

Request for proposals - Building the Capacity of civil society to engage in HIV related Monitoring and Evaluation

Context

Effective Monitoring and Evaluation is critical to the development of a robust HIV response at project, programme, national and international levels. UNAIDS is committed to the building of Monitoring and Evaluation (M&E) skills and capacity of partners in the HIV response.

Recognizing the important role played by civil society in planning, policy making, advocacy and implementation of HIV action at all levels. UNAIDS Civil Society Partnerships team (CSP) and Monitoring and Evaluation division (M&E) will support and oversee a consultancy with the following objective:

- To identify the need for, and gaps in, existing technical assistance for civil society engagement in M&E

This is part of a longer collaborative process to enable civil society to:

- Develop effective Monitoring and Evaluation frameworks and capacity for their own work
- Engage meaningfully in national and international M&E processes, such as national reporting on the Declaration of Commitment (UNGASS reporting) and other mechanisms

The UNAIDS CSP team and M&E Division invite proposals for a piece of research to:

- Conduct a literature search, a summary, an initial appraisal and analysis of the need for, and gaps in, existing technical assistance for civil society engagement in M&E
- The initial appraisal should include as a minimum:
 - the development and circulation of a questionnaire
 - identification of key informants for telephone interviews
 - identification of key civil society organizations and networks working on AIDS with expertise in M&E for interviews and questionnaires
 - telephone conference with key organizations and networks
- The proposal should include an indication of the proposed methodology for conducting the assessment and analysis, for example: initial proposals of key informants- numbers and names of organizations/individuals to be contacted, methods to ensure that country, regional and global documents, toolkits and experiences are captured, framework for quality analysis of toolkits
- The successful consultant should work in close collaboration with UNAIDS CSP and M&E Division staff to develop methodology and throughout the process

Deliverables

- A comprehensive list of existing documents, guidelines and toolkits relating to civil society engagement in HIV related M&E
- A concise summary/description in table format of these tools including author, audience, content, strengths/weaknesses etc
- A comprehensive list of organizations and individuals with expertise in providing technical support to civil society organizations in M&E
- A discussion paper (no more than 10 pages) using qualitative rapid assessment techniques including a brief analysis of the needs and difficulties encountered by civil society in:
 - Developing effective Monitoring and Evaluation frameworks and capacity for their own work
 - Engaging meaningfully in national and international M&E processes, such as national reporting on the Declaration of Commitment (UNGASS reporting)
- Assess the available evidence and provide recommendations on next steps and responses to the needs identified

Proposals should include a complete budget- including daily rate, number of days (approximately 10-15) and should be received by the UNAIDS Secretariat by close of business 28th November 2008. Proposals should be submitted to Sally Smith, smiths@unaids.org and Matthew Warner-Smith, warnersmith@unaids.org