

Terms of Reference

Independent Evaluation of International Center for Technical Cooperation on HIV/AIDS (ICTC)

I. BACKGROUND

Based on the knowledge acquired through the Brazilian response to AIDS, the then UNAIDS Executive Director, Peter Piot, proposed to the President of Brazil, Luiz Inácio Lula da Silva, the setting up of an International Centre for Technical Cooperation on HIV/AIDS (ICTC). Immediate political decisions were taken and technical and administrative actions were begun towards its implementation. Created by means of an agreement, ICTC was formally inaugurated in 2005, with the mission of promoting horizontal technical cooperation projects, with the aim of strengthening and scaling up sustainable national responses to HIV in developing countries.

The establishment of the Centre created opportunities for partnerships and technical and financial support by bilateral cooperation agencies and by the United Nations System itself.

As determined in the Memoranda of Understanding (2005/2008), ICTC was to be managed through a partnership between the Brazilian Government and UNAIDS (http://www.onu-brasil.org.br/doc/2008_Memorando_de_Entendimento_Brasil-UNAIDS-CICT-Portugues.pdf); http://www.onu-brasil.org.br/doc/2005_MOU ICTC Portugues.pdf).

In addition, the agreements provide for the setting up of an International Reference Group (IRG), to function as a consultative board to review the working plans and monitor their implementation.

ICTC, which is based within the facilities of the National STD and AIDS Programme in Brasília (<http://www.aids.gov.br/data/Pages/LUMIS37CD81EAPTBRIE.htm>) has been undertaking cooperation projects especially with Latin American countries and Portuguese-Speaking countries. The focus of the majority of the projects implemented to date has been on capacity-building in the clinical management of HIV infection, logistics, laboratory techniques, human rights and the strengthening of civil society organizations, prevention programmes and M&E Programmes.

ICTC does not execute projects itself, but rather depends on a broad network of accredited institutions which have specialized knowledge in different thematic areas.

One of the main expected benefits of the Centre is to generate opportunities for cooperation between countries – without necessarily including the Brazilian experience – so as to strengthen local capacities and promote a culture of cooperation between developing countries.

ICTC, as a joint Brazilian Government and UNAIDS body, receives the invaluable technical support and partnership of the German Technical Cooperation Agency (GTZ), the United Kingdom Department for International Development (DFID), the Royal Netherlands Embassy, among others.

II. PURPOSE OF THE EVALUATION

The purpose of this evaluation is to enable UNAIDS, the Brazilian Government and other partners of the ICTC to have up-to-date information with regards to:

1. The relevance of the ICTC with regards to the priorities and policies of the UNAIDS and the Government of Brazil;
2. the effectiveness of the Initiative in attaining its objectives and outputs;
3. the prospects for development impact;
4. the long-term sustainability of the initiative and of the results and benefits generated by it;
5. the efficiency in implementation: quantity, quality, cost and timeliness of UNAIDS and counterpart inputs and activities.
6. the technical and political aggregated value to both UNAIDS, the Government of Brazil and other partners brought by the initiative vis-à-vis the opportunity cost of maintaining it.
7. Define areas in the structures and functioning of the ICTC which give room for improvement for better and sustainable results

The evaluation shall provide recommendations for a possible continuation of the financial support from UNAIDS to the initiative (including the release of remaining funds for the Second Phase Project). The evaluation shall also contribute to a larger thematic evaluation of technical assistance provided by UNAIDS.

ICTC: identification and formulation

The evaluation of project design shall assess the extent to which:

- The ICTC operates through a detailed assessment of the needs and the gaps in national responses to HIV in partner countries;
- This formulation process was developed in partnership with partner countries and other ICTC partners;
- The project documents or other documentation inside the ICTC System regarding implemented projected and activities provides a logically valid and realistic causal chain from country level objectives, to activities objective(s), outcomes and outputs; verifiable indicators and sources of verification at all levels; assumptions and risks
- The ICTC strategic plan is reflected in the actual activities, budget breakdown and achievements of the Center..

Coordination and management of the ICTC

The extent to which the ICTC management and coordination mechanisms of the Centre have been efficient and effective.

This involves, *inter alia*, the following management aspects:

- Overall coordination and management of the Center, including decision making process;
- Relationship among main partners of the initiative;
- Relationship with cooperating partners and organizations of the network of accredited organizations.
- Structure and functioning of the International Reference Group (IRG) and of the Sub-IRG
- Role of field and regional offices of main partners.
- Coordination of the Center and staffing structure.
- Staff evaluation based on main results of the ICTC
- Effective use of monitoring and self-evaluation information for project steering and adaptive management.
- Approved and documented changes in planning during implementation.

Relevance

The evaluation of the relevance of the ICTC shall assess the extent to which:

- the ICTC is relevant to
 - priorities and policies of UNAIDS and the Government of Brazil;
 - priorities of the partner countries;
 - priorities of civil society organizations (both included in the network of accredited organizations and clients of ICTC initiatives).
- the design and execution of the projects and activities take into account the priorities of the different parties in a balanced manner, especially the national strategic plans and the 3 Ones;
- the partner countries and organizations are utilizing the services provided by the Centre and consider these services to be in line with its demands;
- The objectives of the ICTC are still valid and considered in the definition and implementation of activities.

Ownership

The extent to which UNAIDS, the Brazilian Government, Partner organizations and ICTC cooperation partners:

- have been appropriately involved in the identification of critical problem areas and in the development of cooperation projects and activities;
- are actively supporting the implementation of cooperation projects and activities and able and willing to contribute (in kind and/or cash) to the ICTC;

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- are actively using the outputs of cooperation projects and activities with a view to achieving outcomes foreseen in the ICTC Strategic Plan;
- Relationship of the ICTC and UNAIDS Technical Support Facilities: commonalities and differences between them.

Efficiency of implementation

The extent to which:

- ICTC and its partners paid adequate attention to and were effective in the formulation of cooperation projects and activities.
- The quality of ICTC inputs and services (expertise, training, equipment, methodologies, etc.) was as planned and timely.
- ICTC partners and cooperation government's inputs have been provided as planned and were considered for the implementation of activities and production of outputs.
- The most cost effective resources and processes were used in all activities undertaken by the ICTC.
- Coordination between all ICTC partners (including UNAIDS National, Regional Support Teams and Headquarters) were effective.

Effectiveness

The extent to which the outcomes and outputs of the ICTC were achieved or are likely to be achieved.

Sustainability

The extent to which:

- ICTC have reached technical and financial sustainability.
- Cooperation provided by ICTC was technical and financially sustainable in the perspective of national partners.
- Cooperation government have made the necessary arrangements to ensure sustainability of the results achieved by activities and projects implemented through the ICTC.

Impact

The extent to which ICTC has contributed to reaching the development objective or is likely to make such contributions in the foreseeable future.

The evaluation should consider, inter alia, the following potential dimensions of impact:

- Reduced technical barriers to the HIV response;
- Improved quality of services provided by ICTC cooperation partners;

The evaluation should also consider the extent to which the project is likely to contribute to reaching wider aspects of impact, not necessarily planned for, such as poverty impact, gender issues, environmental impact, etc.

Recommendations for possible phase

The evaluation shall assess the working plan and priorities put forth by the ICTC for the possible phase. On this basis the evaluation shall identify options and make recommendations for a possible allocation of funds from UNAIDS, which should be:

- relevant to UNAIDS and to the Brazilian Government priorities;
- compatible with currently available implementation capacities
- based on logically valid means-ends relationships and take into consideration factors to mitigate likely risks

III. METHODOLOGY

This independent evaluation shall determine, as systematically and objectively as possible, the relevance, efficiency, results (outputs, outcomes and impact) and sustainability of the ICTC.

The evaluation shall assess the results of the ICTC against its objectives and outcomes established in the MOUs, strategic plan and project documents, including reexamination of the relevance of the objectives and of the design. It also identifies factors that have facilitated or impeded the achievement of the objectives.

The evaluation shall therefore adopt a systemic evaluation approach analyzing the availability of critical functions at the ICTC on which the relevance and effectiveness of the international cooperation provided critically depends.

The evaluation shall be carried out through analyses of various sources of information including desk analysis, observation at the project sites and interviews with counterparts, beneficiaries, partner agencies, donor representatives, ICTC staff and through the cross-validation of data. While maintaining independence, the evaluation will be carried out based on a participatory approach, which will seek the views and assessments of all parties.

The analysis of the relevant facts includes the review of inputs used, activities carried out, management mechanisms applied (in particular planning, monitoring and self-assessment) and project-specific framework conditions (in particular policy environment, counterpart capacities and related initiatives of the Government, donors and the private sector).

The evaluation shall be conducted in the framework of a larger thematic evaluation of technical cooperation on HIV/AIDS.



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UNAIDS
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

UNHCR
UNICEF
WFP
UNDP
UNFPA
UNODC
ILO
UNESCO
WHO
WORLD BANK

IV. THE EVALUATION CONSULTANCY

The evaluation consultancy will be carried out by an **independent international evaluation consultancy** contracted by UNFPA, through the ICTC Project funded by UNAIDS, and selected by UNAIDS and UNFPA Offices in Brazil.

The consultancy and professionals engaged in the evaluation should have **NO** direct involvement in the design and/or implementation of any activity conducted by the ICTC.

The UNAIDS and UNFPA teams in Brazil will backstop the evaluation team and be responsible for the quality control of the evaluation process and of the report.

V. TIMING

The evaluation is scheduled to take place between **April and June 2009**.

VI. REPORTING

To discuss and validate its preliminary findings the UNAIDS Office in Brazil will organize meetings with the key stakeholders of the ICTC to the presentation of the draft evaluation report. The reporting language will be **English**.

VII. SELECTION

Institutions/consultancy groups interested in conducting this evaluation should present a **draft planning proposal (following recommendations on Item III) including: budget (with all estimated costs involved), proposed method of analysis, chronogram, specific products and references of previous works. Legal Status certification as well as CVs of all the responsible professionals engaged in the evaluation should be attached.**

UNAIDS and UNFPA will be responsible for analyzing the proposals based on **technical background of consultants, quality and reasonability of the evaluation proposal and costs**. A second step of the process will be the analysis of legal documentation to be requested only to short-listed institutions/consultancy groups.

VIII – APPLICATION AND DEADLINE

Applications should be sent only to selecao@unfpa.org.br until **April 7th** quoting: **“ICTC Independent Evaluation”**.

Applications that do not comply with Item VII of this Terms of Reference will not be considered.