### Terms of Reference

**Joint evaluation of HIV-related capacity development initiatives on young key populations in Asia and the Pacific**

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| **Summary:**  The purpose of this formative evaluation is to inform decision-making and provide evidence-based inputs for the deliberations of the Inter-Agency Task Team on Young Key Populations (IATT on YKP) on how to strengthen and sustain current HIV-related capacity development initiatives on young key populations in the Asia-Pacific region.  The main objectives of the evaluation are to (i) ascertain the relevance, effectiveness, efficiency and sustainability of a variety of capacity development initiatives spearheaded by the task team during 2010-2014; (ii) clarify the strategic role of the IATT on YKP vis-à-vis governments and other development partners in providing capacity development-related support at regional and country levels; (iii) provide conclusions and actionable recommendations that can shape future programming for/with young key populations in the Asia-Pacific region.  On behalf of the members of the IATT on YKP, the UNICEF Regional Office for South Asia seeks expressions of interest from qualified consultancy firms to conduct the joint evaluation described in these terms of reference. The contract will be issued in 2014 with an expectation that the evaluation will be finalized by September 2015. |

# 1. Background

While transitioning to adulthood and experiencing significant physical and psychological change, adolescents and youths[[1]](#footnote-1) can become especially vulnerable to HIV. They may become sexually active or begin to experiment with drugs, which puts them at risk for HIV infection.

Across the Asia and Pacific region, an estimated half a million youths are living with HIV (UNAIDS, 2011). While the overall prevalence in most countries is low, the epidemic is especially concentrated among Young Key Populationsat higher risk of HIV exposure (YKP) [[2]](#footnote-2). **YKP include anyone between the ages of 10 and 24 years (adolescent and youth) who is most likely to be exposed to HIV or to transmit it.** YKP include young people living with HIV, young people who buy and sell sex, young men who have sex with men, young transgender persons and young people injecting drugs.

Since 2009, the HIV prevention, AIDS treatment, as well as the care and support needs of this key target group is addressed through a coordinated approach of UN agencies and civil society partners, grouped under the **Asia Pacific Inter-Agency Task Team on Young Key Populations - hereafter referred as IATT on YKP.** The IATT on YKP is a working group meant to strengthen the synergies of action between all stakeholders, including Young Key Populations themselves.

The IATT on YKP includes a wide range of partners from civil society and UN agencies. Membership is open to any organization interested in working collaboratively to leverage financial and technical resources to support the HIV prevention and needs of YKP in the Asia-Pacific region. Every year, the task team is co-chaired by one civil society and one UN partner. The IATT on YKP is functioning with minimal budget and no additional staffing requirements from its members. The activities in the annual work plan are discussed and agreed by all the members of the task team at the beginning of each year, although funded and implemented by selected members.

As described in the terms of reference of the IATT on YKP[[3]](#footnote-3), the task team works towards the realization of various objectives: i) ensure that capable and effective young leaders from YKP are collaboratively engaged in the response to HIV and AIDS in the Asia-Pacific region; ii) develop the capacity of policy makers and programmers to address YKP issues in national policies and plans; iii) jointly advocate at the regional level for scaling up comprehensive evidence-informed interventions for YKP by governments and civil society; iv) provide regional guidance on the collection, analysis and use of strategic information (including surveillance data) to support advocacy, policies and programmes for YKP; v) encourage a coordinated UN and I/NGO approach toward expanded HIV, sexual health and human rights-related responses for YKP across the Asia-Pacific region.

The intent of the proposed evaluation is not to cover the entire work of the IATT on YKP. The evaluation is meant to specifically focus on the range of initiatives launched by the task team between 2010 and 2014 which had as common objective to develop the capacities of various stakeholders (young key populations, service providers, advocates, policy makers, etc.) to address the specific needs of YKP in the different countries of the region.

The initiatives launched by the IATT on YKP to build capacities are very diverse in terms of target groups, modalities and objectives. In particular, the evaluation will carefully examine the effects of the various initiatives on different sub-groups. For instance, it will examine how the interventions have benefited Government, I/NGO and UN staff and contributed to different levels of change within their respective organizational contexts. It will also examine how the initiatives have reached the various groups among young key populations and accounted for differences in age (adolescents, youths), gender and other equity markers (e.g. income, caste, ethnicity, language, religion, location, etc.).

Numerous capacity development initiatives on YKP were spearheaded by the IATT on YKP. Moreover, in some cases individual members of the IATT on YKP have used the IATT products/materials to contribute further to expanding programmes aimed to develop national capacities related to young key populations. The evaluation will examine the range of capacity development initiatives that have been led or influenced by the work of the task team. They are broadly grouped under three categories, and further described as follows:

1. **Short courses**

A five-day course on “Understanding the focus of young key populations in concentrated and low prevalence HIV epidemics” (hereafter referred as “YKP course”) was developed and delivered five times in the region during 2010-2012: in Lao PDR in 2010; in Thailand, once in 2010, twice in 2011 and once in 2012. Participants in these courses were working in 22 different countries of the Asia-Pacific region.

At the request of two countries, Bhutan and Nepal, a seven-day “hybrid” course composed of modules on YKP as well as Adolescent Development and Participation (ADAP) was also designed. It was implemented once in 2013 with participants from the two countries.

While the development phase of the courses was initiated and financially supported by UNICEF, the implementation phase was part of the annual work plans of the IATT on YKP and financially supported jointly by UNICEF, UNFPA and UNESCO[[4]](#footnote-4). The Melbourne International Adolescent Health Group (MIAHG) of the University of Melbourne was contracted to develop and implement the courses.

The objectives of the courses are presented in annexes 2 and 3. An attempt to outline plausible theories of change for each course is also included since a preliminary review of the documentation indicated the absence of an explicit theory of change for the courses.

A participants’ database on the short courses is being maintained by the Secretariat of the IATT on YKP and can be used to make some analysis on the profile of the participants - age group, country of work, functions, etc. Participants’ feedback forms were collected at the end of each course. However no rigorous assessments or evaluations of the courses were conducted.

1. **‘New Gen Asia’ initiative**

To ensure that young key populations who need HIV and AID services are reached, young people require a strong voice and increased representation in the HIV and AIDS response. An initiative called ‘New Generation Asia’ or ‘NewGen Asia’ was designed with the aim of developing the capacity of young leaders from YKP to communicate their views. Launched in August 2011 at the 10th International Congress on AIDS in Asia and the Pacific in Busan (ICAAP 10), the NewGen initiative, spearheaded by the IATT on YKP, included two components: leadership course and mentoring programme.

The leadership course was initiated in 2011 by the IATT on YKP and developed by the Youth Research Centre at the University of Melbourne together with leaders from YKP - Youth LEAD took the lead in securing the participation of young people in the course development - and UN partners such as UNAIDS, UNESCO, UNFPA and UNICEF. Profiles of targeted participants and specific objectives of the course are summarized in annex 4.

In addition to the leadership course, the IATT on YKP launched the “NewGen Asia Mentoring Young Leaders Programme” at the ICAAP 10, linking emerging YKP leaders with well‐established leaders working in the area of HIV and AIDS in the Asia-Pacific region. Thirty mentor-mentee partnerships/teams were established for a period of six months. The profiles of the targeted participants as well as the objectives of the mentoring programme are summarized in annex 5.

Prior to the establishment of the mentoring programme, a firm was commissioned by UNESCO and UNICEF to carry out a research with mentors and mentees. One of the key messages that emerged from this research was the need for some kind of framework to help align the expectations and support the focus of the initiative on realistic outcomes. As such, a ‘partnership plan’ tool was developed and mentees and mentors encouraged using it. A mid-term assessment of the mentoring programme was also initiated in October 2012. Mentee-mentor pairs were invited to complete an online survey. The results of this assessment have informed the final phase of the programme.

A preliminary review of the programme documentation indicates the absence of explicit theory of change for the ‘New Gen Asia’ initiative. However indicative theories of change for the course and mentoring programme are proposed in the annexes 4 and 5. Of particular importance in term of source of information for this initiative are the existence of pre and post assessments and an evaluation of the 2012 country evaluations.

1. **Other capacity development initiatives**

Since 2010, the IATT on YKP has launched a variety of other types of HIV-related capacity development initiatives for/with YKP. Considerable efforts were especially made to build the capacities of YKP and youth-led organizations to programme for YKP. While YKP were supported through participation in courses, mentoring programmes, skills-building sessions at regional/international conferences (two ICAAPs, two AIDS conferences) and engagement in various research and publications (e.g. Lost in Transition, Young People and the Law, Health Equity for All initiative), institutional development support was provided to Youth LEAD and Youth Voices Count (peer review of proposals/grant applications; funding support to cover some of the operational support costs like salaries; financial and technical support to support the NewGen Asia initiative).

Another area of support of the IATT on YKP was the development of governments’ capacities to better understand and collect strategic information on YKP. This particularly included a regional experts meeting, the publication by UNICEF of a Strategic Information Operational Guidance, and the development of a forthcoming comic book.

In launching the evaluation, an important initial exercise will be to conduct a scan of this third category of capacity development initiatives. This scan will assist in determining the availability of data on which to base the evaluation and obtaining a better understanding of the additional capacity development initiatives that could be included as part of this evaluation.

# 2. Purpose

The purpose of this formative evaluation is to inform decision-making and provide evidence-based inputs for the deliberations of the Inter-Agency Task Team on Young Key Populations on how to strengthen and sustain current HIV-related capacity development initiatives on YKP in the Asia-Pacific region.

The evaluation will also generate evidence on the task team’s performance in promoting capacity development at regional and country levels and highlight the benefits, missed and potential opportunities of inter-agency work and collaboration. Based on such evidence, it is expected that the evaluation will contribute to strengthening the work of the Task Team in the region and provide a valid base for scale up approaches in other countries of the region and the world.

# 3. Objectives

The principal objectives of the evaluation are to:

* Ascertain the **relevance,** **effectiveness, efficiency** and **sustainability** of the various capacity development initiatives on YKP launched by the task team or any of its members through the use of IATT products/materials;
* Clarify the strategic role of the IATT on YKP vis-à-vis governments and other development partners in providing capacity development-related support at regional and country levels.
* Provide conclusions and actionable recommendations that can shape future programming for/with YKP in the Asia-Pacific region.

# 4. Scope and preliminary evaluation questions

The evaluation will cover **the period of January 2010 to December 2014** and specifically examine the task team’s initiatives related to capacity development on YKP programming in the Asia-Pacific region. **This evaluation is therefore not an evaluation of the entire work of the IATT on YKP; it is meant to cover the task team initiatives associated with capacity development only.** The evaluation will also cover the work of the members of the task team that have used the IATT products/materials and contributed to additional expansion of national capacities on programmes for/with YKP.

Throughout, the evaluation will seek to incorporate an equity perspective with a view to assessing the relevance and effectiveness of the initiatives for the diverse target groups, especially among YKP i.e. adolescents and youths; leaders and ‘non-leaders’; young people living with HIV, young people who buy and sell sex, young men who have sex with men, young transgender persons and young people injecting drugs. The evaluation will identify if there are opportunities for better targeting particular groups among YKP. For the YKP and hybrid courses, the evaluation will also examine the comparative benefits of the courses on participants working for governments, I/NGOs and UN and the contribution of the courses to different level of change within respective organizational contexts.

The following evaluation criteria are expected to be applied in conducting the evaluation. Preliminary corresponding questions have been identified, but will need to be further refined in light of an agreed theory of change, to be developed during the initial phase of the evaluation:

**Relevance:** The evaluation will examine the extent to which the task team’s work on capacity development is aligned with the development priorities of key stakeholders. It will also look at the relative importance of the initiatives and the comparative advantage of IATT in spear-heading them. Related evaluation questions are as follows:

* To what extent is the task team’s work on capacity development for/with YKP aligned with national, regional, international priorities, strategies and frameworks?
* To what extent is the task team’s work on capacity development aligned with the HIV and AIDS needs of the various groups identified as YKP in Asia-Pacific?
* To what extent the courses have met the requirements of the various professionals working for/with YKP?
* What is the significance of these initiatives compared with other similar initiatives in Asia and the Pacific?
* What is the added value of the IATT in spear-heading and delivering these capacity development initiatives?

**Effectiveness:** The evaluation will examine the extent to which the capacity development initiatives of the IATT on YKP have contributed to enhancing the performance of development partners working for/with YKP. Where possible, the evaluation will also seek to identify the extent to which the initiatives have contributed to positive changes in the lives of young key populations (in term of empowerment, leadership and/or access and use of basic services). Related evaluation questions are as follows:

* To what extent have governments and development partners been using the knowledge gained to transform the way they work for or with YKP?
* To what extent have the various capacity development initiatives contributed directly or indirectly to enhancing HIV prevention, strengthening the use of social and health services, reducing stigma and discrimination of YKP, or contributing to the formation of a generation of leaders/change agents in the region?
* To what extent have the programme initiatives affected male, female and transgender adolescents and youths differently, and to what extent have different disadvantaged groups among YKP (based on, e.g., income, caste, ethnicity, language, religion, location, etc) been impacted differently?
* To what extent were different categories of stakeholders (UN staff, government staff, I/NGO staff, etc.) affected differently by the initiatives, contributing to different levels of change within their respective organizational contexts?
* What unintended consequences of the capacity development initiative can be identified?

**Efficiency:** The evaluation will examine managerial and operational aspects of the capacity development approaches launched by the task team in different country and regional contexts. Related evaluation questions are as follows:

* To what extent were the resources allocated by the IATT on YKP and its members appropriate to support the various capacity development initiatives on YKP in the region?
* To what extent were programme activities implemented and outputs delivered in accordance with plans, taking into account given time-constraints and expected quality considerations?
* To what extent has the task team developed strategic partnerships during the design and implementation of capacity development initiatives to strengthen the delivery of programme activities and outputs?
* To what extent has the task team taken advantage of the body of evidence which is being produced on capacity development through lessons and experiences from the international development community?
* To what extent was the initiative embedded in a clear results framework, and how did monitoring systems support the delivery of and reporting on the programme?

**Sustainability:** The evaluation will examine the extent to which the IATT-supported capacity development initiatives on YKP can be scaled up or taken forward by governments, civil society and other development partners independently. Related evaluation questions are as follows:

* How were sustainability concerns addressed in programme design and implementation?
* To what extent does the programme explicitly or implicitly aim to generate evaluative evidence or lessons that could be used in policy advocacy vis-à-vis governments and other development partners?
* To what extent does the task team have the capacity and resources to support the scale up of such capacity development initiatives at regional and country level?
* What mechanisms are in place to strengthen these initiatives or to have them taken forward independently by government, civil society and other development partners?

The evaluation will not explicitly seek to ascertain the impact of the intervention. Impact is commonly defined in two main ways:

* As long-term developmental changes affecting rights-holders (e.g. improved health, improved education, improved protection, etc.): An initial review of the programme suggests that there is a significant diffusion of programme results across target groups and countries, and that it would be very difficult to determine impact. In the context of its effectiveness analysis, the evaluation will seek to identify more immediate developmental changes that the programme may have contributed to.
* As developmental changes that are directly attributable to the intervention: In order to establish attribution with an acceptable level of rigour, an impact evaluation should have been designed and put in place ex-ante. In the absence of baselines or a counterfactual, identifying attributable impact will not be possible.

# 5. Evaluability

The absence of explicit theories of change for most of the capacity development initiatives launched by the task team poses some challenges in identifying expected achievements and in formulating appropriate evaluation questions. The evaluation will need to develop a retroactive theory of change, in close coordination with key stakeholders, in order to clarify the task team’s approaches to capacity development and their anticipated results.

Other evaluative challenges pertain to the absence of baseline as well as difficulties in identifying a counterfactual. The evaluation should nevertheless explore the possibility of identifying some form of counterfactual, including, e.g., tracking the applicants that were not accepted in the various courses, as well as examining the situation in non-participating countries or contexts.

The participants in the various initiatives are a highly diffused group of individuals across countries and organisations which may challenge the identification of the initiatives’ effects or contribution in different contexts. During the inception phase, the availability of data will also need to be assessed in detail, which will inevitably also influence the final choice of evaluation designs.

Finally another evaluative challenge pertains to the extent to which the various groups covered by the term ‘YKP’ can be consulted on the relevance and effectiveness of the initiatives. For a range of legal and ethical reasons, the evaluation will need to strike a balance between participation and protection of young people, and devise data collection methods that will yield suitable insights.

# 6. Approach and methods

**Overall approach:** In the absence of baseline information and a counterfactual, the evaluation will primarily rely on qualitative data. The possibility of using surveys to obtain information on a range of parameters should, however, not be excluded. It is thus expected that the evaluation will adopt a mixed-methods approach.

**Case studies**: Subject to the availability of data, it is proposed that a case study approach be adopted to assess the performance of the initiatives across different parameters as follows:

* Several country-based illustrative ‘horizontal’ case studies could be conducted to assess in detail the performance of all initiatives in particular country contexts. Some countries have benefited more than others from the whole range of programme activities and would thus lend themselves to analyzing in more detail the contribution of these initiatives to different national approaches in addressing young key populations.
* Stakeholder-based ‘vertical’ case studies could be conducted to obtain an understanding of the effect that the initiative has had on different types of participants, e.g. UN staff, government staff of I/NGO staff. This could help in clarifying possible future approaches in delivering such capacity building initiatives, for example through further customization, with a view to strengthening effectiveness and sustainability.

**Data sources and collection methods**: In launching the evaluation, an important initial exercise will be to conduct a scan of the various capacity development initiatives that were launched by the IATT on YKP during 2010-2014. This scan will assist in (i) determining the availability of data on which to base the evaluation, (ii) obtaining a better understanding of the various capacity development initiatives and their implicit theory of change, and (iii) defining a sampling methodology for the case studies.

Overall, the evaluation will seek to obtain data from a range of sources, including through desk reviews and document analyses, as well as stakeholder consultations, interviews and/or focus groups and/or targeted surveys with YKP leaders, service providers, advocates, policy makers.

**Data analysis:** The rationale for using a range of primary and secondary data is to triangulate findings in a situation where much of the data related to the task team initiatives in capacity development is qualitative, and its interpretation is thus critically dependent on the evaluators’ judgment. Triangulation provides an important tool in shoring up evidence by using different data sources to inform the analysis of specific issues. The evaluation expert/team will prepare an evaluation matrix (see Annex 6 for a template of the inception report) to demonstrate the most appropriate and feasible data collection method for each of the evaluation questions.

# 7. Tentative evaluation process

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| Milestones | | | Tentative timeframe |
| Finalization of terms of reference | | | October 2014 |
| Advertisement; team recruitment | | | November 2014 |
| Inception missions (Nepal, Thailand and Indonesia); inception report | | | February 2015 |
| Data collection | March-April 2015 | | |
| Data analysis; preparation of first draft report | May-June 2015 | | |
| Consultation with stakeholders on first draft report | | June 2015 | |
| Finalization of report | | July-August 2015 | |
| Presentation of final conclusions and recommendations to IATT on YKP | | September 2015 | |

# 8. Deliverables

* Inception report. Annex 6 contains the required table of contents for this report.

**The inception report is a critical evaluation milestone.** It is the output of the detailed desk review, portfolio scan and initial inception missions and consultations. It should be submitted with a detailed methodology including the theory of change, evaluation matrix, and the timeframe for each proposed data collection method. The inception report provides the Evaluation Team and the Evaluation Management Team with the opportunity to verify that they share the same understanding about the evaluation and clarify any misunderstanding at the outset, before going into the full-fledged evaluation exercise. The report will be presented by the Evaluation Team to the Evaluation Management Team, Internal Reference Group and External Advisory Panel for review and feedback, and its subsequent approval.

* Successive report versions (first draft, draft final, final)

**The first draft report** should include background, detailed description of methodology, analysis of data which address each of the key evaluation questions and conclusions. These initial findings will be presented to the groups overseeing the progress and quality of the evaluation – Evaluation Management Team, Internal Reference Group and External Advisory Panel. It will include a PowerPoint presentation summarizing the evaluation process and initial findings, and an accompanying document of standalone speaking points. Comments and suggestions gathered during the meeting shall be integrated into the draft final report.

**The draft final report** should include: executive summary; background and context; detailed description of methodology, including an outline of the process of the evaluation in the annexes; limitations of the evaluation; ethical considerations; analysis of data that addresses each of the key evaluation questions and which are grouped under the headings of relevance, effectiveness, efficiency, sustainability; conclusions; recommendations; annexes (terms of reference; work schedule; evaluation tools; list of places visited; records of interviews and focus group discussions).   
  
The conclusions and recommendations of **the final report** should be firmly based on evidence and analysis, be relevant and realistic, with priorities for action made clear. The final report should be presented in a way that makes the information accessible to the intended audience and comprehensible. The final report in hard and electronic copies should be in a standard format for printing.

# 9. Management and implementation arrangements

#### Joint evaluation management and oversight

An Evaluation Management Team will be formed consisting of the Evaluation Advisers in UNICEF ROSA and EAPRO as well as dedicated evaluation colleagues of other partners in the IATT on YKP.

UNICEF ROSA/Evaluation in close coordination with the Evaluation Management Team will lead the evaluation process, put in place a quality assurance system, provide administrative and substantive backstopping support, and ensure the liaison with the evaluation focal points in concerned agencies. It will also ensure that the evaluation is conducted in accordance with the Code of Conduct for Evaluation in the UN System, as approved by the members of the United Nations Evaluation Group on 19 July 2007.

Oversight on the design and conduct of the evaluation shall be provided by UNICEF Regional Directors and the directors of the partner agencies that are co-chairing the IATT on YKP.

#### Operational and technical support

A Regional Evaluation Coordinator will be appointed by UNICEF ROSA/Evaluation to be responsible for the management, coordination and quality assurance processes associated with this evaluation.

Focal points will be designated in various partner agencies of the IATT and be responsible for securing information, facilitating access to key staff and partners, and coordinating meetings when required.

#### Quality assurance

Evaluation terms of reference, the inception report, and the draft and draft final evaluation reports will be reviewed by the following bodies, to be established:

* An internal Reference Group, consisting of IATT members and several immediate stakeholders;
* An External Advisory Panel, comprising four to five evaluation and HIV experts from the region and beyond representing development agencies, government, civil society and academia.

#### Profile of the evaluation team

The evaluation team will consist of externally recruited, independent consultants with extensive experience in their fields. The evaluation team may comprise a Team Leader with extensive experience in both evaluation and HIV-related programmes and National Consultants to facilitate the case studies. A gender balanced and culturally diverse team will be considered positively.

* **The Team Leader will play a lead role during all the phases of the evaluation.**  She/he will ensure the quality of the evaluation process, outputs, methodology and timely delivery of all products. She/he will lead the design of the evaluation and ensure key stakeholders are in agreement with the inception report. She/he will have the responsibility for conducting/overseeing all case studies (according to a standardized approach and format) and developing/administrating other data collection instruments her or himself. She/he will have the responsibility for shaping the findings, conclusions, and recommendations of the report, as well as for the overall editorial quality of the final product. His/her qualifications should be as follows:
  + At least ten years’ experience in leading the design and conduct of complex development evaluations;
  + Significant expertise in the area of HIV and initiatives aimed at YKPs in a development context;
  + Familiarity with a range of development challenges and approaches in Asia and the Pacific, and proven experience in working in several countries of the region;
  + Familiarity with the work of some of the key IATT partners;
  + Demonstrated ability to deliver high-quality written work in the English language, and to engage effectively with stakeholders at all levels, especially also at senior levels in government and the development community.
* **One National Consultant may be recruited per case study/country.** She/he will facilitate the preparation of case study missions and the collection of data. She/he will work closely with the Evaluation Focal Points, in consultation with the Team Leader and the Regional Evaluation Coordinator. The national consultant will contribute substantively to the work of the team leader, providing substantive advice and context in the preparation of the case studies. His/her qualifications should be as follows:
  + At least five years’ experience in conducting research and analysis on issues relating to HIV&AIDS, YKPs.
  + Familiarity with evaluation principles and methods.
  + Prior experience in supporting the conduct of evaluations and the collection of data for case studies.
  + Ability to engage effectively in the official language of the country case study and to engage effectively with various stakeholders.

# 11. Relevance of evaluation to UNICEF Regional Office for South Asia Outcome and Output Results

# The evaluation will contribute to achieving some of the following results contained in the UNICEF Regional Office Management Plan for 2014-2017:

**Outcome 2 Development Effectiveness:** ROSA will provide technical assistance, quality assurance, and oversight support for the realization of priority results for children, adolescents and women in South Asia—particularly the most disadvantaged—in development and humanitarian contexts.

**Output 2.7 HIV AND AIDS:** Country offices and partners are supported by ROSA to contribute to the protection of children, adolescents and women from HIV infection with a focus on those with high risk of HIV exposure.

**Outcome 3 Global and Regional Programme:** Regional support and programmes contribute to the quality and impact of policy, data and knowledge exchange – in development and humanitarian contexts – for the realization of children’s rights in South Asia.

**Output 3.3 Evaluation:** With effective support from ROSA, high quality evaluations and evaluation processes in country offices contribute to strengthening country programmes and enhancing the fulfilment of UNICEF accountability for reporting evaluation results.

# Annex 1 - List of programme documentation (complementary to the terms of reference for the evaluation)

1. Term of reference for the IATT on YKP (version of 13/07/2012)
2. Annual Reports of IATT on YKP (2011, 2012 and 2013)

# Annex 2 - YKP course: scope, objectives and indicative theory of change

The YKP course is a five days long course. It was delivered five times in the region during 2010-2012: in Lao PDR in 2010; in Thailand, one time in 2010, twice in 2011 and one time in 2012. The main targeted participants for this course were Governments, I/NGOs, UN personnel working to support most at risk and vulnerable adolescents and youths in the areas of research, policy, programming and service provision. The course announcement indicated the following objectives:

* Provide an overview of the Asia-Pacific and country data on young key populations and consider how to gather better strategic information
* Help decision makers understand what is needed for implemented evidence based approach
* Introduce tools and practical guidelines to assist with programming on the ground with YKP
* Explore minimum and comprehensive service packages for different groups of especially vulnerable adolescents (EVA) and YKP
* Develop skills to advocate rights of injection drug users (IDU) and men who have sex with men (MSM) around institutional settings and HIV
* Build skills to critique a number of frameworks and explore the moral and ethical aspects of working with YKP
* Develop strategies for effective appropriate engagement of YKP and their communities to improve adolescent health well-being
* Provide feedback to course designers to assist the refinement of the short course

*Note: the course documentation does not indicate an explicit theory of change. This should be further developed by the evaluation team in the inception report.*

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| **INDICATIVE Theory of change for THE YKP course (TO BE VERIFIED BY THE EVALUATION TEAM)** | | | |
| **Inputs 🡺** | **Outputs 🡺** | **Outcomes 🡺** | **Impacts** |
| ⬩ Cost development of course by Melbourne University  ⬩ Cost implementation of 5 courses (incl. cost for facilitation of the course, venue, travels, and scholarships, if any) | ⬩ Participants have better understanding of the factors leading to low use of services by YKP | ⬩ Participants demonstrate capacity to programme better for and with YKP | ⬩ Enhanced HIV prevention among YKP in the region  ⬩ Reduction in stigma and discrimination among YKP in the region |
| **Contextual factors/Assumptions** | | | |
| ⬩Content of course and teachers/teaching method adequate  ⬩Participants in the course have the right profile (countries, organisations, positions) to generate change  ⬩Favourable institutional environment to take forward learning and initiate relevant actions | | | |

# Annex 3 - Hybrid ADAP-YKP course: scope, objectives and indicative theory of change

The hybrid course, a seven days long course, was designed specifically for two countries (Bhutan and Nepal) and delivered one time in 2013.

*Note:*

* *The course announcement and the list of participants will be shared by the Secretariat of the IATT on YKP at a later stage, for the preparation of the inception report.*
* *The course documentation does not indicate an explicit theory of change. This should be further developed by the evaluation team in the inception report.*

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| **INDICATIVE Theory of change for the Hybrid course (TO BE VERIFIED BY THE EVALUATION TEAM)** | | | |
| **Inputs 🡺** | **Outputs 🡺** | **Outcomes 🡺** | **Impacts** |
| ⬩ Cost development of hybrid course by Melbourne University:  ⬩ Cost implementation of 1 hybrid course (incl. cost for facilitation of the course, venue, travels, scholarships, if any) | ⬩ Participants have better understanding of Adolescent Health, Wellbeing and Development  ⬩ Participants have better understanding of the factors leading to low use of services by YKP | ⬩ Participants demonstrate capacity to programme better for and with Adolescents  ⬩ Participants demonstrate capacity to programme better for and with YKP | ⬩ Enhanced HIV prevention among YKP in Bhutan and Nepal  ⬩ Reduction in stigma and discrimination among YKP in Bhutan and Nepal |
| **Contextual factors/Assumptions** | | | |
| ⬩Content of course and teachers/teaching method adequate  ⬩Participants in the course have the right profile (countries, organisations, positions) to generate change  ⬩Favourable institutional environment to take forward learning and initiate relevant actions | | | |

# Annex 4 - The NewGen Asia Leadership Course: scope, objectives and indicative theory of change

Young people from, and working with key populations, were meaningfully engaged throughout the development of the NewGen Asia leadership course. This included:

* a four day writing workshop with Technical Working Group members of Youth LEAD in July 2011;
* a two day sampling of the course at the international congress on AIDS in Asia-Pacific (ICAAP) in August 2011;
* a pilot training of the NewGen Asia course in the Philippines in November 2011;
* the revision of the course curriculum in 2012 and development of training materials;
* a regional training of trainers in 2012; country-level courses in Indonesia, Myanmar and the Philippines in 2012; in Sri Lanka in 2013; in Brunei Darussalam, Cambodia, China and Thailand in 2014.

The course announcement indicated the following objectives: (i) participants capable to play a greater role at the country level response; (ii) participants equipped with the necessary skills to become future leaders in the HIV response.

*Note: The course documentation does not indicate an explicit theory of change. This should be further developed by the evaluation team in the inception report.*

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| **indicative Theory of change for the NewGen Asia Leadership Course (TO BE VERIFIED BY THE EVALUATION TEAM)** | | | |
| **Inputs 🡺** | **Outputs 🡺** | **Outcomes 🡺** | **Impacts** |
| ⬩ Cost development of course by Melbourne University  ⬩ Cost implementation of courses (incl. cost for facilitation of courses, venues, travels, scholarships, if any) | ⬩ YKP leaders have the opportunity to work on their personal leadership strengths  ⬩ Participants have better understanding of vulnerabilities leading to HIV | ⬩ Participants effectively participate in advocacy efforts, public speaking  ⬩ Formation of a new generation of change agents for the AIDS response in the region | ⬩ Enhanced HIV prevention among YKP in the region |
| **Contextual factors/Assumptions** | | | |
| ⬩Content of course and teachers/teaching method adequate  ⬩Participants in the course have the right profile to generate change  ⬩Favourable institutional environment to take forward learning and initiate relevant actions | | | |

# Annex 5 - The NewGen Asia Mentoring Young Leaders Programme

*Note: The programme documentation does not indicate an explicit theory of change for this mentoring programme. This should be further developed by the evaluation team in the inception report.*

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| --- | --- | --- | --- |
| **indicative Theory of change for the NewGen Asia Mentoring Young Leaders Programme (TO BE VERIFIED BY THE EVALUATION TEAM)** | | | |
| **Inputs 🡺** | **Outputs 🡺** | **Outcomes 🡺** | **Impacts** |
| ⬩ Cost for development and implementation of programme | ⬩ YKP leaders have the opportunity to work on their personal leadership strengths with the support of mentors | ⬩ Participants use leadership skills effectively while participating in advocacy efforts, public speaking  ⬩ Formation of a new generation of change agents for the AIDS response in the region | ⬩ Enhanced HIV prevention among YKP in the region |
| **Contextual factors/Assumptions** | | | |
| ⬩Participants in the mentoring programme have the right profile and attitude to generate change  ⬩Favourable institutional environment to take forward learning and initiate relevant actions | | | |

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**3. PROGRAMME OF WORK**

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3.3. Management and logistic support

3.4. Calendar of work

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**ANNEXES**

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2. Evaluation matrix (detailing criteria, main questions, subsidiary questions, what to look for, data sources, data collection methods)

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5. Interview checklists/protocols

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7. Detailed responsibilities of evaluation team members

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10. Project list

11. Project mapping

12. Detailed work plan

# Annex 7: Key parameters in submitting a bid

In submitting technical and financial proposals, consultancy firms should take into account the following expectations:

1. **Inception phase**

* **Desk review/scanning exercise** – As mentioned in Section 6 of the terms of reference, a critical exercise in launching the evaluation will be to conduct a scan of the various capacity development initiatives that were launched by the IATT on YKP during 2010-2014. This scan will assist in (i) determining the availability of data on which to base the evaluation, (ii) obtaining a better understanding of the various capacity development initiatives and their implicit theory of change, and (iii) defining a sampling methodology for the case studies. Due to the number of partners in the IATT on YKP and the range of capacity development initiatives, a large number of documents and reports (published and unpublished) may need to be collected, reviewed and analysed. The key sources of information for this initial scanning exercise will comprise programme/project documents, results frameworks, monitoring and financial reports, evaluations.
* **Short inception visits to three countries of the Asia-Pacific region – Nepal, Thailand and Indonesia.** The purpose of the mission to Nepal is to provide an opportunity for the Evaluation Team Leader to consult with the UNICEF Regional Team (Evaluation Regional Adviser/Coordinator and Regional Adviser for HIV&AIDS) and ensure the evaluation firm and UNICEF share the same understanding about the evaluation and clarify any misunderstanding at the outset, before proposing the evaluation design and method in the inception report. It will also provide an opportunity to the Evaluation Team Leader to meet with policy makers and programmers working for/with YKP as well as to meet with young people belonging to the YKP group. A preliminary visit to Thailand is also proposed since the Secretariat of the IATT on YKP is based in Bangkok and many members of the task team can be met. Bangkok has also hosted many of the courses and launched several initiatives. Indonesia is one country where a significant amount of work has advanced on YKP including the integration of the NewGen curriculum into the national peer education trainings, adaptations of the courses by UNICEF, the development of a NGO that is supporting work on YKP (Fokus Mudah) and significant advocacy work by YouthLEAD focal points. It will be interesting to learn from them how much of the initiatives has or hasn’t been influenced by the IATT on YKP.
* **Preliminary phone discussions with evaluation focal points in other relevant countries (e.g. Philippines, Laos PDR, Vietnam, Cambodia, India).** Phone-based discussions will contribute to devising criteria for the selection of possible country-based case studies.
* **Preparation for the inception report.** This is a critical evaluation milestone. It is the output of the detailed desk review/portfolio scan, initial inception missions and consultations, submitted with a detailed methodology including the theory of change, evaluation matrix, and the timeframe for each proposed data collection method. The report will be presented by the Evaluation Team to the Evaluation Management Team, Internal Reference Group and External Advisory Panel for review and feedback, before the evaluative phase is launched.

1. **Data collection phase**

* **Several country-based illustrative ‘horizontal’ case studies** could be conducted to assess in detail the performance of all initiatives in particular country contexts. Some countries have benefited more than others from the whole range of programme activities and would thus lend themselves to analyzing in more detail the contribution of these initiatives to different national approaches in addressing young key populations.
* **Stakeholder-based ‘vertical’ case studies** could be conducted to obtain an understanding of the effect that the initiative has had on different types of participants, e.g. UN staff, government staff of I/NGO staff. This could help in clarifying possible future approaches in delivering such capacity building initiatives, for example through further customization, with a view to strengthening effectiveness and sustainability.

1. **Analysis and report writing**

* **Detailed in Section 6 and 7 of this terms of reference.**

1. For statistical consistency across regions, the United Nations defines adolescents as persons aged between 10 and 19 years, youths as persons aged 15-24. Young people designate anyone between the ages of 10 and 24 years. [↑](#footnote-ref-1)
2. In 2008, the Independent Commission on AIDS in Asia indicated that 95% of all new HIV infections were among YKP. [↑](#footnote-ref-2)
3. The TOR of the IATT on YKP is part of the programme documentation that is available for the preparation of proposals for this evaluation (see annex 1 for the list of programme documentation). [↑](#footnote-ref-3)
4. We nevertheless suggest that the development phase of the courses be part of this evaluation as it laid the foundation for the implementation phase. [↑](#footnote-ref-4)