



We have the best community mechanism to HIV responses

## Opportunity for a consultant

TONATA aims at providing and maintaining a network of support groups and advocate for people living with and affected by HIV and AIDS.

### 1x Consultant

#### SUMMARY

Under the guidance and direct from Chief of Party in the Community Based ART Refill project, Tonata is seeking a consultant to review end of project. The Project has been implemented for two years (2018-2020). The overall objective of the end of project evaluation is to generate knowledge from the Community Based ART Refill project experience in collaborating with and supporting the Ministry Health and Social Services. This evaluation is being conducted as an end of the project and will focus at the entire implementation. The key stakeholders of this evaluation are the Government of Namibia- through the Health and Social Service, in particular the Regional Health Teams in 5 regions, RACOCs and CACOCs, I tech, IntraHealth Namibia, Project Hope Namibia and Lifeline Childline Namibia. The overall purpose of the Evaluation is to assess the processes and achievements made to draw lessons that will inform the development of the next project. The evaluation is intended to be forward looking which will capture effectively lessons learnt and provide information on the nature, extent and where possible, the effect of the CAG initiative to the Ministry of Health and Social Services and USAID. The emphasis on learning lessons speaks to the issue of understanding what has and what has not worked as a guide for future planning.

#### Scope and focus of the Evaluation

The evaluation will look at the following areas: Project management; project activities; reflection of aid coordination engagement and partnerships with the Government of Namibia through the MOHSS and partnerships with other development partners. It will address the results achieved, the partnerships established, as well as issues of capacity and approach.

##### a) The Evaluation Questions:

The following key questions will guide the end of project evaluation:

##### (I) **Relevance** – Assess design and focus of the project

- To what extent did the Project achieve its overall objectives?
- What and how much progress has been made towards achieving the overall outputs and outcomes of the project
- To what extent were the results (impacts, outcomes and outputs) achieved?
- Were the inputs and strategies identified, and were they realistic, appropriate and adequate to achieve the results?
- Was the project relevant to the identified needs?

##### (II) **Effectiveness-**

- Describe the management processes and their appropriateness in supporting delivery
- Was the project effective in delivering desired/planned results?
- To what extent did the Project's M&E mechanism contribute in meeting project results?
- How effective were the strategies and tools used in the implementation of the project?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
- What are the future intervention strategies and issues?

##### (III) **Efficiency – Of Project Implementation**

- Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?

##### (IV) **Efficiency – Of Project Implementation**

- Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred? Were the resources effectively utilized?
- Did project activities overlap and duplicate other similar interventions (funded nationally and /or by other donors? Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs?
- Could a different approach have produced better results?
- How was the project's collaboration with the MoHSS, USAID, and Regional AIDS Committee
- How efficient were the management and accountability structures of the project?
- How did the project financial management processes and procedures affect project implementation?
- What are the strengths, weaknesses, opportunities and threats of the project's implementation process?

##### (V) **Sustainability**

- To what extent are the benefits of the projects likely to be sustained after the completion of this project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints
- Describe key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach?
- How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged?
- What are the recommendations for similar support in future?

(NB: recommendations should provide comprehensive proposals for future interventions based on the current evaluation findings)

### Methodology for Evaluation

The Management Committee for the CAG project at Tonata shall guide and oversee the overall direction of the consultancy. Day to day aid of the consultant will be guided by the Monitoring and Evaluation Coordinator.

The evaluation will provide quantitative and qualitative data through the following methods:

- Desk study and review of all relevant project documentation including project documents, annual work-plans, project progress reports , annual project reports
- In depth interviews to gather primary data from project staff and key stakeholders using a structured methodology
- Focus Group discussion with project beneficiaries and other stakeholders
- Interviews with relevant key informants
- Observations (field visits using checklist)

### 5. Duration of the Evaluation

The evaluation is expected to start in 01 September 2020 for an estimated duration of 20 working days in 8 district. This will include desk reviews, field work - interviews, and report writing.

#### 6. Expected Deliverables:

The following deliverables are expected:

- (i) An inception report, outlining the key scope of the work and intended work plan of the analysis, and evaluation questions, shall be submitted after 5 days of commencing the consultancy.
- (ii) A draft comprehensive report that will inform all the key stakeholders of preliminary findings. The project management and key stakeholders in the evaluation should review the draft evaluation report to ensure that the evaluation meets the required quality criteria.
- (iii) The Final Report: This will be submitted 10 days after receiving comments on the draft report. The content and structure of the final analytical report with findings, recommendations and lessons learnt covering the scope of the evaluation should meet the requirements.

### 7. Required expertise and qualification

The Evaluator shall have the following expertise and qualification:

- At least master's degree in Public Health, Public Policy, International Development, Evaluation or any other relevant university degree
- Extensive expertise, knowledge, and experience in the field of HIV Treatment management process related issues
- At least 7 years of experience in working with NGO and donors;
- Knowledge and understanding of country-level implementation of Differentiated Service Delivery (DSD) and the Namibia ART Guideline
- Experience of project formulation and evaluation;
- Excellent written and verbal communication skills in English

### 8. Management Arrangement

The consultant will report to the project management team of the CAG project. The M&E Coordinator will provide technical guidance on evaluation and ensure independent of evaluation process, that policy is followed, and provide logistical support.

### 9. Financial requirements of the Proposal

A separate financial proposal should be submitted together with the Technical proposal. The financial proposal should clearly indicate all costs (VAT inclusive) of the exercise. Costs should exclude accommodation and field fuel since the organisation will provide accommodation and a vehicle to facilitate the process, however cost to travel to Head office (Ongwediva maybe included).

#### Consultant (Companies)

1. Valid good standing certificate from Ministry of Finance
2. Valid good standing certificate from SSC
3. Original Bank stamped letter for the company into which payment will be effected
4. Certified company founding statement
5. Two Reference letters(Previous work done)
6. Sample reports of previous work done in English
7. A brief Methodology on how the candidate will approach and conduct the work.
8. Scope of Work and Expected Outputs.
9. Comprehensive CV of Staff who will carry out the consultancy

#### Consultants (Individuals)

1. Original Bank stamped letter for the consultant into which payment will be effected
2. Valid good standing from Ministry of finance in terms of **Income Tax**
3. Sample reports of previous work done in English
4. Two Reference letters(Previous work done)
5. A brief Methodology on how the candidate will approach and conduct the work.
6. Scope of Work and Expected Outputs.
7. Comprehensive CV of Staff who will carry out the consultancy

The successful bidder will be required to sign an agreement with Tonata, as well as a performance guarantee.

To apply please send your application with supporting documents via this email: [hr@tonata.org](mailto:hr@tonata.org) or [dcop@tonata.org](mailto:dcop@tonata.org)

Or hand delivered to Tonata PLHIV Network Office in Ongwediva, Erf 4417 Lommel Street, Valombola, Ongwediva for attention HR department. Your application letter should indicate availability and remuneration expectation.

**Closing date: 28 August 2020 at 13:00**

Please note only shortlisted candidates will be contacted. Kindly submit copies of relevant documents, no documents will be returned upon submission.