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**Libya**

**Terms of Reference**

**HIV/AIDS Strategic Capacity Development (00060778)**

**Project Evaluation**

1. **Background and context**

The first cases of HIV in Libya were reported in the 1980s among hemophilia patients. In subsequent years an increased rate of infection was witnessed among the non-Libyan population. In the beginning of 1998, the number of HIV cases among Libyan nationals began to exceed the recorded cases among non-Libyans. In 2007, according to the data provided by the National Center for Infectious Diseases (NCID), there were around 10,855 people living with HIV, of which 8,484 were Libyan nationals.

In 2002/2003, it was found that over 90% of Libyan nationals living with HIV were intravenous drug users. Additionally, according to a more recent government study, the HIV prevalence in prison is estimated at 18%.

Official records show that HIV prevalence has increased over the last 10 years, and policymakers are increasingly aware of the need to tackle this public health challenge. The National Center for Infectious Diseases (NCID) has been implementing a rigorous programme of public awareness and has supported outreach programmes to try to end the silence surrounding the pandemic.

Like many countries in the region, HIV is still commonly associated with immoral behavior and lifestyles. This stigma surrounding the pandemic has adversely affected attempts to openly address the causes of HIV infection with a view to affecting behavioral change at the societal and individual level as a means of strengthening the national response to HIV/AIDS. UNDP CO, through the Regional Programme for Arab States (HARPAS), has worked with national partners in Libya and conducted joint initiatives to raise awareness and develop the capacity of key national stakeholders. UNDP CO has worked with religious leaders in Libya and contributed to enlisting this influential group to be strong advocates for the rights of people living with HIV/AIDS (PLWHA).

***Project brief***

*The project aimed to contribute to ongoing efforts to support the capacities of the National Center for Infectious Diseases (NCID), enabling it to increase its effective role in strengthening the multi-sectoral response to HIV/AIDS. The project worked in close partnership with NCID and Civil Society Organizations (CSOs) in order to achieve a higher level of harmony and alignment, all aimed towards increasing the impact of existing efforts on a better response to HIV and AIDS*

* *HIV/AIDS strategic capacity development*
* *National religious leaders sensitized towards HIV issues.*
* *National media members trained on promoting a positive response to HIV/AIDS*
* *National people living with HIV & AIDS (PLWHA) sensitized towards a positive response to HIV/AIDS.*
* *Potential youth trainers on methods for HIV prevention*
* *National judiciary trained on the role of judiciary in protecting the rights of people living with HIV & AIDS (PLWHA)*
* *Actual and potential workers in the field of outreach and behavior change for intra venous drug users*
* *Heads of CSO trained on activating coordination and harmonization*
* *Members of national HIV committees trained*

*National Center for Infectious Diseases (NCID): NCID is the responsible institution of the government of Libya in charge of combating all infectious diseases including HIV and AIDS.*

*The project was initially started in 2008 as a one year project and was then extended to the end of 2010. The project will be closed at the end of 2010.*

1. **Evaluation purpose**

As an integral part of the project implementation cycle, and in line with the country office evaluation plan, the proposed evaluation will analyze the achievements of the project against its original objectives. The evaluation will review technical and managerial aspects and will consider issues of effectiveness, efficiency, relevance, impact and sustainability. The evaluation will identify factors that have facilitated and/or impeded the achievement of objectives, and should result in recommendations and lessons learned that will help in re-orienting and re-prioritizing project activities and managerial arrangements as needed.

1. **Evaluation Scope and Objective**

The evaluation will look at the entire project duration and at all activities implemented. The evaluation will also place a specific focus on the role of UNDP CO and HARPAS in the implementation of the project, the integration of the gender dimension and capacity building approach.

The evaluation will assess the impact of the project on the national response to HIV/AIDS, including behavior change at the individual level and throughout the population at large

The evaluation will also assess the extent to which the implementation of the project has involved relevant stakeholders and CSOs. It will also assess the degree to which the project has been able to create collaboration between different partners.

1. **Evaluation questions**
* Does the project demonstrate that awareness raising is an effective way of addressing the HIV/AIDS challenges in the country? In what ways?
* What has been the added value of addressing HIV/AIDS through religious leaders?
* If the awareness campaign were not channeled through religious leaders, would the results have been the same?
* Has the project contributed to motivating CSOs to address the HIV/AIDS challenges?
* Are there examples of good practices in the way that HIV/AIDS challenges have been addressed that can be replicated in future?
* Were the stated outputs achieved?
* What factors have contributed to achieving or not achieving the intended outputs?
* To what extent has UNDP and HARPAS assistance and support contributed to achieving or progress towards achieving outputs?
* Has the project strategy been appropriate and effective?
* What factors contributed to the effectiveness or ineffectiveness of the implementation of project activities? And what are the factors affecting the quality of outputs and deliverables?
1. **Methodology**

Overall guidance on project evaluation methodology is provided in the [UNDP Handbook on Planning, Monitoring and Evaluation for Development Results](http://teamworks.beta.undp.org/pg/groups/306038/evaluation-group-libya-co/) . The evaluator should coordinate closely with the UNDP Country Office, project stakeholders and the project team. Consultations should be held with relevant government partners involved in the process. Based on a set of relevant quantifiable and qualitative indicators, a combination of quantitative and qualitative methods for the collection and analysis of the data should be used, and consideration should be given to the social, economic and political context in which project took place.

The following data collection and analysis should be considered:

* + Desk review of relevant documents (project document etc.)
	+ Discussions with senior management and relevant staff of UNDP Country Office
	+ Regular in-depth consultation with project staff
	+ Interviews with partners and stakeholders
	+ Visits to project sites
	+ Discussions with project team, project beneficiaries/partners;
	+ Development of key evaluation questionnaires for the final beneficiaries and partners;

However, it is expected that the evaluator will supply an inception report, in which he/she will provide an outline of the evaluation methodology to be applied before proceeding with the evaluation process. The inception report must be compliant with the evaluation report template

The key stakeholders of the project include but are not limited to the National Center for Infectious Diseases (NCID), the GPC for Planning and Finance and CSOs.

1. **Evaluation products (deliverables)**

The evaluation consultant will be accountable for producing the following deliverables in Arabic and English language:

* Evaluation inception report: An inception report should be prepared by the evaluation consultant before commencing the full evaluation exercise. It should detail the evaluator’s understanding of the project outputs, should show how each evaluation question will be answered, and should outline: proposed methods; proposed sources of data; and proposed data collection procedures. It should also include a proposed schedule of tasks, activities and deliverables.

The inception report should provide UNDP/NCID and the consultant with an opportunity to verify that they share the same understanding of the evaluation and should clarify any misunderstandings at the outset. The evaluation inception report should be made available by the end of the third working day of the evaluation mission, at the latest.

* Draft evaluation report: UNDP and NCID should review the draft evaluation report to ensure that the evaluation meets the required quality criteria by the beginning of the second week of the evaluation mission.
* Final evaluation report:
1. **Evaluation Team Composition and Required Competencies**
* The evaluation will be conducted by one independent international/national consultant who has not participated in the project preparation and/or implementation. He/she must not have any conflict of interest with project related activities. The consultant will be responsible for conducting a mission to Libya to meet with the stakeholders, and will be responsible for drafting the inception report and finalizing the evaluation report.

Education:

The candidate should hold an advanced university degree in social sciences, development management or a related technical field.

Work experience:

Eight years of professional experience at the national and international levels in strategic planning, programme monitoring and evaluation.

Experience with the UN and familiarity with UN planning and programming instruments is an asset.

Languages

Fluency in Arabic and English.

Competencies

* Strong statistical and analytical, quantitative and qualitative research skills.
* Strong knowledge of results-based management.
* Strong drafting skills.
* Strong IT skills and knowledge of various office applications.
* Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
* Good negotiation and communication skills.
* Specialized training in statistics or a statistical background is an asset.
* Background on MDGs and HD reporting at the national level is an asset.
1. **Evaluation ethics**

This evaluation mission will be conducted in accordance with the principles outlined in the UNEG “Ethical Guidelines for Evaluation”.

1. **Implementation arrangements**

To facilitate the project evaluation process, UNDP Libya has set up an Monitoring and Evaluation Focal Point (EFP) to support the Portfolio Manager (PM) and the National Project Coordinator (NPC) in coordinating the evaluation process internally and externally. During the evaluation, the PM, NPC and EFP will help identify key partners for interviews by the evaluator. However, the evaluation will be fully independent and the evaluator will retain enough flexibility to determine the best approach in collecting and analyzing data for the project evaluation.

1. **Time-frame for the evaluation process**

The evaluation mission will consist of one national/international consultant for a period of two weeks.

* Preparation of the inception report by the end of the third day of the mission.
* One working day will be given to UNDP & NCID to read the report and give their inputs.
* The evaluation consultant will deliver a draft evaluation report to UNDP and NCID by the end of sixth working day of the mission at the latest.
* Two working days will be given to UNDP & NCID to read the report and give their inputs.
* The evaluation consultant will deliver the final evaluation report to UNDP by the end of the tenth working day of the mission.

Time Frame: 1st week

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| 1st day (SUN) | 2nd day (MON) | 3rd day (TUE) | 4th day (WED) | 5th day (THU) |  FRI) |  (SAT) |
| * + Meeting/Briefing by UNDP.
 | * + Meeting with National AIDS Programme Manager at NCID
 | * + Meeting with media members who were trained
 | * + Meeting with religion leaders
 | * + Meeting with NGOs
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| * + Meeting/Briefing by UNDP
 |  |  | Meeting with judiciary | Meeting with people living with HIV/AIDS |  |  |
| * + Meeting/Briefing by Project NPC.
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| * + Meeting with National AIDS Programme Manager at NCID
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| * + Receive Project Documentation.
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| * + Finalizing the evaluation design/methods
 |  | * + Preparing the draft report.
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Time Frame: 2nd week

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| 6th day (SUN) | 7th day (MON) | 8th day (TUE) | 9th day (WED) | 10th day (THU) |  (FRI) |  (SAT) |
| * + Meeting with NCID.
 | * + UNDP & NCID to give their input on the draft report.
 | * + Preparing and delivering the final report.
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| * + Delivering the draft report.
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**10. Cost**

The daily rate for the evaluator will be determined according to qualifications and past experience and based on UNDP rates.

The evaluation fees will be paid in three equal installments (33.33% each).

* The first installment will be paid upon signing the consultancy contract;
* The second installment upon submission of the draft report; and
* The final one, upon acceptance of the final report.
1. **Reading Materials (Annexes)**
* Country Programme Document 2006-2010
* Project Document.
* Progress Reports
* MDG Reports
* Evaluation report template Quality Criteria for Evaluation Report
* Ethical Code of Conduct for Evaluation in UNDP