

## Terms of Reference Zimbabwe HIV Programme Final Evaluation

**Note:** These terms of reference has been written in accordance with Trócaire’s Field Programme Evaluation Policy and in accordance with Comic Relief’s International Project Grants (2009-2012) Guidance to Grant Holders document.

### 1. Brief Overview of the Programme

Trócaire has been implementing a three year HIV programme from 1<sup>st</sup> October 2010 until the 30<sup>th</sup> of September. The aim of the programme is “To contribute to the promotion, protection and fulfilment of the rights of people (in particular women and girls) living with and affected by HIV and AIDS in Zimbabwe”. The objectives of the programme are as follows:

1. To strengthen the ‘voice’ of PLHIV in Zimbabwe in issues of policy, practice and law reform (constitutional reform) at national and local levels and ensure their interests are represented in all arenas.
2. To improve the policy and legal framework for improved implementation of policy and resource use in Zimbabwe
3. To contribute to an improved well being for PLHIV (especially women) at local levels by achieving tangible improvements in access to services (medical and legal), nutrition, livelihoods strategies
4. To reduce levels of levels of discrimination and stigma experienced by PLHIV in targeted communities.
5. To strengthen the capacity of programme partners as follows:
  - Organisational management capacity
  - Technical capacity to undertake evidence based advocacy at local and national levels.
  - HIV /AIDS and Gender mainstreaming capacity

There were 7 partners in the programme to begin with however there are currently 5 partners remaining. Four of these partners were included in a Comic Relief grant, three of whom were involved to programme completion. It is these three Comic Relief supported partners, along with Trócaire, and 2 other programme partners funded by Irish Aid, that will be involved in this evaluation. Information concerning the work carried out by Arise in years 1 and years 2 will be evaluated using pre-existing data. The partners to be involved in this evaluation are therefore:

Arise	Mutasa District	Oct 2010 – Sept 2012 (literature review)
Batanai	Gutu and Masvingo	Oct 2010 – Sept 2013
DOMCCP	Mutasa District	Jan 2011 – Sept 2013
ZLHR	Provincial x 4 and National	Oct 2010 – Sept 2013
Mashambanzou	Harare	Oct 2010 – Sept 2013

The annual programme budget is approximately €518,000. This includes back donor funding from Comic Relief and finding from Irish Aid, in addition to a smaller amount of Trócaire unrestricted funds.

### 2. Rationale for Evaluation

Trócaire aims to undertake evaluations of our field programmes on a regular basis to both inform the development and delivery of our programmes, to ensure we are accountable to all our stakeholders for the resources over which we have stewardship and to ensure a process of continuous learning.

Following the completion of the three year HIV programme, and in the advance of the development of a new 5-year programme framework, it is proposed that an external final evaluation be commissioned assess the extent to which the HIV programme in Zimbabwe has realised the changes that it set out to achieve and to provide specific learning to inform the development of the new programme. This end-of-programme evaluation will cover the period October 2010 to September 2013.

### **3. Objectives of the evaluation**

The evaluation is expected to enable Trócaire and key stakeholders to understand both **what** difference the programme has made, and **how it** has made that difference, i.e. understanding the key success factors for achieving long term change for people living with HIV in Zimbabwe. The specific objectives of evaluation are:

1. To provide an assessment of the quality of the programme in terms of design, implementation and results, against programme indicators and programme outcomes
2. To collect data against key programme indicators to be compared against the previous baseline study (2010) and the programme targets contained within the programme Monitoring Framework.
3. To assess and make recommendations on approaches to programme and grant management; respective roles of Trócaire and Comic Relief and their added value.
4. To provide strategic learning to inform future programme planning

In order to deliver against these objectives the consultant will be expected to undertake the following tasks:

- Participate in briefing and consultative meetings on the assignment
- Familiarise themselves with Trócaire's HIV Programme Documents: Baseline, Mid-Term Review, Programme Design Narrative, Logic Model and Results Framework and documentations submitted to and received from Comic Relief (proposal, annual reports and feedback, key correspondence).
- Review of monitoring data collected by partners, against the programme results framework, to end of programme period.
- Propose a design for the evaluation (additional data to be collected, analysed, interpreted and reported) to be agreed with programme partners in close collaboration with Trócaire
- Establish and co-ordinate a research team
- Undertake field data collection
- Enter and analyse the data
- Debrief programme partners on the outcome of the process and preliminary findings
- Prepare a comprehensive report on the evaluation
- All tasks will be undertaken following consultation with Trócaire (in country and in head office).

### **4. Methodology**

Trócaire partnership approach requires that the methodology should be participatory in terms of engaging the participation of the implementing partners and stakeholders in selected areas to ensure ownership of the process and results.

Consultation with the programme partners including Trócaire (through a designated representative) is required at each step of the process. It is particularly important that a review of existing monitoring data collected by partners is carried out before recommendations for gathering additional data is made.

#### **5. Key questions the evaluation should address**

The end-of-programme evaluation will focus on the quality of the programme in terms of design, implementation and results (outcomes) against several dimensions including:

##### **Relevance**

1. What was the overall theory of change for this project? Has it been effective in bringing about lasting change? Were there any gaps?
2. What have been the most effective methodologies and approaches the organisation used to bring about changes to people's lives? What has worked and what has not? What lessons have been learned? Who have they been shared with?

What difference has the project made to people's lives (what, who, where, when?)

3. To what degree have project outcomes been achieved? Were there any unexpected outcomes?
4. Who has benefited (women, men, girls and boys) and in what ways?
5. Are those changes (outcomes) relevant to people's needs?
6. To what extent has the achievement of the changes/outcomes been influenced by external context and other factors?

##### **Effectiveness – Implementation**

7. How has the programme performed against its targets? Which targets were met and which were not and why?
8. How effective have the project's management, monitoring, learning and financial systems been? How have they helped or hindered the delivery of lasting change?
9. How has the type of organisations funded (e.g. user-led, social enterprise, national or international NGO), both Trócaire and local, helped or hindered the delivery of lasting change?
10. How have relationships between partners throughout the relationship chain (looking at Trócaire - local partner(s)-target groups) helped or hindered the delivery of change /outcomes?]
11. Has the project been cost effective?

##### **Effectiveness – Grant Management**

12. How have Comic Relief's grant making policies and processes (e.g. how they define their programme strategies and outcomes, how they assess applications) helped or hindered the delivery of lasting change?
13. How has Comic Relief's approach to grant management (e.g. individual work with grantholders, and learning activities with other funded organisations) helped or hindered the delivery of lasting change?
14. How has the way Comic Relief used its organisational assets helped or hindered the delivery of change (e.g. use of the media, access to decision makers)?
15. Are there any other ways in which Comic Relief has helped or hindered the delivery of change?

##### **Sustainability**

16. Are changes achieved likely to be sustainable in the long term?
17. Have there been changes to policies, practice and attitudes of decision and policy makers to benefit the project's target groups?

18. To what extent has the project contributed to the achievement of broader national and international policies, conventions, targets etc in the country/ies where the project is working?

### **Added Value**

19. The extent to which gender and HIV have been successfully mainstreamed in the programme<sup>1</sup>

20. The value individual partners have added

21. The value Trócaire has added

### **6. Anticipated Outputs**

The following services and outputs are expected:

1. A review of existing data
2. A detailed study design and implementation plan
3. Selection and compilation of tools to be used in data/ information collection
4. Orientation/ training for those participating in the data/information collection
5. Soft copy of the data base of the primary data analysed and used in the report (both quantitative and qualitative)
6. DRAFT evaluation report which contains an update against each indicator in the results framework
7. FINAL programme evaluation report:

The report should be clear and simply written, free of jargon. The main body of the report should **not** exceed 30 pages and should include an executive summary and recommendations. Technical details should be confined to appendices, which should also include the Terms of Reference, a list of informants and the evaluation team's work schedule. Background information should only be included when it is directly relevant to the report's analysis and conclusions.

The report's authors should support their analysis of the programme's achievements with relevant data and state how this has been sourced. Recommendations should also include details as to how they might be implemented.

**7. Logistics:** The consultant's travel from base to the field and back after the end of the contract, food, and accommodation will be covered by Trócaire, being the lead agency

**8. Professional fee:** The team of consultant(s) will be paid depending on their qualification and agreed modalities with Trócaire

**Tax and insurance:** The consultants shall be responsible for their income tax and/or insurance during the assignment. Trócaire will deduct a 10%<sup>2</sup> withholding tax from the consultant's invoice and remit the tax to the revenue authorities, in cases where a valid tax clearance certificate cannot be supplied.

A contract will be signed by the consultant (s) upon commencement of the review which will detail additional terms and conditions of service, aspects on inputs and deliverables.

### **9. Duration**

The end-of-programme evaluation is expected to be carried out within a period of 30 consultancy days spread between October – November 2013. The desk review of documentation and planning may begin

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<sup>1</sup> Please refer to the Gender Mainstreaming Resource Pack.

<sup>2</sup> This percentage will vary between 5% and 15% depending on the nationality of the consultant.

in September if deemed necessary during the inception meeting. This would not however lead to an increase in the number of days overall, unless this has been negotiated and agreed in advance with Trócaire.

#### **10. Outline of the Proposal**

Prospective consultants are requested to submit technical and financial proposals using the following format:

- Profile of the consultancy firm/consultant (and sample of their work?)
- Understanding and interpretation of the terms of reference
- Approach and methodology
- Work plan
- Proposed budget in USD (exclusive of taxes)
- Annexes - CVs of the key experts, copies of legal documents such as certificate of registration and tax clearance certificate.

#### **11. Selection Criteria**

The evaluation will be carried out by an external consultant (s) and should demonstrate effectively the following core experience and competencies:

- The external consultant(s) should have extensive experience in designing and leading community-based HIV focused evaluations in Zimbabwe
- Extensive knowledge and experience in applying participatory research techniques
- Excellent command of English, Shona and Ndebele
- Knowledge of partnership approaches
- Evaluator(s) to submit an example (one) of evaluation completed and when responding to the Terms of Reference

#### **12. Proposal Submission**

A full version of the TOR and clarifications regarding this TOR can also be obtained on request.

CVs and a recent example of an evaluation report should be sent to Faith Shereni at [fshereni@trocairezw.org](mailto:fshereni@trocairezw.org) by 5pm on Friday the 13<sup>th</sup> of September.