

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)*

1. Background:

The OVC Policy and Planning Effort Index 2007¹, 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. Over half of the countries (51%) reported that non-government interventions for OVC are being monitored and evaluated, while only 48% of government interventions are being monitored and evaluated. Data is seldom used to support policy, program and strategic decisions, as only 5% of countries reported good utilization of monitoring and evaluation in policy formulation and program planning and 37% reporting the existence of national M&E framework on OVC. The main underlying cause reported is the insufficient capacity of national monitoring and evaluation (M&E) programmes.

Almost all countries with mandated national agencies for M&E for OVC noted that they are insufficiently staffed, lack specific technical expertise to identify and aggregate available data, and adequately coordinate and manage new data collection among the multiple partners involved in M&E for OVC. Most importantly, there is a lack of capacity to synthesize the information that is collected for strategic decision-making and accountability. In addition, systems for dissemination of such strategic information are not developed as only four countries (11%) report that they conduct annual M&E review and re-planning that incorporates all relevant shareholders and includes an appropriate and transparent forum for disseminating all monitoring and evaluation data on OVC.

UNICEF ESARO and HQ are seeking to intensify technical support at country-level and establish a network of practitioners to share knowledge on strengthening of national M&E system for the national response for OVC. The following countries are developing NPA's for OVC or Children and as such will be the focus of this technical support facility (Botswana, Swaziland, Lesotho, Zimbabwe, Uganda and Botswana). The Guidance Document² for the development and operationalization of an M&E system for the OVC response shall serve as a major guidance tool for this initiative. 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 ESARO and HQ will collaborate with Country Offices and other partners to identify and assess specific M&E needs/gaps and to provide the necessary technical support.

An initial effort to provide technical assistance has been initiated by Headquarters who have engage a consulting company to pilot the technical facility. This consultancy shall ensure to

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 *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

make linkages with the on-going M&E consultancy by HQ to inform the regional technical facility.

2. Purpose of Consultancy:

The purpose of the consultancy is to support UNICEF country offices to provide technical support to Ministries responsible for the OVC response and the National AIDS Councils at country level to:

- Assess the status of the country's national M&E activities and system for the OVC response;
- Analyse existing gaps, challenges and *specific needs*;
- Develop and conduct long term technical support (remotely and on-site) to develop an effective monitoring and evaluation system;
- Document case studies in 1/2 countries who have effective components of an OVC M&E systems;
- Establish a network of practitioners to share good practices in OVC M&E systems strengthening and;
- Document the process of establishing and implementing this technical support facility.

3. Consultancy Deliverables:

Part One: Technical Assistance Outputs

- Remote engagement (phone and e mail) with target countries to develop work plans for M&E technical support
- Guidance note on country preparations for technical missions detailing key stakeholders to meet (2 pages);
- Country specific terms of reference for each technical mission;
- Tools for the assessment of country M&E system;
- 2 PowerPoint's (for beginning and end of each country mission) highlighting TORs and sharing findings and recommendations (short and long term);
- M&E system assessment report after each country mission identifying short and long term recommendations (10 pages);
- Long term technical support to countries to respond to the proposed recommendations through remote and on-site support and establishment of a network of practitioners to share good practices from within and beyond the region, make referrals to training programmes, regional and international conferences, share latest academic articles on M&E etc.

Part Two: Documentation Outputs

- Documentation of the 1/2 case studies of effective components of an OVC M&E systems and;
- Documentation of the provision of this technical facility in strengthening OVC M&E systems.

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;
- 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;
- Based on the finding of the assessment, develop work plan and timetable for M&E support in each country;
- Working with CO counterparts, identify and ensure participation of key stakeholders in technical support sessions;
- Serve as lead facilitator of the technical support sessions and;
- In consultation with HQ, RO, CO and country stakeholders, develop summary report

5. Indicative Timeframe and Fees

The consultancy is expected to begin during the third quarter of 2010 and last nine months. Payment will be commensurate with consultants experience and qualifications and be made based on satisfactory submission of deliverables (see above).

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
- 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 Regional OVC Specialist, Child Protection Section, UNICEF ESARO. Oversight and guidance will also be provided by the Child Protection and HIV/AIDS Senior Adviser.

8. Application Procedures

Interested candidates are required to send detailed curriculum vitae in English and a proposal of not more than 3 pages on the proposed methodology for this assignment to esarohrvacancies@unicef.org by **28 June 2010**
Only candidates who are under serious consideration will be contacted.