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**Final Evaluation of UNV/NVS Joint HIV Prevention project:**

**Terms of Reference (TOR).**

Position: International Consultant: Final evaluation of HIV Prevention project

Country of assignment: Papua New Guinea

Duration of the assignment: 3 weeks

Starting date: 9th November, 2009.

1. **Background information.**

The United Nations Volunteer (UNV) Programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

**1.2 Background to the project to be evaluated.**

The United Nations Volunteers Programme in partnership with National Volunteer Service under the Department for Commmunity Development initiated a two year joint pilot project on Community Mobilization for Behavior Change for HIV Prevention (CMBC) in the National Capital District,and the Central and Eastern Highland Provinces in Papua New Guinea.

The National Volunteer Service (NVS) is the implementing partner and manages a team of 17 National Project Volunteers who are residents of the communities or districts in which they are placed, whilst the United Nations Volunteers (UNV) Programme provides the technical advisory and financial support under the guidance of the UNDP country office.

Under the NVS/UNV Joint project on HIV Prevention, the National Volunteer Service established 17 strategic partnerships with members of the Civil Society Organizations (CSOs) and government sectors or District Administration Offices /District AIDS Committees of the government of Papua New Guinea in the three pilot provinces of National Capital District, the Central and Eastern Highlands.

The serving NVS Project Volunteers were previously active members of a civil society or a community based organization with a prior working experience either as a volunteer or staff, in community education and mobilization for HIV Prevention initiatives at the grass root level. The NVS Project Volunteers work in their respective rural communities as HIV/AIDS Community Facilitators and Behavior Change Agents.

Specific project outputs:

* Institutional Capacity of the National Volunteer Service (NVS) Strengthened.
* Capacity of existing civil society networks strengthened through technical and community mobilization methodology training of NVS volunteers for HIV prevention.
* Communities mobilized to implement local level behavioral changes for the prevention of HIV.

1. **Justification :**

As the project is coming to an end, there’s a strong need for a final evaluation to be conducted as it is stated in the original project document. The result of the evaluation will help UNV/UNDP Country Office and the Government of Papua New Guinea to decide whether the approaches used can be scaled-up or replicated to other provinces where HIV prevalence is already high. In addition, the expected recommendations of the external evaluator and lessons learned for the last two years would be used for future programming opportunities in community mobilisation through volunteering.

1. **Objectives of the evaluation.**

**Main objective.**

The main objective of the evaluation is to assess the relevance, effectiveness, efficiency, and the sustainability of the CMBC project and draw lessons and make recommendations for future similar projects.

**Specific objectives.**

1. To assess the project design and appropriateness of the approach used including its sustainability in the context of Papua New Guinean communities
2. To assess the progress made in achieving the project outputs and the related activities in the three pilot provinces of National Capital District, Central and Eastern Highlands.
3. To determine the prospective need for the extension of the project and identify ways to maximize effectiveness in case of an extension or replication in other geographical areas with Papua New Guinea.
4. **Key Areas of focus:**

**Key performance criteria** to be applied in evaluation of all aspects of the project:

1. **Relevance**: “The extent to which the objectives of a development intervention are consistent with beneficiaries’ requirements, country needs global priorities and partners’ and donors’ policies. Retrospectively, the question of relevance often becomes a question as to whether the objectives of an intervention or its design are still appropriate given changed circumstances.”
2. **Effectiveness**: “An aggregate measure of (or judgment about) the merit or worth of an activity, i.e. the extent to which an intervention has attained, or is expected to attain, its major relevant objectives efficiently.”
3. **Efficiency**: “A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.”
4. **Sustainability**: “the continuation of benefit from a development intervention after major development assistance has been completed.”
5. **Volunteerism**: UNV recognises that volunteering means different things to different people and that there is a wide range of motivations for becoming a volunteer. Within this context, the evaluation should cover two aspects of volunteering; what is the added value that the NVS Volunteers bring to the project that a local community volunteer not on NVS contract could not bring. How NVS volunteers in the project contributed to stimulating local volunteerism.

The evaluation team will need to finalize evaluation tools and questionnaires to collect information for assessing all the above criteria, the following questions can be considered as guidance.

* 1. **Relevance.**

Useful questions to be considered during the evaluation:

* To what extent are the objectives of the project still valid?
* Are the outputs and activities of the project consistent with the overall goal and the attainment of its objectives?
* Are the activities and outputs of the project consistent with the intended impact and effects?
* How coherent was the project with the development agendas of the different institutions involved and how did this affect the project/programme (positively and negatively)?
* What relevant lessons emerged from this pilot project that can inform future UNV/UNDP projects in similar settings?

**4.2**. **Effectiveness.**

Useful questions:

* To what extent were the objectives of the CMBC project achieved? What indicators demonstrate that? Based on evidence, can the project be considered a successful initiative?
* What were the major factors influencing the achievement or non-achievement of the objectives?
* What were the contributing and hindering factors that affected the smooth implementation of the project?

**4.3. Efficiency.**

Useful questions:

* Did the project meet its intended target at reasonable costs?
* Do the project indicators demonstrate that its intended results were achieved at reasonable costs?
* Were objectives achieved on time?

**4.4 Sustainability:**

Useful questions:

* How will the change or the benefits generated by the project be sustained in the long-run?
* How will the community sustain the achievements made? Did the project have a clear exit strategy? Was it adequate?
* How will the project resources be sustained?

**4.5 Volunteerism.**

* Does the project demonstrate that volunteerism is an effective way of addressing the HIV/AIDS challenge in the area where it was implemented? In what ways?
* What has been the added value of addressing HIV/AIDS through the NVS? In other words, if the work were not channeled through the NVS, would the results have been the same, better or worse?
* Has the project contributed to stimulating community volunteerism to address the HIV/AIDS challenge?
* Are there examples of good practices in the way the NVS addressed the HIV/AIDS challenge that can be replicated in future opportunities?

1. **Methodology and scope of work.**

The evaluation will last for 3 weeks (21 days) and it will involve specifically the following.

* Finalize evaluation tools and questionnaires, and submit for validation to UNDP management team/JUNTA.
* Conduct desk reviews of available CMBC project relevant documents, progress reports and annual work plans.
* Conduct Interviews/meeting with :
  + National Volunteer Service (NVS), Department of Community Development and UNVCOT/UNDP.
  + NVS Project Volunteers and Host Organizations
  + Community Beneficiaries
  + Provincial and District AIDS Committees (PACs and DACs) respectively.
  + Key stakeholders implementing CMBC Project, including Government bodies and UN agencies.
* Actual field visit to selected communities project sites to conduct focus group discussions with the beneficiaries. The focus groups should involve different stakeholder groups (e.g. men, women, boys, girls, PLWHIV, volunteers) separately, in order to allow them to speak more freely and honestly.
* Prepare draft report responding to all criteria of the evaluation
* Conduct debriefing meeting with UNVCOT/UNDP and partners to disseminate preliminary evaluation findings and recommendations.
* Finalize evaluation report in light of the comments provided on the draft report.

1. **Evaluation process:**

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| Steps in the evaluation process | Estimated # of working days |
| Desk review | 4 days |
| Meeting with Stakeholder and implementing partners | 2 days |
| Conduct focus group discussions and interviews with project Volunteers | Up to 3 days |
| Actual field visits to communities | 4 days |
| Preparation of draft evaluation report, 2-page evaluation brief and recommendations matrix | 2 days |
| Feedback from UNV to consultant on evaluation report, evaluation brief and recommendations matrix | Up to 2 days |
| Presentation of final evaluation report at UNDP Country Office. | 1 days |
| Travel days | 3 days |
| Total: | Up t 21 days |

**Note:** A more detailed mission programme shall be provided prior to the commencement of the evaluation.

1. **Expected Outputs :**

The project expects a report to fit the following requirements:

* Length: absolute maximum 15 pages.
* Executive Summary: 2/ 3 pages, of sufficient quality to stand on its own in capturing all the major findings and recommendations of the evaluation.
* Language – English
* Suggested report headings to include (standard UNV format to be attached):

1. Background and methodology

2. Evaluation results.

* Relevance
* Efficiency
* Effectiveness

3. Conclusions

4. Recommendations

Annexes (evaluation tools, people contacted should be attached)

It is expected that electronic and hard copies of the final report in English will be submitted to the UNV /UNDP within a week of completion of the assignment.

1. **The Evaluation Team.**

The evaluation team will comprise of (1) International consultant and (1) national consultant.

**The international consultant’s role will be to:**

* Lead the evaluation team and the process;
* Finalize the evaluation tools and questionnaires and submit them for validation to UNDP management team/JUNTA.
* Arrive adequately prepared, following thorough desk review
* Be responsible for successful conduct of the evaluation;
* Explain to stakeholders the aims and methods of the evaluation;
* Carry out initial analysis of questionnaire results;
* Draft and submit the evaluation report, within 15 days after the end of field work.
* Finalize the final version of the report in light of the comments on the draft till the process of validating the report.

**The national consultant’s role will be to:**

* Conduct desk review
* Assist in finalizing the evaluation tools and questionnaire.
* Assist to interpret for the international consultant in interviews and focus groups;
* Keep and translate accurate records of all interviews and focus group discussions;
* Conduct actual field work
* Participate in the debriefing meeting with UNVCOT/UNDP and partners to disseminate preliminary evaluation findings and recommendations.
* Provide support to the international consultant in making a draft evaluation report.

1. **Management of the evaluation:**

The UNDP country office will take the overall responsibility of managing the evaluation . It will ensure close collaboration with UNVCOT.The evaluation shall ensure and maintain continuous involvement of major stakeholders at the country level (including UNDP Resident Representative, Department for Community Development, National Volunteer Service, government and others) throughout the entire evaluation process.

**Required Competences:**

* Previous experience in evaluating similar HIV prevention Programmes in south pacific is essential.
* Ability to work independently and achieve expected results.
* Proven track record and experience in the substantive area of monitoring and evaluation
* Knowledge and experience of volunteerism with its diverse manifestations and cultural settings
* Competence in sample survey techniques and computerized data processing
* Excellent analytical and report writing skills
* Strong and proven verbal and written communication skills

**Qualifications:**

The assignment will be contracted to a consultant with experience in the substantive area and knowledge of volunteerism and preferably with prior working experience in Papua New Guinea. The consultants should have:

* University degrees at the post-graduate level in the social sciences, management or other relevant field of study
* At least 10 years work experience of which at least five in a developing country
* Proven track record and experience in the substantive area
* Knowledge and experience of volunteerism with its diverse manifestations and cultural settings
* Competence in sample survey techniques and computerized data processing
* Excellent analytical and report writing skills
* Good people and communication skills
* Fluency in English and ability to work in multi-cultural setting. Knowledge of Tokpisin will be an added advantage.