



Psychosocial Wellbeing For All Children

Regional Psychosocial Support Initiative

Terms of Reference

for

Mid-term Review/Evaluation

2009

REPSSI is registered as a Non Profit Organisation under Section 21 of the South African Companies Act
Enterprise Number: 2005/004648/0

372 Oak Ave, Atlas Office Park, Randburg, South Africa.

Contact Person: - butichi@repssi.org

1. Introduction

1.1. Background

The Regional Psychosocial Support Initiative (REPSSI) was originally conceived in 2001 as a regional initiative to scale up psychosocial care and support (PSS) for children affected by AIDS. The initiative was spearheaded by a diverse group of practitioners ranging from children, youth, managers and academics from institutions that were willing to respond to the orphan and vulnerable children crisis.

The initiative was formally launched in May 2002 as a project to improve and scale up psychosocial support for children affected by AIDS in the East and Southern African Region with financial support from three major donors – the Swiss Agency for Development Cooperation (SDC), the Novartis Foundation for Sustainable Development (NFSD) and the Swedish International Development Agency (Sida).

On completion of the first phase of the project at the end of 2006, a subsequent 5 year phase (i.e. 2007 to 2011) initiative commenced and saw the inclusion of children affected by poverty and conflict in the strategic agenda of the initiative. The strategy has been developed to address the negative effects coursed by the triple crisis of HIV and AIDS, conflict and poverty on the children by anchoring it to the psychosocial theme.

1.2. REPSSI Vision

All children affected by HIV and AIDS, conflict and poverty benefit from stable, affectionate care and support

1.3. REPSSI Mission

REPSSI exists to provide leadership, quality technical assistance and knowledge in psychosocial care and support for children and youth in communities affected by HIV and AIDS, conflict and poverty.

1.4. Programme Description

REPSSI is a regional non-profit organisation that provides technical assistance in psychosocial care and support to partner organizations involved in child care and support in thirteen (13) countries in East and Southern Africa (ESA). The countries include Angola, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

REPSSI is currently implementing a 5 year phase programme initiated in 2007 which comes to completion end of 2011. The programme is implemented in the ESA region and managed through REPSSI's sub-regional offices in Tanzania, Zimbabwe, South Africa and Zambia. These are headed by sub-regional managers who report through the head of partnerships development department to the secretariat at the head office in Randburg, South Africa.

1.5. Programme Expected Goal

The overall goal of REPSSI is to provide technical support to partner organisations in psychosocial care and support. This aims at contributing to mitigating the psychosocial impact of HIV and AIDS, poverty and conflict among affected children in ESA region. The programme aims at ensuring that at least 5 million children have access to psychosocial care and support by 2011.

In order to meet the above goal, REPSSI identified the following four strategic:

1. To develop knowledge in the application of psychosocial care and support;
2. To facilitate knowledge, skills and information exchange on psychosocial care and support;
3. To strengthen the capacity of governments, civil society and other institutions to respond to the psychosocial needs of children affected by HIV and AIDS, poverty and conflict; and
4. To strengthen the monitoring and evaluation systems of REPSSI and partners.

The strategy designed to implement the four strategic objectives is well captured in the REPSSI strategic implementation plan 2007 – 2011 (SIP).

2. Objective for Review

The overall objective of the assignment is to provide REPSSI and its consortium of International Cooperating Partners (ICPs) as well as programme partners with professional findings and recommendations that take account of the effectiveness and preliminary impact of the programme by assessing the implementation methodology and the extent to which results have been achieved to date and the delivery for future programme plans.

3. Key areas for Review

- To what extent and in what manner are objectives of the SIP been achieved as a result of the programme implementation;
- To review the effectiveness of the methodology used in knowledge development and knowledge management in REPSSI.
- To review the effectiveness of the methodology used in mainstreaming PSS in partner organisations (i.e. focusing broadly on the existing scale-up strategy's relevance, effectiveness and impact);
- Assess how REPSSI support has contributed to partner's increased capacity in providing quality psychosocial support and demonstrate increased PSS competency (i.e. network partners in selected partners' programme implementation sites);
- Assess the resultant impact of the programme to the end beneficiary (child) as envisaged in the implementation plan and test the monitoring systems in place;
- Examine the extent to which REPSSI has played a pivotal role in ESA region in increasing awareness and commitment for PSS programming in OVC programme practices and policy;
- Identify key areas for improvement so as to increase scale-up as well as quality of PSS to the children affected by the triple crisis in the region;

4. Focus of Work and Key Questions

The Consultant will:

- Review programme documents and any other source of information that would provide the required information to follow through with the assignment; Key reference documents are:
 - I. Strategic Implementation Plan (SIP 2007-11);
 - II. Mid-Term review report (HSRC) and NEDICO reports
 - III. SAD preliminary report
 - IV. Monitoring Evaluation and Research Manual (MER Manual);
 - V. Memorandum of understanding and the Capacity Building Plans with various REPSSI partners (MoU);

- VI. Programme processes and protocol of implementing work (i.e. The MIL);
 - VII. Regular narrative reports produced by REPSSI;
 - VIII. Documents produced by REPSSI, including publications, PSS tools and approaches etc;
 - IX. All other documents produced during the contract period by REPSSI, its partners and relevant policy documents;
 - X. Documentation from other source which the evaluators find relevant and useful.
- More specifically, the evaluation is to focus on, but not be limited to reporting on progress in achieving results relating to project outputs and outcomes as follows:
- i. Is the programme resulting in partner organizations, civil societies and governments being better positioned and equipped to champion PSS issues and incorporate PSS intervention in children programmes?
 - ii. To what extent have partnerships mainstreamed PSS in their individual programmes?
 - iii. Has there been an increase in the participation of partner organizations and civil societies in championing PSS in influential circles i.e. regional bodies like SADC, East Africa Community (EAC)?
 - iv. To what extent has elements of the capacity development processes resulted in mainstreaming PSS in network partnerships?
- The review is to include site visits to partner organizations in any of the 13 countries in ESA region.
- Identify the degree to which programme results have been achieved;
- Assess how REPSSI support has contributed to partner's increased capacity in providing quality psychosocial support and increased PSS competency;
- Consider the programme's sustainability and assess whether results of REPSSI PSS technical support to partner can be sustained and replicated at partner level, over time beyond REPSSI's existence;
- Assess performance in terms of the relevance of results, sustainability, shared responsibility and accountability, appropriateness of design, resource allocation, and informed and timely action;
- Prepare and agree in collaboration with REPSSI on review/evaluation instruments that would enhance the effectiveness and efficiency for gathering information in the field.
- Finalize and agree in collaboration with REPSSI on the work plan for the mid-term review.

5. Approach to the Review/Evaluation

5.1. Ethical Considerations

The review will be carried out in conformity with professional ethics, international standards and practices of evaluation expertise and, an in-depth knowledge of the multi-disciplinary community development projects and regional context of PSS in programme implementation and the adherence to the contractual obligations as guided by the service contract.

5.2. Proposal Content

The consultant will prepare a review/evaluation proposal which will operationalize and direct the review exercise. The proposal will describe how the review is to be carried out, bringing refinements, specificity and elaboration to these terms of reference. This will be reviewed by a panel of expertise together with Head of MER department who will make adjudication. The review proposal will act as an addendum to the service level agreement.

The review proposal will address the following elements with clarity and greater understanding:

- Overview of Programme
- Expectations of review

- Review/Evaluation Methodology (*Review of project documentation, Field visits and interviews, Collection of data and Data analysis etc*)
- Review/Evaluation Framework
- Information Collection and Analysis
- Work Scheduling
- Roles, Responsibilities and profile of lead evaluators
- Reporting

6. Deliverables

Deliverables are to be prepared in English only as the official language; Submitted to REPSSI electronically via e-mail and/or on CD disc in both MS Word and PTF format.

6.1. Draft Evaluation Work Plan

A draft evaluation work plan is to be submitted within one (1) week of commencing the assignment as per the contract.

6.2. Evaluation Work Plan

Within one (1) week of receiving REPSSI's comments on the draft work-plan, the Consultant will produce a final evaluation work-plan.

6.3. Draft review/evaluation instruments

The Consultant will submit a draft review/evaluation instruments for review by REPSSI within four (4) weeks of commencing the assignment as per the contract.

6.4. Review/evaluation instruments

Within one (1) week of receiving REPSSI's comments on the draft review/evaluation instruments, the Consultant will produce a final review/evaluation instruments.

6.5. 1st Draft Review/Evaluation Report

The Consultant will submit the 1st draft evaluation report for review by REPSSI within the eleventh (11) weeks of commencing the assignment as per the contract.

6.6. 2nd Draft Review/Evaluation Report

Within one (1) week of receiving REPSSI's comments on the draft review/evaluation report, the Consultant will produce a 2nd Draft Review/Evaluation.

6.7. Evaluation Report

Within one (1) weeks of receiving REPSSI's comments on the 2nd draft review/evaluation report, the Consultant will submit 3 hardcopies each of a final evaluation report including an evaluation abstract/executive summary. The Consultant will prepare an evaluation report that describes the evaluation and puts forward the evaluator's findings, recommendations and lessons learned. The presentation of results is to be intrinsically linked to the review/evaluation issues, establishing a flow of logic development derived from the information collected. Evaluation results are to bring a focus factors set out in the terms of reference. The consultant is expected to prepare a presentation of the findings to the stakeholders (i.e. REPSSI and the ICP).

7. Time frame

The mid-term review will commence no later than 15th of July 2009 and completed within a maximum of 74 days (i.e. 28th October 2009).

8. Evaluators competence

The evaluation will be carried out by a team of senior professional evaluator(s) who will lead the review and they are expected to be:

- A reliable and effective evaluating team with extensive experience in conducting evaluations and a proven record delivering professional results (*Providing personal profile and of the work undertaken with other organizations in brief*).
- Fully acquainted with results-based management orientation and practices
- A clear understanding of psychosocial issues and community development agenda in the Eastern and South African countries.
- Experienced in the region
- Fluent in English.

9. Cost Projection

A comprehensive budget break-down is to be provided clearly projecting the cost for individual professionals and staff to be involved in the study to mention a few. The basis for payment and payment scheduling will be determined during contract negotiations. The contract Fee will include all statutory TAX and any TAXES/LEVIES as it may apply.

10. Proposal Submission and Correspondence

Proposals for this assignment should be submitted before the end of business on 26th June 2009 and each should NOT exceed ten (10) pages. Electronic proposals/bids or inquiries should be mailed to:

Mr. Benson K. Butichi,
HoD MER,
REPSSI,
Off. Tel: - +27 11 998 5820
Cell No: - +27 82 563 7452
Email: - butichi@repssi.org.