



Mildmay Uganda Epidemic Control Project.

Terms of Reference for Conducting the End-Term Evaluation

Ref: SVCS/2023/2024/001

1. Background

Mildmay Uganda (MUg) is a faith-based, non-governmental organization specializing in the provision of comprehensive HIV/TB prevention, care, and treatment services for people living with HIV. MUg was established in 1998 as a Centre of Excellence (COE) for the delivery of comprehensive pediatric and adult HIV care and health worker training. The organization's headquarters are based in Lweza, Wakiso district. MUg has since evolved to become a technical support organization focusing on strengthening health systems to deliver comprehensive, HIV/TB services using a family-centered approach. MUg currently receives funding from PEPFAR/Uganda through the U.S. Centers for Disease Control and Prevention (CDC) to support the provision of comprehensive HIV/TB care, Treatment, and Support Services at the Mildmay COE and across the supported districts.

Through funding from the Centers for Disease Control and Prevention (CDC), Mildmay Uganda is implementing a program entitled "Accelerating Epidemic Control in Mubende Region in the Republic of Uganda under the President's Emergency Plan for AIDS Relief (PEPFAR)" a total Project Period Length of 6 year(s). The project has been running since April 2017, in eight (8) districts in the central region of Uganda (Luweero, Nakaseke, Nakasongola, Mityana, Mubende, Kiboga, Kassanda & Kyankwanzi). MUg is delivering this project through 142 facilities, spread across a regional referral hospital, district hospitals, Health Centre IVs, III, and IIs.

This project is intended to deliver the following objectives.

Objective 1: To accelerate HIV epidemic control using efficient and effective HIV prevention, care, and treatment service delivery models at the facility and community level in Mubende region.

Objective 2: To strengthen the capacity of District Health Systems in Mubende region to attain the MoH minimum performance standards and effectively lead the HIV response through evidence-based planning, coordination, and performance monitoring for sustainable epidemic control.

2. Purpose of the End-Term Evaluation

This End Term Evaluation will provide an overview of the project's performance both in terms of management and implementation. It will assess the relevance of Mildmay Uganda (MUg) interventions in the region and establish the extent to which plans have been achieved.

Specific Objectives:

- i. **PERFORMANCE ASSESSMENT:** To assess the project's achievements on the various sub-national level beneficiaries in terms of effectiveness, relevance, efficiency, and sustainability of accelerating epidemic control interventions.
- ii. **LESSONS LEARNED:** To generate significant change stories from the



implementation of the project's activities and the outcomes achieved that will be useful for similar projects in the future for the same sector and scientific documentation.

- iii. **SUSTAINABILITY:** To develop specific recommendations for major stakeholder groups anchored on the conclusions to promote sustainability and long-term impact on the beneficiary communities.

3. Scope of work

This evaluation will cover HIV&TB service provision among 142 supported public & PNFP ART health facilities distributed within the 8 Central Uganda Districts. The focus will be evaluating the outcome of accelerating epidemic control project efforts towards improving the quality-of-service provision in HIV&AIDS Prevention, Care & Treatment, Prevention of Mother-To-Child Transmission (PMTCT), DREAMS Initiative, and Orphans & Other Vulnerable Children (OVC) support:

1. Develop an inception report outlining the evaluation study objectives, study design, and tools to be used (15-20 pages without annexes) for the end-term evaluations of the Mubende epidemic control mechanisms.
2. Design data collection tools including SOPs (standard operating procedures and data extraction tools).
3. Collect, clean, securely store, and analyze data to derive meaningful insights and trends.
4. Present preliminary findings and write evaluation reports in accordance with the stipulated guidelines laid out in the PEPFAR Evaluation Standards of Practice (ESoP) <https://data.pepfar.gov/evaluations#:~:text=The%20PEPFAR%20Evaluation%20Standards%20of,The%20current%20version%2C%20ESoP%20v3.>
5. Disseminate study findings to a wide range of stakeholders.

In the delivery of OVC and DREAMS initiative services, Mildmay actively partners with CBOs linked to Mug-supported health facilities. Over the last six years, MUg has provided technical support for strengthening HMIS, Laboratory, Pharmacy, Supply chain management, Quality Improvement, and District leadership and governance for health systems strengthening.

4. Methodology

The consultant is required to propose the best feasible methodology for the implementation of the end-of-project evaluation. The consultant should demonstrate how they interpret the work and how the evaluation shall adopt the six OECD DAC Network criteria including relevance, coherence, effectiveness, efficiency, impact, and sustainability to the final report presentation.

5. Deliverables

The successful firm will be expected to deliver the following outputs.

- i. Inception report with clear design and approach to execute the assignment.
- ii. Draft evaluation report with the quantitative and qualitative components of the study
- iii. Final evaluation report as per PEPFAR ESoP guidelines.



- iv. PowerPoint presentations to disseminate evaluation results to stakeholders.
- v. Impact brief (5-8 pages) summarizing the main findings and key learning points.

6. Reporting mechanism

The evaluation is intended to take 25 days commencing September to December 2023. The Consultant firm will be supervised by Mildmay Uganda but will work with the Monitoring and Evaluation Technical Support (METS) team and the Ministry of Health (MOH) team as partners.

7. Timelines

Activity	Timeline
Submission of Evaluation bid (Technical & Financial Proposal)	10 th August 2023
Submission of Inception Report	28 th August 2023
Evaluation Period	1 st September to 17 th November 2023
Submission of draft Evaluation Report with data collection tools and consent forms (should comprise all outputs agreed upon with Mildmay Uganda)	10 th November 2023
Final Evaluation Report	09 th December 2023

8. Evaluation Criteria for the submitted Bids.

- The proposals will be evaluated according to the following criteria.
- Technical proposal (elaborating understanding of TORs and proposed methodology) (40%) Financial proposal (20%)
- Proposed personnel for the assignment (experience of consultants related to the evaluation of a similar project and overall balance and complementarity of the team (20%)
- Demonstrated experience with contactable references in the evaluation of complex capacity building and similar health policy and systems-related interventions (20%)
- Other administrative criterion shall include:
 - Administrative legal documents.
 - Preliminary evaluation to determine eligibility (as described above) and administrative compliance with this Invitation to Bid.
 - Evidence of experience in this field (number of years in service, clients served, types of evaluations conducted, etc.)
 - Organizational governance and management structure, staff members, and staff to be assigned to this project with their qualifications and experience.

9. Facilities, Services, and Resources

The consultant shall develop a budget with a justification line for the costs in line with



the proposed methodology. The budget shall be in Uganda shillings comprising professional fees, reimbursable, and all applied taxes in Uganda sections. Companies only shall be considered for this bidding.

Mildmay Uganda will provide office space at the main site in Lweza to be used as and when necessary for the evaluation team to be on site. The Consultants will be expected to meet all other costs of facilitation (i.e. computers, transport, internet access, transport, etc) beyond technical support from MUG management and staff.

10. Applications

We invite interested firms to submit the following application documents:

- i. Expression of interest addressing track record and selection criteria.
- ii. Technical proposal (max 15 pages of A4) for the End of Project Evaluation including
 - Past experience on similar projects
 - Data collection methodology
 - Work plan
 - How the consultant(s) meet the selection criteria.
 - Demonstration of a proper understanding of the ToR.
 - Financial proposal
- iii. Proposed team of consultants with CV(s) who will be assigned to conduct the work with a GCP certificate/HSP Certificate
- iv. Examples of and/or links to previous or similar pieces of work or publications.
- v. The names of the previous client(s) to contact for references.

An online submission shall be made for this bidding exercise and hard copies shall not be accepted. A complete PDF soft copy proposal shall be submitted with scanned documents with an application letter. The body of the email should be referenced to "Endline Evaluation proposal **Ref: SVCS/2023/2024/001**". Well-labeled documents should be zipped before submission to email: supplychain@mildmay.or.ug. At the initial review, an incomplete proposal shall not be considered for the next reviewing process on failure at the administrative stages. Conversing for anything is prohibited at Mildmay Uganda and this shall lead to disqualification of your proposal.

The deadline for applications is **10th August 2023**