



TOR- GIPA PROJECT FINAL EVALUATION

1. BACKGROUND

1.1. Background to the UNV Programme

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

The Millennium Development Goal #6 refers to halting and reversing the spread of HIV/AIDS by 2015, which is considered one of the priority areas for development assistance in order to help Vietnam to achieve this goal.

The Viet Nam National Strategy on HIV/AIDS highlights the need to provide care and support to people living with HIV/AIDS and fight stigma and discrimination. The strategy also specifically mentions the need to involve people living with HIV in HIV prevention activities.

The 1st phase of the Project “Promoting Greater Involvement of People Living with HIV (GIPA) in Viet Nam” for the period 2005-2008 has completed, while its 1 year extended phase for 2009 will be ended in December 2009.

The project is implemented by the Vietnam Women’s Union in partnership with UNV and UNAIDS. Geographically, it covers four provinces: Ho Chi Minh City, Hai Phong, Quang Ninh and Ha Noi, where a large number of people living with HIV exist in couple with a large number of available supports and self help groups for PLHIV.

The GIPA project aims to increase voluntary participation of people living with and affected by HIV in the planning and implementation of HIV activities and other efforts to improve their lives, families and communities.

Specifically, the project intends to deliver the following outputs:

1. Increased capacity and number of people living with and affected by HIV to meaningfully participate in HIV activities.
2. Increased access of PLHIV and their families to treatment and other services.
3. Reduced stigma and discrimination from the general public towards PLHIV.



4. Increased understanding of and support to the GIPA principle.

2. JUSTIFICATION

This evaluation is required by UNV Headquarters and One Plan Fund Management and allocation Committee (OPFMAC), and will serve as a basis for a long term strategy and duplication of the project good practices to battle HIV epidemic in Vietnam.

The main stakeholders of the evaluation are UNDP, UNV, the Provincial People Committee of Quang Ninh, Hai Phong, Hanoi and Ho Chi Minh; and the Vietnam Women's Union.

3. OBJECTIVES AND SCOPE

General Objective: The evaluation will closely examine, but not would be limited to, the following areas:

1. Overall project performance against its workplan and through which identify the Project's best practices, lessons learned, successes and challenges.
2. Assessment of the relevance of project design to Vietnam context in regard to GIPA concept and its duplication to other regions of Vietnam in the future when the project has ended.
3. Identification of any gaps in project management, coordination mechanism as well as technical support to the project, and recommendation of workable solutions that can be applied in case of project's duplication in the future.
4. Identification of the results and contribution which volunteerism and volunteers brought to the project.
5. Assessment of relevance, effectiveness, effects and sustainability of the results and contribution that volunteerism and volunteers brought to the project including lessons learned.
6. Formulate recommendations on how to maximize the contribution of volunteerism in case of project replication in the future.

4. KEY AREAS /ISSUES TO BE ADDRESSED

This evaluation must address the following criteria:

4.1. Relevance

External coherence: The extent to which the objectives and design of the project are suited to locally defined stakeholders' needs and priorities, and to government policies.

- Was the project developed to address and did it implement the right things?
- Does the project implementation and management benefit community members in the target areas?
- To what extent are the objectives and outputs of the project still valid?
- Are the activities and outputs of the UNV component consistent with the overall GIPA project goal and the attainment of its objectives? Are they complementary to other development interventions happening in the country?



- Which are the constraints under which the project functioned?

Internal coherence: The extent to which the objective and design of the project are suited to UNV's strategic goals and priorities, to the country programme, to regional strategy.

- Has the project contributed to advancing the contribution of volunteerism to development in the area where it was implemented?
- How has the project contributed to strengthening advocacy for volunteerism, integration of volunteerism into development programming and mobilization of volunteers (UNV and others) in the area where it was implemented?
- What relevant lessons emerged from this pilot can inform future UNV projects in similar areas/countries?
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4.2. Effectiveness

A measure of the extent to which the project has attained, or is expected to attain, its major relevant objectives.

- To what extent were the objectives of the project achieved? What indicators demonstrate that?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- Is community volunteerism an effective approach/mechanism to promote the GIPA principle? Why or why not?

4.3. Efficiency

A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results. Efficiency measures the outputs – qualitative and quantitative – in relation to the inputs and usually requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

- Were the activities cost-efficient?
- Were objectives achieved in time?
- Was the programme or project implemented the most efficient way compared to alternatives that do not include UNV participation?

4.4. Effects

The positive and negative changes produced by project intervention, directly or indirectly, intended or unintended. The examination should include the positive and negative impact of project intervention, such as changes in terms of community perception of GIPA before, during and after project; volunteer mobilization to various project activities,

- What has happened as a result of the project?
- What real difference has the activity made to the beneficiaries? What were the most significant changes that this project has helped to generate? Include perception and behavior of communities who generate income from project assistance through sideline activities.
- What types/kinds/groups of people have been affected and may be impacted after the project?

The evaluation of effects needs to be realistic take into consideration that most development interventions have an attribution challenge, as development results and changes can very rarely be attributed to the actions of one particular actor. In the case of UNV, this is very often the case, as UNV works in collaboration with other partners in the field. While the added value of UNV and volunteerism can and



should be highlighted in every evaluation, it is important that the report takes into consideration and credits others' inputs as well as UNV's.

4.5. Sustainability

A measure of whether the benefits of a defined activity is likely to continue after donor funding has been withdrawn and the project has ended. Projects need to be environmentally as well as financially sustainable. External factors (political, institutional, economic, technological, socio-cultural and environmental) affecting sustainability should also be considered.

- To what extent are the benefits of the project projected to sustain after donor funding ceases?
- What are the major factors which influence the sustainability of the project?
- Is there a clearly defined exit strategy and to what extent will it contribute to sustainability?
- What are the arrangements, implications and considerations which VWU/UNAIDS need to make in regards to the sustainability of the GIPA and volunteerism activities?

4.6. Volunteerism

UNV recognizes that volunteering means different things to different people and that there is a wide range of ways to promote volunteerism. Within this context, the evaluation should cover different aspects of volunteering.

- What is the distinctive contribution or added value of UNV volunteers to the outcomes of the project?
- Without the involvement of UNV volunteers, what would have been different? Would the outcome have been the same, slower, negative, not happened at all?
- How did UNV in the project contribute to stimulating local volunteerism?
- How did the project contribute to community empowerment and civic engagement of PLWHIV?
- What were the helping and hindering factors to the stimulation of volunteerism in the project?
- How did the project promote different aspects of UNV's business model?
- Are there any lessons emerging from the project that can inform future UNV interventions on how to implement the UNV business model?

4.7. Other evaluation criteria

There are other themes and areas that are commonly included in project design, and should be taken into consideration during evaluations. For instance, as part of UNV's strategy, projects and programmes are usually done in partnership and coordination with other development actors, include gender and human rights perspectives, and have strong participation and capacity development elements. These topics should to the extent appropriate be part of the evaluation and specifically included in the evaluation report.

Partnerships

An analysis of the institutional relationships developed throughout the project and the extent to which they have contributed to the achievement of results.

- Who were the partners involved in the design and implementation of the project (UN, government, international NGOs, local organizations, etc)?
- What value did the different partners add?
- What were the key factors contributing to building good partnerships during implementation of the project?



- How can key partnerships, especially with Government, be strengthened in the future?

Gender

Whether and to what extent the project took the gender dimension into account and whether it promoted a gender sensitive approach to formulation and implementation. It also involves practical measures to guarantee an adequate treatment of gender issues in the project, beyond equal participation by men and women, and addressing changes in attitudes and behaviours.

- Did the project follow a gender sensitive approach?
- What was the level of participation of men and women in the project?
- Did the project work specifically with women's groups and organizations? Was this an effective approach?
- Are there any changes in attitudes and behaviors towards gender relationships among the beneficiaries that can be noted, and to what extent did the project contribute to these changes?
- Are there any actions promoted by the project that demonstrate that volunteerism can support changes in gender relationships?
- Are there any generic lessons emerging from this project on how to address gender issues in UNV interventions?

Human Rights

Whether and to what extent the human rights dimension was taken into account, and if the project promoted a rights-based approach to formulation and implementation.

- Did the project consider a rights-based approach?
- What were the practical measures taken by the project to guarantee a human rights perspective? Was this approach effective?
- Did the project have a specific social inclusion approach?
- Are there any actions promoted by the project that demonstrate that volunteerism can support social inclusion?
- Are there any lessons emerging from this project on how to address human rights issues in UNV interventions?

Capacity Development

This criterion measures the extent to which the project has supported the creation and/or development of local, organizational and individual capacities in target/related project participants (including communities, NUNV volunteers).

- Did the project have a specific capacity development approach? What were the key elements of this approach?
- Who was the target group of the capacity development approach? Were the capacity development actions adequate to the needs and expectations of these target groups?
- What were the specific capacity development activities promoted by the project? What were the most significant results of these activities?
- To what extent did the volunteer element of actions promoted by the project influence the development of capacities?
- At what level were capacities developed (e.g. national, regional, local, organizational, individual)? What were the main challenges and constraints to developing capacities in the different levels?



- Are there any lessons emerging from the project into other components of the GIPA project on how to promote a capacity development approach linked to volunteerism?

Stakeholder involvement and participation

This criterion measures the extent to which the project has promoted participatory approaches, used participatory tools or other means to promote the involvement of stakeholders at different levels and stages of the project cycle.

- What was the strategy used by the project to engage and involve stakeholders in the different stages of the project? Was this strategy effective? Did it have a positive, negative or neutral effect on the achievement of results?
- Is it possible to establish a link between volunteer actions promoted by the project and more/ better stakeholder participation in other areas (e.g. in activities of other partners, more participation in public spaces promoted by the government, etc.)?
- Are there any participatory tools and methodologies used in the project that are worth being considered for future UNV interventions?

5. METHODS AND APPROACHES

The evaluation will use the following methodology to generate evidence and to maximize learning from all relevant stakeholders and sources of information:

- Desk review
- Stakeholder mapping
- Briefing meetings and interviews with key project informants, including the UNV country team, UNAIDS and VWU, Government counterparts, local authorities, self-help groups, community leaders and key partners/ stakeholder representatives
- Site visit to areas where the project is implemented, and focus groups meetings with stakeholders.
- Presentation of final evaluation to UNV

All evaluations in UNV should be consistent with the UNEG (United Nations Evaluation Group) Norms and Standards (annex to the TOR), and the UNDP Evaluation Policy. The consultant needs to sign the UNEG Code of Conduct for evaluation consultants (annex). After the evaluation is finalized, the project partners will be responsible for preparing a management response to the recommendations made (template is annexed to the TOR), and therefore recommendations need to be concrete, realistic and clearly identify possible roles and responsibilities. All documents related to the evaluation (TOR, evaluation report, management response matrix) will be made available to the public through the UNDP Evaluation Resource Center (<http://erc.undp.org>).

6. EVALUATION PROCESS

Inception stage:

- Desk review of all relevant documentation related to the project, including policy and programmatic documents, and monitoring reports.
- Meeting with Project management team in Hanoi (VWU)
- Meeting with UNAIDS for additional comments before finalization of evaluation design.
- Briefing meetings and interviews with UNV country team and UNV project management to finalize evaluation design.



- Preparation of inception report: the inception report will take advantage of the consultant’s experience in M&E, and will be based on the conclusions of the inception stage. It should particularly look at the evaluation questions (and refine them as appropriate), data sources and data collection methods.

Data collection and generation stage:

- Evaluation mission: visit to the selected locations in 4 provinces (Ha noi, Ho Chi Minh , Quang Ninh and Hai Phong) where the project is implemented. During the mission, the following tools can be applied for data collection and generation:
 - Focus group meetings with stakeholders
 - Site visits to areas where the project is implemented
 - Interviews with key informants

Analysis and reporting stage:

- Preparation of mission aide-memoire: a description of the evaluation mission including activities carried out, people met, and issues to be considered in the evaluation report
- Preparation of draft evaluation report, 2-page evaluation brief and recommendations matrix
- Presentaton of the draft evaluation to relevant project stakeholders
- Feedback on draft evaluation report and evaluation brief from UNV
- Presentation of final evaluation report at UNV/UNDP country office, with participation of VWU and UNAIDS, and possible representative of UNV HQ.

Steps in the evaluation process	Estimated # of working days	Deadline for completion
Desk review	3 days	
Stakeholder mapping	2 days	
Briefing meetings and interviews	3 days	
Preparation of inception report	2 days	
Evaluation mission (including travel time) to project sites	10 days	
Preparation of mission aide-memoire, draft evaluation report, 2-page evaluation brief and recommendations matrix	5 days	
Feedback from UNV to consultant on evaluation report, evaluation brief and recommendations matrix and necessary changes	---	
Presentation of final evaluation report (including travel time, if necessary)	2 days	
Total:	27 days	

Once dates have been confirmed, a detailed plan for the evaluation mission will also need to be prepared in coordination with the UNV country office team and TSCP project team.

7. OUTPUTS



Expected outputs for this evaluation are:

- Inception report including:
 - Evaluation matrix with key questions, indicators and means of verification
 - Detailed information on evaluation methods and tools to be used
 - Evaluation work plan
- Aide memoire of evaluation mission
- Draft and final evaluation report with executive summary that can be used as stand-alone document
- Two-page evaluation brief
- Recommendations/ management response matrix (for UNDP, UNV, UNAIDS and the the project management).

8. MANAGEMENT OF THE EVALUATION

The overall responsibility for managing the evaluation will be with the UNV country office. It will ensure close collaboration with other UNV stakeholders including HQ. The involvement of major stakeholders at the country level (including UNDP, government and others) should be ensured and maintained throughout the entire evaluation process.

9. REQUIREMENTS

The assignment will be contracted to a consultant team with experience in the substantive area and knowledge of volunteerism. The consultant team will include one international and one national (Vietnamese national) consultant.

The international consultant will possess:

- University degree at the post-graduate level in the social sciences, development, management or other relevant field of study
- 7 years work experience of which at least three in a developing country
- Proven track record and experience in evaluating development interventions
- Knowledge and experience of volunteerism with its diverse manifestations and cultural settings
- Excellent analytical and report writing skills
- Excellent people and communication skills
- Fluency in English

The national consultant will possess:

- University degree in the social sciences, development, management or other relevant field of study
- 7 years work experience
- Proven track record and experience in evaluating development interventions
- Knowledge and experience of volunteerism with its diverse manifestations and cultural settings
- Excellent analytical skills
- Excellent people and communication skills, especially in a community setting
- Demonstrated ability to effectively interpret and translate between both Vietnamese and English



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10. ANNEXES

Appendix 2: List of documents consulted

Project feasibility study 2004

Project basic document

Project Mid- term evaluation (2008)

Project field monitoring reports

Exploratory Research Using GIPA Approach in Can Tho Province

FHI (Feb 2004): Vu Song Ha, MD, MSc; Vu Ngoc Bao, MD, MPH; Lai Kim Anh, MD; Nguyen Danh Lam, MD

Positive Perspectives: A participatory research with PLHA

Australian Red Cross & Vietnam Red Cross (Dec 2003)

Directive of the Prime Minister on Strengthening HIV/AIDS Prevention and Control

The Government of the Socialist Republic of Vietnam

National Strategy on HIV/AIDS Prevention and Control in Vietnam for the period 2004-2010 with a vision to 2020 – Draft 5

National Committee for AIDS, Drug, Prostitution Prevention and Control

Support for the involvement of People Living with HIV/AIDS in Viet Nam: A case study on the situation and needs of PLHAs in Ha Noi; Proposal for coordination and plan of support (first draft)

WHO; Anong Boonchuey

Moving Forward: Operationalising GIPA in Vietnam; Final Study report, October 2003

CARE/POLICY

A Cultural Approach to HIV/AIDS Prevention and Care: Ho Chi Minh City, Quang Ninh Province

UNESCO/UNAIDS

GIPA Initiative in South Asia Report

UNDP

Situational Analysis of Care and Protection for Children Infected and Affected by HIV in Ho Chi Minh City (Final Draft, May 2002)

Vietnam's Proposal to the Global Fund to Fight AIDS, TB and Malaria

The Government of the Socialist Republic of Vietnam (Apr 2002)



Decision of the Prime Minister on Approval of the National Strategy on HIV/AIDS Prevention and Control in Viet Nam up to 2010 with a Vision to 2002

The Government of the Socialist Republic of Vietnam (Mar 2004)

The Socioeconomic Impact of HIV/AIDS in the Socialist Republic of Viet Nam (June 2003)

POLICY Project

Literature review: Challenging Stigma and Discrimination in Southeast Asia: Past Successes and Future Priorities

Joanna Busza, MSc. (Population Council, Horizons)

HIV/AIDS-related Stigma and Discrimination: A Conceptual Framework and an Agenda for Action

Richard Parker and Peter Aggleton with Kathy Attawell, Julie Pulerwitz, and Lisanne Brown (Population Council, Horizons)

International Law, National Policy and Legislation for the Prevention of HIV/AIDS and Protection of Human Rights of People Living with HIV/AIDS in Vietnam (Final Report, November 2003)

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