

## TERMS OF REFERENCE

<b>Title</b>	<b>Baseline Evaluation for Global Fund Regional Grant on Sustainable HIV Financing in Transition (SHIFT)</b>
<b>Duration</b>	25 days
<b>Period</b>	12 April – 9 June 2017
<b>Location</b>	Home-based, Bangkok
<b>GF Grant #, if applicable</b>	QSE-H-AFAO

### Background

AFAO is the national federation for the community response to HIV in Australia. It provides leadership, coordination and support to the country’s policy, advocacy and health promotion on HIV. AFAO’s International Program is based in Bangkok and contributes to the development of effective policy and programmatic responses, particularly in Asia Pacific. It has supported community-based responses to HIV across the region for over two decades.

The regional program is in collaboration with AFAO as Principle Recipient (PR) and APCASO and APCOM as Sub-Recipients (SR). APCASO is a regional civil society network of community-based organisations (CBOs) and non-governmental organisations (NGOs) working on HIV, health and social justice, with a focus on advocacy and community capacity development in Asia Pacific. APCASO supports and promotes the role of CBOs and NGOs – particularly those representing communities most affected (‘key populations’ - namely people living with HIV, sex workers, people who use drugs, men who have sex with men, transgender people, migrant workers and mobile populations, including young people and women within these communities) – in advancing a rights-based social development and health agenda.

APCOM is a coalition of members bringing together representatives from communities, government, development partners and technical experts from Asia and the Pacific. It represents a diverse range of interests working together to improve male sexual health through increased investment, coverage and quality of sexual health services for our communities. APCOM’s strategies are: 1. Advocacy for sexual health services for our communities; 2. Advocacy for an enabling environment for sexual health and supportive policies; 3. Gathering, generating, and sharing strategic information; 4. Building a cadre of advocates at all levels.

AFAO is the Principal Recipient of the regional Global Fund program focusing on HIV financing, specifically domestic financing, for key population communities and transition among middle-income countries from international donor funding. The program works in four countries in South East Asia, namely Indonesia, Malaysia, Philippines and Thailand. The objectives of Sustainable HIV Financing in Transition (SHIFT) program are:

- Objective 1: By the end of 2018, Civil Society Organisations (CSOs) in four transition countries effectively advocate for allocative efficiency, domestic spending on HIV, and increased fiscal space for CSO HIV programs by promoting greater political commitment, innovative streams of funding, CSO funding mechanisms and integration of HIV under universal health coverage (UHC).
- Objective 2: By the end of 2018, strengthen technical expertise and skills of CSOs in four transition countries to advocate for allocative efficiency, increased domestic spending on HIV, and increased fiscal space for CSO HIV programs.
- Objective 3: By the end of 2018, increase CSO access to and use of strategic information on HVI financing issues, including allocative efficiency, innovative CSO funding mechanism, and best practices for countries in transition via the regional Knowledge Management Hub.

AFAO seeks technical support of a program evaluation expert for the baseline evaluation of the two-year SHIFT Program.

### **Purpose of Consultancy**

The purpose of this consultancy is to enable assessment of outcomes and impact of the SHIFT program, through establishment of a baseline.

The specific objectives are to:

- Propose objectives, scope, questions and methods for the end-of-program evaluation of the SHIFT program, to include not only effectiveness and impact, but also relevance, efficiency and sustainability;
- Develop objectively verifiable indicators and means of verification for program goal, objectives and a theory of change aligned to the SHIFT program conceptual framework;
- Assess baseline values for outcome and impact indicators;
- Assess evaluability of the SHIFT program, including validation of results framework and theory of change;

Different stakeholders with whom our partner organisations engaging with will utilize the information generated by this baseline evaluation to improve the outcomes of:

- Providing technical guidance to AFAO when developing the terms of reference for the end of program evaluation
- Informing national and regional civil society partners about strategic priorities for capacity building, strategic information, advocacy and transition planning
- Supporting the regional taskforce and other program partners to determine key indicators for transition planning and financial sustainability

### **Evaluation Methodology**

The evaluation will be based on the methodology described below, and further discussed by the evaluation team with the SHIFT M&E Officer. The evaluation will be results-oriented and provide evidence using quantitative and qualitative methods.

The methodology for the evaluation shall include, but not limited to, the followings:

- A. Desk reviews of all relevant documents of the program, sustainable HIV financing, transition planning etc., including but not limited to SHIFT Concept Note, SHIFT country SR and regional SR assessment reports, country investment cases, HIV Country Progress Reports, National Strategic Plans, HIV/CSO Financing related policies, AIDS Epidemic Modelling, Global AIDS Response Progress Reporting, National AIDS Spending Assessment (NASA) and UNGASS reports and World Bank country profiles.
- B. Preliminary discussions and planning with program staff from AFAO and partners during desk review/inception phase.
- C. Consultation workshop with all country SRs and regional SRs to discuss potential indicators and means of verification for program goal and objectives.
- D. Online questionnaire: This will be developed by the consultant and administered to countries and regional stakeholders (pre-identified) to establish baseline values as well as inform planned capacity strengthening and advocacy activities. The same questionnaire will be conducted for end-line evaluation, while additional questions will be added as needed, to address more complex evaluation questions.
- E. Semi-structured interviews and group discussions: A survey with both quantitative and qualitative perspectives will be developed in line with the evaluation questions for in-depth interviews and focus group discussions. An annotated version of the survey will be conducted among key stakeholders in the four program countries as well as at regional level. A more comprehensive survey will be conducted to a larger stakeholder group for the final program evaluation.

The proposed approach and methodology outlined above can be seen as guidelines. It is expected that the evaluator will further refine the approach and methodology and submit his/her detailed description in the Inception Report.

## **Key Activities**

The key activities to be undertaken by the expert are as follows:

### **Activity 1: Develop objectively verifiable indicators and means of verification for program goal and objectives;**

- A. Propose indicators and means of verification for the program goal: “transition countries have sustainable, cost effective and strategically allocated funding for their HIV responses covering key populations and CSO”
- B. Propose indicators and means of verification for the program objectives:
  - CSOs in 4 transition countries effectively advocate for allocative efficiency, increased domestic spending on HIV, and increased fiscal space for CSO HIV programs by promoting greater political commitment, innovative streams of funding, CSO funding mechanisms and integration of HIV under UHC.
  - Technical expertise and skills of CSOs in 4 transition countries to advocate for allocative efficiency, increased domestic spending on HIV, and increased fiscal space for CSO HIV programs is strengthened.
  - Increased CSO access and use of strategic information on HIV financing issues, including allocative efficiency, innovative CSO funding mechanisms, and best practices for countries in transition via the regional (SHIFT) Knowledge Management Hub.

### **Activity 2: Assess baseline values for outcome and impact indicators**

- A. Assess to the extent possible the baseline for each of the above indicators, including but not limited to
  - Fiscal space in the four program countries and selected countries in the region, including domestic funding, international funding, and trends
  - Relative allocation of HIV resources in the program countries and across the region for key population interventions (disaggregated for KP and prevention/treatment), civil society responses versus public sector HIV services, etc.
  - Status of transition planning in the four program countries and across the region regarding external HIV funding
  - Current strengths and weaknesses of civil society; opportunities and threats to sustainable HIV financing for HIV and key populations in the four program countries and selected countries in the region
- B. Assess to the extent possible the baseline for each of the program countries regarding advocacy for sustainable HIV financing
- C. Assess to the extent possible the baseline capacity in each of the four program countries regarding civil society partners to design and implement advocacy for sustainable HIV financing
- D. Assess to the extent possible the baseline need, access and use of strategic information for advocacy in each of the four program countries for civil society partners

### **Activity 3: Propose objectives, scope, questions and methods for the end-of-program evaluation of the SHIFT program, to include not only effectiveness and impact, but also relevance, efficiency and sustainability**

- Propose evaluation questions related to the relevance, sustainability and efficiency of the SHIFT program, for inclusion in the end-of-program evaluation

### **Activity 4: Assess the link between the SHIFT conceptual framework and internationally applied theories of change for financial sustainability and transition planning. Questions to be taken into consideration are:**

- Which frameworks are applied internationally to analyse and influence transition planning for HIV, health and development programming?
- How can these frameworks inform the SHIFT program conceptual framework?

- How do these frameworks inform the result of the evaluation of the SHIFT program?
- To what extent are CSOs engaged in this process at country/regional level?

## Scope & Tasks

Outline the <b>activities/tasks</b> to be undertaken as part of this consultancy as well as the proposed timeframe and the estimated number of days for each <b>activity or task</b>	<b>Timeline</b>	<b>Location</b>	<b>Consultant 2: Evaluation Expert</b>
1. Reviews of all relevant documents of SHIFT program, sustainable HIV financing, transition planning etc.	14 – 19 April	Home based	3 days
2. Discussions and planning with program staff from AFAO and partners during desk review/inception phase	17-19 April	Home based	1 day
3. Draft inception report	19-21 April	Home based	2 days
4. Develop questionnaire and/or key interview questions	24-25 April	Home based	1 days
5. Attend the consultation session in Bangkok and collect data through semi-structured interviews, focus group discussions and questionnaires	26 April – 12 May	Bangkok, Home based	7 days
6. Feedback and presentation of initial findings of the baseline evaluation to AFAO, APCOM and APCASO	15-16 May	Home based	1 day
7. Draft evaluation report	17-24 May	Home based	7 days
8. Revise and finalize the report based on feedback from AFAO and its SHIFT partners	1-9 June	Home based	3 days
<b>Total Number of Days</b>			<b>25 days</b>

## Deliverables/Outputs

1. Inception report
2. Feedback and presentation of the initial findings of the baseline evaluation to AFAO, APCOM, and APCASO
3. Draft evaluation report
4. Final evaluation report

## Selection Criteria

<b>Consultant</b>	<b>Qualification, Skills, Experience and Role</b>	<b>Time</b>
Evaluation and Global Fund Systems Expert	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 10 years experience in evaluation design and implementation</li> <li>• Experience in qualitative as well as quantitative methods and theory development</li> <li>• Ample experience on HIV programming and strategy development and financing</li> <li>• Demonstrated experience in working with key populations and civil society</li> <li>• Experience in participatory approaches to evaluation</li> <li>• Experience in end of program evaluation of major national and regional HIV programs</li> <li>• Demonstrated experience in monitoring and evaluating development programs</li> <li>• Demonstrated experience in writing succinct and clear evaluation reports</li> </ul>	25 Days

Consultant	Qualification, Skills, Experience and Role	Time
	<ul style="list-style-type: none"> <li>Able to work as a team member with diverse stakeholders</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience in Asia, particularly in any of the four SHIFT Program countries (Indonesia, Malaysia, Philippines, or Thailand).</li> <li>Knowledge and/or experience of issues around health and HIV financing, domestic budget allocation processes and decision-making, and government – CSO funding mechanisms.</li> <li>Advanced degree in health economics</li> </ul>	

### Time Scheduling

The consultant will be contracted for a maximum of 25 days from 14 April to 9 June 2017.

### Schedule of Payments

Payment	Description	Deliverable Requirements
First Payment	40% consultancy fee	<ul style="list-style-type: none"> <li>Signed Consultant Service Agreement</li> </ul>
Final payment	60% Consultancy fee Any unreimbursed approved expenses	<p>Upon assignment completion with:</p> <ul style="list-style-type: none"> <li>All deliverables</li> <li>Signed client acknowledgment and feedback form</li> <li>Completed expenses claims forms received by AFAO and all supporting documents</li> <li>Completed and signed Timesheet- authorized and signed by the consultant and client.</li> </ul>

Consultant	Client
	<p>Joselyn Pang International Program Manager Australian Federation of AIDS Organisations</p> <p>Email: <a href="mailto:joselyn.pang@afao.org.au">joselyn.pang@afao.org.au</a> Website: <a href="http://www.afao.org.au">www.afao.org.au</a></p> <p><b>Contact person:</b> Jenny Xia Monitoring &amp; Evaluation Officer Australian Federation of AIDS Organisations</p> <p>Email: <a href="mailto:Jenny.Xia@afao.org.au">Jenny.Xia@afao.org.au</a> Website: <a href="http://www.afao.org.au">www.afao.org.au</a></p>