees | 252 | 1 | 10 | 2,520 |
| | Local Consultant's Fees | 252 | 1 | 10 | 2,520 |
| | Driver | 252 | 1 | 10 | 2,520 |
| | Fuel | 1.08 | 2000 | 10 | 2,158 |
| Draft Review Report writing | International Consultant's Fees | 550 | 1 | 1 | 550 |
| | Local Consultant's Fees | 350 | 1 | 1 | 350 |
| Draft Review Report submission to key Partners for inputs | International Consultant's Fees | 550 | 1 | 1 | 550 |
| Final draft report | International Consultant's Fees | 550 | 1 | 1 | 550 |
| Stakeholders' Review Workshop | International Consultant's Fees | 550 | 1 | 1 | 550 |
| | Local Consultant's Fees | 350 | 1 | 1 | 350 |
| Review comments incorporated in the final Project Review Report | International Consultant's Fees | 550 | 1 | 1 | 550 |
| Final Report submitted to Irish Aid and UNDP | International Consultant's Fees | 550 | 1 | 1 | 550 |
| Dissemination of findings | | 0 | 20 | 1 | 0 |
| Consensus on next phase or strategic position of the support. | | 0 | 1 | 1 | 0 |
| Total Budget | | | | | 31,333 |
| <p>Assumptions: (a) Costs zero-rated denote usage of own facilities, personnel and standing procedures as well as mechanisms (@ UNDP, or IA); (b) UN Exchange rate for April 09 applies: K 5,560; (c) upper-limit UN DSA rate for field work (i.e. Chrismar Last one) applied. In practice, area-specific rates will apply with potential savings; and (d) return air ticket fare is presumption for someone coming from the far West (Americas). Based on committed funds, the eminent gap of \$12,433 will be filled from savings on air ticket, fuel, printing, conference facilities and DSA for field work.</p> | | | | | |