



Second Independent Evaluation of UNAIDS
Oversight Committee

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FREQUENTLY ASKED QUESTIONS

I. STAKEHOLDER CONSULTATIONS ON PRELIMINARY EVALUATION FINDINGS

1. *What are the objectives of the stakeholder consultations?*

- a. To present evaluation findings and material to be contained in the Final Report for discussion with Stakeholders; and
- b. To provide an opportunity for stakeholders to:
 - i) discuss perceived gaps and priority issues, and comment on preliminary findings;
 - ii) provide ideas on how best to address specific issues and constraints identified by the Evaluation Team.

2. *What does the consultation involve?*

The consultations include solicitation of written comments on a consultation document, and a Stakeholder Workshop.

3. *When will they be held?*

The consultations will take place from May 25-June 12, with distribution of the consultation document. Written comments will be accepted until June 12th. A stakeholder workshop will be held in Geneva on June 3-4, 2009 at the Geneva International Conference Centre (CICG).

4. *Who is organizing the consultations?*

The consultations are being organized by the Oversight Committee for the Second Independent Evaluation of UNAIDS, in conjunction with the Evaluation Team.

5. *Who will be involved in the consultations?*

The Oversight Committee aims to make the consultations as inclusive as possible. Thus, the *Consultation Document* will be widely distributed through UNAIDS mailing lists, and posted on the SIE webpage.

6. Who will be invited to the Stakeholder Workshop on June 3-4?

Of necessity, the Stakeholder Workshop will be limited to between 100-120 participants. It will include a representative cross section of stakeholders, including Member States, Cosponsors, civil society organizations, other UN organizations, and the UNAIDS Secretariat. Invitations to the workshop will be based on the list of participants to the PCB in December 2008, and to the Stakeholder Workshop on the Inception Report in September 2008.

Within limits of space, governments and organizations are invited to send more than one participant to cover topics of interest in the study group sessions.

7. Will funding be provided for participants to the Stakeholder Workshop?

Unfortunately, due to financial constraints, the Oversight Committee can only provide financial support according to the PCB *modus operandi*. This includes 13 Member States, and 5 NGO PCB representatives. The invitation letter indicates whether or not the invitation includes financial support.

8. What documentation will be provided?

The *Consultation Document on Preliminary Evaluation Findings*, prepared by the Evaluation Team, will be a substantive document that previews the draft Evaluation Report. It will include an overview of some key findings in relation to the questions in the Terms of Reference for the Evaluation. The questions are grouped according to the Evaluation Framework outlined in the *Inception Report* in three thematic blocks (How UNAIDS is Responding to the Changing Environment, How UNAIDS works, and How UNAIDS is fulfilling its Mandate), with a separate section on follow-up to the First Five-Year Evaluation.

9. When will the Consultation Document be available?

The document was distributed to stakeholders on May 25th.

10. How many questions are addressed in the Evaluation?

The PCB Terms of Reference included 11 questions. However, several questions contained sub-themes. In preparing the tender for the Evaluation Team, the Oversight Committee set out the sub-themes more distinctly within the questions, and made one of the important sub-themes, "strengthening health systems", a stand-alone question. The Evaluation Team proposed a further division in question d) on Division of Labour, between "operational relationships" (How UNAIDS Works), and "global coordination role" (How UNAIDS is fulfilling its Mandate). Thus, the Evaluation Framework contains 13 questions.

11. What is the agenda for the Stakeholder Workshop?

The Workshop will open at 1:30 on June 3rd and close at 17:30 on June 4th. There will be an opening plenary session with a presentation on evaluation findings by the Evaluation Team. Three study group sessions will be held, one on June 3rd, and two on the morning of June 4th. The Workshop will close with a plenary session reporting on results of the Study Groups, and responses from the Evaluation Team and Oversight Committee.

12. What topics will be included for the study groups at the Workshop and for written comments ?

For each of the three workshop sessions, there will be six study groups dealing with key evaluation findings. The 18 discussion items will be set out in the updated agenda distributed with the *Consultation Document* on May 25th.

Written comments will be solicited on the same topics as the study groups, and any comments received prior to the Workshop will be made available to participants. Written comments will be accepted until June 12, to provide more time for submission, and also to provide workshop participants an opportunity to put their views in writing after the workshop.

13. Who will chair the Study Group sessions at the Workshop?

Each Study Group will be chaired by members of the Oversight Committee, with a technical advisor from the Evaluation Team.

14. Where should written comments be sent?

Written comments should be sent to the Oversight Committee Secretariat (OCS) by email or fax at the coordinates on the letter head (also noted at the end of these questions). The comments will be sent to the Oversight Committee and Evaluation Team, and made available to Workshop participants, if received by June 2.

15. What is the language of the consultations?

The language of the Evaluation is English, in accordance with the PCB decision. There is language capacity in French and Spanish in the Evaluation Team and the Oversight Committee and written comments can be submitted in these languages. At the Workshop, there will be informal opportunities for discussions in other languages with some members of the Evaluation Team and Oversight Committee, but the formal meetings will be in English.

16. How does one find out the results of the consultations?

Full documentation, including the agenda, list of participants, power point presentations from the Evaluation Team, reports from study group rapporteurs, and proceedings in the plenary sessions, will be posted on the SIE website shortly after the Workshop (link provided at the end of these questions). A summary of written comments and any other relevant information will also be posted on the website.

17. Are written comments accepted after June 12th?

Within practical limits, the Evaluation Team will take into account comments received up until the preparation of the draft Final Report in late August.

II. EVALUATION REPORTS AND OVERSIGHT COMMITTEE MONITORING

18. What reports does the Oversight Committee receive from the Evaluation Team?

The Oversight Committee receives the following reports:

- a. The *Inception Report* outlines the workplan for the Evaluation;
- b. *Quarterly Reports* (4) provide information on implementation of the approved workplan;
- c. *Progress Reports* (2) report on emerging findings on evaluation questions. The second Progress Report, due in May 2009, is the basis for the *Consultation Document on Evaluation Findings*;
- d. *Country Summary Reports* (12) provide brief summaries of Evaluation Team visits, drawing on extensive data contained in accompanying Evaluation Framework Tables;
- e. The *Draft Evaluation Report* presents findings, conclusions, and recommendations, based on data collection and stakeholder consultations;
- f. A copy of the *Final Report*, sent directly to the Chair of the PCB;
- g. A short non-technical report for general public communications, to summarize evaluation conclusions and recommendations contained in the Final Evaluation Report.

19. How does the Oversight Committee review the Reports?

The Oversight Committee monitors implementation of the evaluation *workplan* approved in the Inception Report against established milestones through review of the Quarterly Reports.

For monitoring progress on evaluation *findings*, the progress reports and draft Evaluation Report are reviewed according to an assessment framework based on the following criteria:

- are the evaluation questions adequately covered using the methodology designed?;
- is there an indication of priorities or issues to be addressed?;
- is there need for clarification on questions, indicators, terminology or evidence presented?;
- is there sufficient information/data to substantiate the findings?

20. What Reports are made public?

- a. The Oversight Committee makes the 12 Country Summary Reports available to stakeholders to provide insight on the progress and process of the Evaluation. These reports are not stand-alone documents but one part of the evidence used in assessing the performance of UNAIDS overall for the synthesis of findings in the Final Evaluation Report. The Summary Reports will be assembled in a separate volume for information at the end of the Evaluation.
- b. The short summary of the Final Evaluation Report, prepared by the Evaluation Team, will be distributed to the public in Oct/Nov 2009.

21. Who receives the Final Evaluation Report?

The Evaluation Team submits the Final Report directly to the PCB Chair with a copy to the Oversight Committee. The PCB Chair then provides the Report to the Executive Director of UNAIDS. The Executive Director will prepare a response to the Evaluation Report. These reports, plus the report from the Oversight Committee (see 22b), will be discussed at the PCB meeting in December 2009.

22. How does the Oversight Committee report to the PCB on progress?

- a. The Chair of the Oversight Committee presents two progress reports to the PCB in December 2008 and June 2009. In addition, she has written to the PCB Chair after each Oversight Committee meeting to inform on progress and events.

- b. The Oversight Committee has identified critical factors of success for a quality Evaluation, including independence, transparency, impartiality, involvement of stakeholders, good communications with the Secretariat and Cosponsors, and selection of a qualified Evaluation Team. The Oversight Committee will prepare a report on how it has fulfilled its mandate to oversee a quality evaluation report and process based on these principles.
- c. The Oversight Committee Report will be submitted to the PCB Chair, for discussion at the PCB meeting in December 2009, along with the Final Evaluation Report and the UNAIDS Executive Director's Response.

III. INFORMATION

23. *Where can one find more information about the Evaluation?*

The SIE webpage provides full information on the Evaluation, including background documents, Evaluation reports and documents, information letters from the Oversight Committee Chair, biographies of Oversight Committee Members, and Evaluation Milestones: <http://www.unaids.org/en/AboutUNAIDS/IndependantEvaluation/default.asp>

24. *How can one contact the Oversight Committee or the Evaluation Team?*

Contact is through the Oversight Committee Secretariat (OCS) at the coordinates on the letterhead:

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