

UNAIDS Secretariat Country Office Programme Assessment

Terms of Reference for the recruitment of a Consultant

Consultancy description

The primary objective of the consultancy is to develop and field test programme assessment tools and make recommendations for conducting systematic UNAIDS secretariat country office programme assessments.

1. Background

In July 2010 the Deputy Executive Director approved the generic terms of reference (TOR) regarding the UNAIDS Secretariat Country Programme Assessments and endorsed the next steps, including the recruitment of a senior consultant to develop the tools for the assessments, participate in the field testing of the tools, compile the lessons learned and make recommendations for systematic country office programme assessments.

The main purpose of the country programme assessments is to identify, document and, when necessary, agree on means of improvement of the programmatic relevance, effectiveness and efficiency of the work of UNAIDS Country Offices (UCOs).

The programme assessments will be at the output and outcome levels, within the context of the specific contributions of the UNAIDS Secretariat in (i) the Outcome Framework areas; (ii) the programme of the Joint UN Programme of support on AIDS, and (iii) the Work Plan of the UCO.

Additionally, broader programmatic impact will also be looked at as part of the evaluation of the Joint UN programme of Support on AIDS, within the framework of the United Nations development assistance Programme (UNDAF).

For further details see the attached general terms of reference for UNAIDS secretariat country programme assessments.

2. Scope of Work

The primary objective of the consultation is to develop and field test programme assessment tools and make recommendations for conducting systematic UNAIDS secretariat country office programme assessments as described in the generic TOR.

It is suggested to divide the scope of work for the consultancy in 3 phases:

Phase 1 - Develop the tools necessary to conduct the UNAIDS secretariat country programme assessments

Specific tasks

1. Review existing UNAIDS secretariat and cosponsor programme performance monitoring practice;
2. Develop a UNAIDS Secretariat policy, rationale and methodology for carrying out regular programme assessment at country level;
3. Develop a set of tools to assess the programme performance of UCOs, and
4. Identify a list of variables to be included in a set of performance 'metrics', as well as their respective scoring and weighting.

Deliverables

- i. Analysis of current practice regarding UNAIDS secretariat and cosponsor country office programme assessments;
- ii. Conceptual framework for the UNAIDS secretariat country office programme assessments;
- iii. Tools for carrying out the UCO programme assessment;
- iv. performance 'metrics' applicable to UNAIDS country offices

Timeframe

Maximum 4 weeks from the start of the contract.

Phase 2 - Prepare and participate in the field testing of the programme assessment tools in a few pilot countries

Specific tasks:

1. Prepare the country visits in collaboration with RST Directors and concerned UCOs in pilot countries (selection of countries, dates, agenda, desk review of key country documents);
2. Adapt the generic terms of reference and tools to the specific country contexts;
3. Participate in the country visits;
4. Summarize assessment findings.

Deliverables

- i. List of selected pilot countries, dates for country visit, detailed agenda, list of key country documents;
- ii. Country specific assessment tools;
- iii. Country assessment reports.

Timeframe

Maximum 3 weeks per country (preparation, in-country visit, reporting). It is suggested to organize and participate in 2 or 3 pilot country visits. Total: around six weeks.

Phase 3 - Compile the lessons learned and make recommendations for senior management on the institutionalization of UNAIDS secretariat country programme assessments

Specific tasks

1. Summarize the overall findings and lessons learned from the field testing of UNAIDS secretariat programme performance assessments;
2. Make recommendations on how to establish an overall system of programme performance assessment of the UNAIDS secretariat at country level.

Deliverables

- i. Overall report on the lessons learned following the field testing of the assessment tools;
- ii. Overall system to assess programme performance of UNAIDS secretariat at country level.

Timeframe

2 to 3 weeks

3. Education

- Advanced university degree in public health, business administration, epidemiology or social sciences.

4. Experience

- Essential: Experience in the design, development, operational application and evaluation of programmes in developing country settings, with experience in providing strategic direction and developing functional M&E frameworks based on consolidated analytical inputs.
- Knowledge of and experience in UNAIDS work and mandate will be an advantage.

5. Key competencies

- Extensive knowledge in one or more substantive areas of Monitoring and Evaluation.
- Excellent analytical skills.
- Experience in writing concept papers, briefing notes, framework documents in an international organization.
- Excellent writing skills (English and French; Spanish an advantage).
- Able to deliver key outputs on time.

6. Timeframe for the consultation

Up to 13 weeks – or three months – between end of January and end of April 2011

7. Management plan

The consultant will work in close coordination with the Programme Analyst and report to the Chief, PPT.

- Consultant will receive initial briefing and key documents
- Consultant should interview key staff members to collect information
- Consultant should discuss the plan of work and submit first draft by xxx 2011

8. Compensation

The consultant will be based in Geneva. UNAIDS will pay a maximum amount of US\$..... for a total number of 60 days at the rate of US\$ xxx per day. It will be calculated as per the standard WHO rates. For country visits, consultant will be paid per diem and travel costs as per the WHO rates in addition to the fees.

9. Payment Schedule

25% of the total budgeted amount to be paid upon countersignature of the contract.
Final payment will be made upon satisfactory completion of work.

Enclosed:

Generic Terms of Reference for UNAIDS Secretariat Country Office Programme Assessments