

Terms of Reference: *Consultancy to Support the Strengthening of National Monitoring and Evaluation Systems for the Protection, Care and Support of Orphans and Vulnerable Children (OVC) Living in a World with HIV and AIDS*

1. Background:

The OVC Policy and Planning Effort Index 2007 Round¹, carried out by UNICEF in 35 countries in sub-Saharan Africa, showed that monitoring and evaluation remains one of the weakest areas of the OVC response. In addition to lack of programme monitoring, there is generally lack of good baselines for OVC, difficulties in data collection, weak national data collection instruments and limited or no evaluations of OVC programmes. UNICEF, in collaboration with the M&E Working Group of the Inter-Agency Task Team (IATT) on Children and HIV², seeks to intensify technical support at country-level and support the inter-country dissemination of best practices for the strengthening of national M&E system for the national response for OVC. UNICEF and IATT partners recently developed a Guidance Document³ for the development and operationalization of an M&E system for the OVC response. The Guidance Document builds on country-level experiences and sets out a generalized process for developing and supporting a harmonized and nationally owned M&E system. It is envisaged that the Guidance Document will serve as a catalyst and tool in the support process for scaling-up M&E efforts for the national response for OVC.

UNICEF NYHQ and Regional Offices (RO's) will collaborate with Country Offices (CO's) and IATT and other partners to identify and assess specific M&E needs/gaps and to provide the necessary technical support. The first phase of support will involve 2-3 countries in sub-Saharan Africa. Following the technical support, a regional meeting involving the countries supported will be organized to share critical findings, lessons learnt, assess progress made and facilitate country-to-country learning.

From mid-2010, a second scaled up phase of assistance is anticipated incorporating lessons from the first phase. This is likely to be supported through a regional M&E institution that will be identified and contracted in the first phase. It is expected that the consultant for this TOR will work closely with the contracted institution from early 2010 to share the learning from the first phase. As such, both independent consultants and those associated with institutions are encouraged to apply.

2. Purpose of Consultancy:

The purpose of the consultancy is to 1) support development partners at country level to assess the status of the country's national M&E activities and system for the OVC response, 2) analyse existing gaps, challenges and specific needs and 3) develop and conduct technical

¹ UNICEF, *The OVC Policy and Planning Effort Index (OPPEI) 2007 Round*. Download: <
http://www.unicef.org/wcaro/wcaro_OVC_workingpaper_SSA_en.pdf>

² IATT M&E Working Group member organizations include: PEPFAR/OGAC, Save the Children, USAID, Futures Institute, UNICEF, and Family Health International.

³ *Guidance Document: Developing and Operationalizing a National Monitoring and Evaluation System for the Protection, Care and Support of Orphans and Vulnerable Children Living in a World with HIV and AIDS*. Download: http://www.unicef.org/aids/files/OVC_MandE_Guidance_FINAL_v2.pdf

support to strengthen the system 4) support an identified institution/group that will help carry out M&E technical assistance.

3. Consultancy Deliverables:

- a) Tools for the assessment of country M&E system.
- b) 5-7 page M&E system assessment report
- c) Agreed work plans developed for M&E technical support in each country (done in collaboration with regional M&E institution, if identified).
- d) Package of training curriculum, tools and materials for needs-based technical support for each country – done in collaboration with identified institution once the latter is contracted.
- e) Lead, plan and conduct training based on plan with support of institution
- f) Five-page summary report of progress made, gaps, recommendations, and next steps
- g) Facilitate regional meeting

Deliverables b-e are required for each country.

4. Consultancy Task List

In order to achieve the deliverables above, the consultant will need to execute the following tasks:

- In collaboration with HQ and RO counterparts, develop tools for the country assessments (deliverable a)
- Work with CO counterparts to ensure assessment input by relevant stakeholders
- Using information gathered via assessment and CO counterpart interviews, develop M&E system assessment report (deliverable b)
- Based on the finding of the assessment, develop work plan and timetable for M&E support in each country (deliverable c)
- Develop package of training curriculum, tools and materials for needs-based technical support, including power point presentations, training activities and materials (deliverable d)
- Working with CO counterparts, identify and ensure participation of key stakeholders in technical support sessions
- Develop methodology for evaluating the impact of the training
- Serve as lead facilitator of the technical support sessions (deliverable e)
- In consultation with HQ, RO, CO and country stakeholders, develop summary report (deliverable f)
- Develop agenda for and facilitate regional meeting to share lessons from the first phase of support to inform subsequent support to OVC M &E (deliverable g)

5. Indicative Timeframe and Fees

The consultancy is expected to begin during the first quarter of 2010 and last about three months.

Payment will be commensurate with consultants experience and qualifications and be made based on satisfactory submission of deliverables (see above). It is estimated that the consultant will spend 2-3 weeks in each country with the rest of the work being home-based.

6. Qualifications and Professional Experience Requirements:

- Post graduate qualification in evaluation, social sciences, public health or a related M&E field
- At least 10 years monitoring and evaluation experience in international development settings; experience specific to HIV/AIDS preferred
- Experience in building HIV M&E systems in at least 2 countries
- Experience in leading at least one HIV M&E system assessment
- Experience in leading technical support missions
- Experience in planning and conducting training sessions
- Analytical, methodical and precise style of writing
- Excellent interpersonal and presentation skills
- Native-level command of English required, ability to work in French desirable

7. Supervision

The consultant will report to M&E Specialist, HIV/AIDS Section, UNICEF NYHQ. Guidance will also be provided by the Senior Adviser, Children and HIV/AIDS.

8. Application Procedures

Interested consultants are requested to submit their CVs and a cover letter indicating how they fulfill the requirements of the consultancy to bnoubary@unicef.org by 22 January 2010.