**TERMS OF REFERENCE**

**END OF PROJECT EVALUATION**

**GFATM-UNDP Maldives - HIV Round 6**

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| **1. BACKGROUND CONTEXT** |

**The Global Fund to Fight AIDS, Tuberculosis and Malaria (**GFATM) was set up as an international financing institution to increase resources to fight the three diseases, namely HIV/AIDS, Tuberculosis and Malaria. Global fund has supported large scale prevention, treatment and care program against the three diseases. The purpose of GFATM is to attract, manage and disburse resources in public –private partnership that will make sustainable and significant contribution to the reduction of mortality and morbidity caused by the three major diseases and contributing for achievement of millennium development goals. To date, it has committed US$ 22.6 billion in 150 countries to support large-scale prevention, treatment and care programs against the three diseases

In the Maldives, UNDP is a key partner to the Global Fund and is the UN Agency assuming the role of Principal Recipient of GFTAM grant. As Principal Recipient for GFATM, assisting the country to meet its main goal of the project is to continue maintaining the low HIV prevalence status of the country through appropriate preventive and curative interventions in spite of increasing high risk behaviours among some population groups. UNDP Maldives office is responsible for the financial and programmatic management of the GFTAM grant, as well as for the procurement of health and non health products. In all areas of implementation, it provides capacity development services to relevant national institutions, sub recipients and implementing partners. Currently, UNDP, as Principal Recipient bears full responsibility for the operational and financial management of Round 6 HIV grant: “***Enhancing the response to HIV/AIDS in the Maldives***”. This project started in September 2007 and will end in August 2012. The total amount of the grant is USD 4,142,457. The focus of this project are: 1) prevention of HIV and STI, 2) strengthening health systems capacity for prevention of HIV, STI and other transfusion transmittable infections through blood and blood products and 3) strengthen strategic information system for HIV. These activities have been carried out by three Subs – recipients and 2 Sub sub-recipients. Country Coordinating Mechanism (CCM) is responsible for the overall oversight of the approved grant. The CCM includes representation from different constituencies, including the government, UN agencies, private sector organization, religious based organizations, and non-government organizations.

UNDP Maldives is planning to conduct an end-of-project evaluation for its Round 6 grant of the GFATM programme UNDP Maldives is therefore, looking to hire a Consultant for 15 days to conduct this Evaluation.

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| **2. EVALUATION PURPOSE** |

The end of project evaluation will enable the UNDP Country Office to assess GFATM project inputs, processes, results, lessons learned and to make recommendation to Ministry of Health (Centre for Community Health and Disease Control, National AIDS Programme, National Drug Agency, UN and other donor agencies. Since the GFATM grant is ending in August 2012 there are limited funding for HIV and STI prevention programme for the country from other donors. It is crucial this evaluation provides information for decision makers to determine future courses of action in this area. It mainly focuses on evaluating the outcome that the grant has contributed to, during its five year implementation. The evaluation should:

1. Assess whether the proposed activities has been implemented in line with the Round 6 grant proposal
2. Assess major achievements (or lack therefore) during the grant implementation – mainly focusing on outcome and impacts
3. Examine the performance of the PR in terms of coordination, procurements management, finance, and monitoring and evaluations as well as evaluate the role of UNDP in managing the GFATM portfolio in the Maldives.
4. Identify major problems and constrains faced by the GFATM project at different levels, including National, Atoll, health facilities and SRs.
5. Assess the degree to which the GFATM project fits into the MoHF Health Master Plan and National Strategic Plan on HIV/AIDS 2007-2011.
6. Assess the relationship among different stakeholders involved in the implementation of GFATM project including CCM, PR and SRs, and the relationship with GFATM.
7. Assess the extent of UNDP commitment to the human development approach and how effectively equality and gender mainstreaming have been incorporated in the design and execution of the programme.

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| 3. **EVALUATION QUESTIONS**  |

The objectives of end of project evaluation are to evaluate relevance, effectiveness, efficiency and sustainability of the program activities and formulate recommendations. Specific objectives include the following:

**Relevance:**

1. Were the GFATM project activities in line with national priorities as articulated in the Health Master Plan and National Strategic Plan on HIV/AIDS 2007-2011?
2. Did the project target the most relevant beneficiary groups?

**Effectiveness**

1. Were the project activities able to achieve the project result, as originally anticipated?
2. Was the Principal Recipient able to foster good relationship among the key stakeholders involved in the implementation including the CCM and SRs?

**Efficiency**

1. Did the performance of the Principal Recipient facilitate in coordination and management of the GFATM project as set out in the proposal?

**Sustainability**

1. Did the project have an in-build mechanism for ensuring sustainability of results beyond the project duration: i.e. were the project activities being incorporated in line with the National programme?
2. Did the Project activities strengthen the national capacity to provide continued health care services?

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| **4. SCOPE OF EVALUATION**  |

The evaluation will review UNDP-GFATM Maldives country programme HIV Round 6. It will refer to the UNDP activities under PR by providing an examination of the effectiveness and sustainability of the UNDP programs by i) highlighting main achievements at programme since the implementation of GFATM project, at the national level in the last five years and UNDP’s contribution in terms of key outputs, ii) ascertaining current progress made in achieving different outcomes and impact in the given thematic areas and UNDP’s support to this. Qualify UNDP’s contribution to the programme with a fair degree of plausibility.

The results of the evaluation will be used to strengthen future implementation of National Strategic Plan on HIV/AIDS 2012-2016 and the Health Systems Strengthening Operational Action Plan. The findings will help in planning and resource mobilization for HIV prevention programme in the Maldives.

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| **5. METHODOLOGY** |

The Evaluations will utilize both qualitative and quantitative methodology. The consultant will make the best use of the existing documents and conduct individual interviews/group meetings with relevant stakeholders. Thus both primary and secondary data will be utilized. The following data collection methods should be included as minimum.

* Desk review of relevant documents
* Focus group interviews and individual interviews with the GFATM, CCM, CCHDC-NAP, Senior Management at UNDP office and other relevant stakeholders as identified during the inception phase;
* Interviews with partners and stakeholders (including gathering the information on what the partners have achieved with regard to the outcome and what strategies they have used); other donors or UN agencies
* Field visits to the projects sites ( 3-4 in Male and 2 in Fuvahmulak)

Evaluation questions will be agreed upon among users and other stakeholders and accepted or refined in consultation with the evaluator.

The evaluation will be conducted by an international consultant. The consultant, after brief orientation, will develop a plan of action stating the methodologies and required resources for the end of project evaluation. In the plan of action, evaluation questions, indicators and data collection methods should be clearly spelled out. The consultant needs to attach interview questionnaires and focus group guide.

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| **6. KEY DELIVERABLES (EVALUATION PRODUCTS)** |

The consultant will produce a comprehensive structured end-of –project evaluation report that provide evidence on the results and impact of the grants as well as lessons learnt and give a rating of performance.

**Evaluation inception report** — an inception report should be prepared by the evaluators before going into the full fledged evaluation exercise. It should detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables. The inception report provides the programme unit and the evaluators with an opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset (one day before field visits)Evaluation matrix should be included in the inception report. The evaluation matrix is a tool that evaluators create as map and reference in planning and conducting an evaluation. It also serves as a useful tool for summarizing and visually presenting the evaluation design and methodology for discussions with stakeholders. It details evaluation questions that the evaluation will answer, data sources, data collection, analysis tools or methods appropriate for each data source, and the standard or measure by which each question will be evaluated. (See the Table below)

**Sample evaluation matrix**

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| **Relevant evaluation criteria** | **Key Questions** | **Specific Sub-Questions** | **Data Sources** | **Data collection Methods / Tools** | **Indicators/ Success Standard** | **Methods for Data Analysis** |
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* Debrief UNDP, CCM members, SRs and SSRs
* A report (i.e. Hard copy, a soft copy in MS Word and Acrobat reader, Times New Roman, Size 12, Single Spacing) containing:

Title and opening pages

Table of contents

List of acronyms and abbreviations

Executive summary

Introduction

Description of the intervention

Evaluation scope and objectives

Evaluation approach and methods

Data analysis

Findings and conclusions

Recommendations

Lessons learned

Report Annex

* Provide a draft report before leaving Maldives, and submit a final report within two weeks
* The consultant should refer to annex 7 of the UNDP Planning, Monitoring and Evaluation handbook for details on reporting template.

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| **7. UNDP’S OBLIGATIONS – MANAGEMENT ARRANGEMENTS** |

UNDP will:

* Provide the consultant with all the necessary support (not under the consultant’s control) to ensure that the consultant undertake the study with reasonable efficiency.
* Appoint a focal point in the HIV/AIDS PMU to support the consultant during the evaluation process.
* Collect background documentation and inform partners and selected project counterparts.
* Meet all travel related costs to project sites as part of the programme evaluation cost.
* Support to identify key stakeholders to be interviewed as part of the evaluation.
* The HIV/AIDS PMU will be responsible for liaising with partners, logistical backstopping and providing relevant documentation and feedback to the evaluation team
* Cover any costs related to stakeholder workshops during dissemination of results
* Organize inception meeting between the consultants, partners and stakeholders, including Government prior to the scheduled start of the evaluation assignment.

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| **8. SUPERVISION AND MANAGEMENT OF THE ASSIGNMENT**  |

The consultants shall work under the supervision of Project Manager of HIV /AIDS PMU.

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| **9. EVALUATION ETHICS** |

The evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’ and should describe critical issues evaluators must address in the design and implementation of the evaluation, including evaluation ethics and procedures to safeguard the rights and confidentiality of information providers.