TERMS OF REFERENCE

Improve and Equitable use of prove HIV prevention and treatment interventions by pregnant women, children and adolescents:
A meta-analysis of UNICEF evaluation findings

Consultancy: Evaluation Consultant (P4)
Location: Evaluation Office, New York
Duration: Four months (from end Oct 2015 to end Feb 2016)

Background:

UNICEF’s HIV/AIDS programming efforts focus on the first 2 decades of life. Programming for the first decade of a child’s life focuses on infants and children under five, pregnant women and mothers and contribute to achieving the international targets of the Global Plan towards the elimination of new HIV infections among children by 2015 and keeping their mothers alive - a commitment to child survival, hence A Promise Renewed and Every Woman and Every Child. Strengthening maternal and child health is at the forefront of efforts to eliminate mother-to-child transmission of HIV, with an emphasis on expanding access to treatment for pregnant and breastfeeding women living with HIV and improving paediatric HIV testing and follow-up treatment and support for children.

For the second decade of a child’s life, UNICEF focuses on adolescents (10-19 years), especially those at higher risk of HIV exposure – adolescent girls in generalized epidemics, adolescents living with HIV and adolescent key populations (boys who have sex with other males, adolescents who inject drugs, and adolescents selling sex while exploited by the sex industry). Emphasis is placed on supporting countries to scale up high-impact interventions to reduce HIV transmission, morbidity and mortality among adolescents. UNICEF also works across sectors to challenge vulnerability to HIV through education and by encouraging gender equality, human rights and child protection programming.

Engaging young people, including young people living with HIV, in programme planning, service delivery, demand creation and monitoring and evaluation is a core element for achieving better results. Community mobilization is a critical feature of all aspects of UNICEF’s HIV response.

As part of wider efforts to strengthen national social protection systems, UNICEF is working with governments and development partners to expand HIV-sensitive social protection, economic support and family-based care to strengthen the resilience of children and families and promote sustained access to HIV prevention, treatment and care. Applying UNICEF’s vision for its HIV programming to fragile and humanitarian situations is especially important for ensuring that at-risk and emergency-affected populations are not excluded in times of greatest need.

Knowledge management and monitoring and evaluation are integral parts of UNICEF’s work on HIV and AIDS, contributing to the generation of evidence and learning among peers – especially “South to South”. Over recent years, UNICEF global, regional and country level offices have conducted several evaluations to fulfil their accountability, but also to generate learning to enhance programme planning, monitoring and evaluation across countries and regions. Certain HIV programmes and programme components are evaluated and the reports are stored in UNICEF’s Evaluation Database (EDB).

\(^1\) In 2011 the Inter agencies task team launch the Global eMTCT plan targeting 22 countries which contributed to 90% of the global PMTCT unmet needs.

In 2012, the Evaluation Office and the HIV and AIDS Section, undertook a quality review of HIV and AIDS evaluations and research with the aim of informing UNICEF HIV/AIDS research and evaluation plans. While the review generated evidence, mainly in the area of PMTCT and monitoring and evaluation, its scope was limited to assessing the quality of the reports but not the content. Consequently, a decision was made to undertake a meta-synthesis of the evaluations conducted in the past 5 years.

**Purpose and scope:**

The purpose of the meta-synthesis is to improve HIV/AIDS programme strategies and performance through the use of evaluation evidence by drawing lessons from a large number of evaluations of UNICEF-supported programmes or programmes components in the area of HIV/AIDS conducted in recent years. The evaluation findings will be rated by the GEROS rating, DAC criteria and HIV/AIDS results in such areas as PMTCT, Paediatric AIDS, Adolescents and HIV, social protection care and support.

**Objectives of the evaluation synthesis:**

The evaluation synthesis aims to contribute to the knowledge and evidence base of UNICEF-supported programmes by synthesizing evaluation findings, showing success factors and constraints, and making evidence based recommendations.

The specifics objectives (SO) of the meta-analysis are to:

- Provide an overview of UNICEF’s HIV/AIDS-related evaluations, including their focus, coverage, and quality and draw conclusions regarding their adequacy and relevance;
- Present synthesized evaluation findings on the effectiveness of UNICEF strategies and interventions. This will be based on a systematic analysis of ‘what works’, ‘what does not work’, ‘why’ and ‘in what context or setting’, in planning, management and implementation processes of UNICEF HIV/AIDS strategies;
- Propose ways to strengthen coverage, quality and use of evaluation and suggest key actions for strengthening UNICEF’s advocacy and programme response to achieve an AIDS free generation.

**Scope:**

The meta-synthesis will cover HIV-specific evaluations or HIV-sensitive evaluations which refer to HIV, i.e. infant feeding, life skills education, maternal health, etc., and are available in the UNICEF Evaluation Database (EDB). However, only evaluations rated satisfactory and highly satisfactory will be considered on the analysis.

a) The evaluations completed between 2011 and 2015 will be considered, since the previous review focused on evaluations uploaded from 2007 to 2011.

b) For evaluations uploaded from 2007 to 2011, and which were not rated, a reference group composed by the EO and the HIV section, will review the quality, and whether they will be include or not to the analysis.

c) The scope of the meta-synthesis covers both development and emergency programmes. There will be a need to examine and document humanitarian response outcomes and lessons that explicitly aim at strengthening future strategies and action.
d) The following DAC criteria and themes will be analysed:

- Relevance and appropriateness: alignment of program design with local needs and with national and donor priorities and policies, appropriateness of program design (theory of change);
- Effectiveness the extent to which programme objectives are reached (outputs-targets);
- Efficiency analysis of input versus outputs, the use of low cost strategies and local capacity and resources where appropriated;
- Equity, including gender equality, reaching the hard to reach;
- Multi-sectoral and coordination aspects;
- National system and capacity development- including upstream policy work, provision of technical support, health system strengthening and guidelines;
- Partnership: To examine whether UNICEF has formed the right partnership for the HIV programme at global, regional and national level;
- Sustainability including ownership by national structures, integration of HIV into the national health system and other sectors, scaling up.

The analysis will identify evaluation conclusions regarding the effectiveness of HIV/AIDS related strategies and interventions. This will involve analysing and synthesizing evaluation findings in terms of ‘what works’ and ‘what does not work’ in overall programme/project logic and in implementing various components of PMTCT, Paediatric AIDS, including integration of HIV services in Primary Health Care services, Adolescent HIV programing, HIV sensitive social protection, HIV and nutrition.

Additionally, the analyses will distil findings on effectiveness of cross-cutting strategies such as strengthening national social protection and health care systems and capacity building of community health care workers, supporting policy and legislation which reflects the evidence, generating and utilizing knowledge and data/information at various administrative levels, strengthening monitoring and reporting, use of specific advocacy, communication and social mobilization strategies aimed at improving HIV outcomes; reaching the marginalized, disadvantaged and vulnerable children. In addition, the meta-analysis will draw synthesized findings and conclusions on the expansion and scaling up of programmes/projects. This will be presented in terms of costs incurred and coordination processes, ownership and programme management at the national and decentralized levels.

e) A concerted effort will be made to identify examples of both good programing and ‘programmatic gaps’ in HIV programming that can inform future evaluations and research. The analysis will also identify approaches that didn’t work and should be reflected upon during program planning and implementation.

**Methodology:**

The meta-analysis will use the in depth desk review of the HIV evaluation reports uploaded in the UNICEF Evaluation Database and complemented by a survey at regional and country level on the use of the evaluation findings and recommendations.

The desk review will consider the follow evaluations reports:

- Time period covered: evaluations conducted between 2011 and 2015;
- Evaluations that cover HIV-specific programme or HIV-sensitive programmes which impact HIV, i.e. infant feeding, life skills education, maternal health, etc.;
- Exclusion of evaluation reports that have an “unsatisfactory” quality rating;
Language of evaluations: only evaluation written in English, French, and Russian Portuguese will be considered.

Mapping exercise will analyse the content of the evidence base and describes the evaluation in terms of:

- Geographic scope;
- HIV programme components;
- Evaluation scope.

Synthesis of findings and qualitative analysis: we propose the following process for the data collection and analysis. However, the consultant, based on their experience in similar work, may enhance the methodology.

- Extraction of qualitative data according to selected evaluation criteria and the use of programmatic and cross cutting data from reports which will be entered into a database created by the consultant;
- Quality assessment of evaluation reports identified and not rated through GEROS;
- Coding of qualitative data according to document number, region, country, geographic coverage, HIV programme component, evaluation scope;
- Collation of qualitative data by evaluation criterion, programmatic and cross cutting factors;
- Qualitative analysis of collated qualitative data.

A survey targeting regional and country offices relevant staff will be carried out to collect regional evaluations not in the EDB, data on the implementation of management responses of the evaluations reports assessed, and the use of the evaluation.

**Approach and Deliverables:**

The contract is deliverable-based and the estimated work load is 35 working days. The process will involve internalisation of the Terms of Reference and the scope of work involved, brief interviews with key stakeholders within UNICEF to discuss ways in which the meta-analysis can be made most useful and responsive to the information need, and substantive desk work leading to the writing of the meta-analysis report. The scope and quality of the evaluations to be included in the evaluation varies considerably which can be a major risk factor in conducting a rigorous meta-analysis. There will be need to define the specific focus of the analysis and the organisation of the report, during the inception phase.

**Consultant qualifications:**

- International consultant at P4: level (35 working days);
- Master’s or higher level degree public health or a related field preferably with multi-disciplinary training;
- Significant work experience in HIV/AIDS (at least 5 years) with experience in programming, research and evaluation;
- Good understanding of UNICEF’s programme strategies related to improving nation HIV/AIDS responses;
- Excellent analytical, synthesising and writing skills;
- Interpersonal skills and ability to work with professionals from a multitude of backgrounds;
- Strong motivation to undertake assignment and to produce a user-friendly and high quality product of publishable standard.
Key deliverables:

- A brief inception report explaining the overall organization of the meta-analysis, detailed work scope and methods and draft report outline, based on first round review of a sample of evaluation reports and consultation with various stakeholders;
- Two rounds of submission of draft meta-analysis reports as per the outline agreed during the inception phase;
- Final edited meta-analysis report with an executive summary;
- A PowerPoint presentation summarizing key findings, lesson learnt, and recommendations;
- A synthesis report summarizing the key findings, conclusions and recommendations;
- Dissemination material (use of infographic tools.)

Management arrangements:

The proposed work will be conducted by a consultant who will be recruited by the Evaluation Office. Supervised by a Senior Evaluation Officer, the consultant will be supported by a Reference Group (3-4 members) who will stay in close contact with the consultant through the assignment and who will also review and comment on each deliverable, including the main findings before the final report is completed.

Timing:

The work on the proposed meta-analysis is expected to commence on end October and completed by 15 February 2016.

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<th># of working days</th>
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<td>Inception report</td>
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How to apply:

Interested parties are invited to send their application:

- Updated CV/Resume, and completed Personal History Profile (P11 [http://www.unicef.org/about/employ/files/P11.doc](http://www.unicef.org/about/employ/files/P11.doc));
- Include “Evaluation Consultant – HIV” as the subject of the e-mail;
- A motivation letter;
- A sample report of a similar exercise or an evaluation report, with a clear indication of the applicant’s contribution in the report;
- These documents should be sent to this e-mail address: evalofficeapplications@unicef.org (Including availability and fee);
- The deadline is 11:30 PM New York USA time on 20 October 2015;
- Kindly note that only short listed candidates will be contacted. Should you have any questions about this vacancy, please send the questions to evalofficeapplications@unicef.org.