



Independent observer  
of the Global Fund

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**CONSULTANCY**  
**Terms of Reference (TOR)**

**Terms of Reference (TOR) for Evaluating a Project to Improve The  
Capacity of Supreme Audit Institutions in Auditing Public Health  
Programs Funded by Global Fund and Gavi-Funded in 7 African  
Countries**

**1. Background and context of the project**

AIDSPAN, ([www.aidspace.org](http://www.aidspace.org)), is implementing the third phase of a project titled '**Enhancing the capacity of Supreme Audit Institutions (SAIs) to perform finance, compliance, and programmatic audit of Global Health Initiatives (GHIs) supported programs.**' The project aims to enhance the capacity of **seven SAIs in the Democratic Republic of Congo (DRC), Malawi, Mozambique, Nigeria, Tanzania, Uganda, and Zimbabwe.** The goal is to improve the knowledge and practices of SAIs to increase accountability of government-managed programs supported by the Global Fund and GAVI, consequently improving the performance of programs. The capacity-strengthening initiatives also included internal auditors of state recipients of Global Fund and Gavi grants.

The project's first phase occurred between 2018 and 2020, when Aidspace trained eight sub-Saharan African SAIs to conduct financial and programmatic audits of Global Fund grants. These SAIs were from **Burkina Faso, Ghana, Kenya, Liberia, Malawi, Rwanda, Sierra Leone, and Togo.** The initiative was scaled up in the second phase in 2021 to train five additional SAIs from **Ethiopia, Lesotho, Namibia, Nigeria, and South Africa.** In addition, SAIs of **Kenya and Malawi** were retrained.

An evaluation of this project is required to assess its relevance, coherence, effectiveness, efficiency, impact, and sustainability.

**2. Objectives**

The primary goal of this consultancy is to conduct a comprehensive assessment of the capacity-building project for SAIs in the specified countries. The evaluation will analyze the project's accomplishments, pinpoint its advantages and drawbacks, and suggest ways for enhancement.

**3. Scope of work**

The consultant will be responsible for the following tasks:

- a. Review of Project Documentation:

- Study the project proposal, implementation plan, and related documents.
  - Understand the project goals, activities, and intended outcomes.
  - Familiarize with the monitoring and evaluation framework.
- b. Evaluation Design:
- Develop an evaluation framework and methodology.
  - Determine appropriate data collection methods, including interviews, surveys, and document analysis.
  - Identify key performance indicators and evaluation criteria.
- c. Data Collection:
- Conduct interviews with project stakeholders, including SAIs, government officials, trainers, and other beneficiaries.
  - Administer surveys to SAIs and other relevant personnel.
  - Collect and analyze project-related documents, reports, and statistics.
  - Visit project sites where possible to observe activities and gather qualitative data.
- d. Data Analysis:
- Analyze the collected data using appropriate qualitative and quantitative methods.
  - Identify key findings, trends, and patterns.
  - Assess the project's effectiveness toward its objectives.
  - Evaluate the effectiveness and impact of the various capacity-building activities.
- e. Reporting:
- Prepare a comprehensive evaluation report that includes the findings, conclusions, and recommendations.
  - Present the evaluation report to relevant stakeholders.
  - Provide a summary report highlighting the key findings and recommendations.

#### **4. Expected deliverables**

The consultant shall deliver the following:

- a. Inception Report:
- Outline the evaluation approach, methodology, and work plan.
  - Provide a detailed schedule of activities and timelines.
  - Submit the report for review and approval.
- b. Draft Evaluation Report:
- Include an executive summary, evaluation methodology, findings, conclusions, and recommendations.
  - Ensure clarity, coherence, and logical structure.
  - Incorporate feedback and comments received during the review process.
- c. Final Evaluation Report:
- Revise and finalize the evaluation report based on feedback received.
  - Address any additional comments or recommendations.
  - Present the final report in a professional format.
- d. Summary Report:

- Prepare a concise summary report highlighting the key findings and recommendations.
- Tailor the summary report for various stakeholders, including policymakers and project implementers.

## 5. Timelines

The consultancy is expected to be completed within 25 days. The timeline should include:

Activity	Deliverable	Time allocated
Evaluation design, methodology, and detailed work plan.	Inception report	2 days
Inception meeting and initial briefing		
Documents review and stakeholder consultations	Draft report	20 days
Field visits		
Data analysis, debriefing, and presentation of draft Evaluation Report		
Validation workshop		
Finalization of Evaluation report incorporating additions and comments provided by all stakeholders and submission to Aidspace.	Final evaluation report	3 days

## 6. Expertise and qualifications required:

The consultant(s) should possess the following qualifications and expertise:

- Extensive experience in program evaluation, particularly in health sector accountability.
- Knowledge of capacity-building initiatives and training for auditors.
- Strong research and analytical skills, including both qualitative and quantitative methods.
- Familiarity with the context of national health systems and national audit arrangements of the Democratic Republic of Congo, Malawi, Mozambique, Nigeria, Tanzania, Uganda, and Zimbabwe.
- Excellent communication skills, both written and verbal.
- Ability to work independently and meet deadlines.
- Fluency in English (additional languages spoken in the target countries would be advantageous).
- In order to ensure the objectivity of the evaluation, those who have been engaged in achieving the project's goals are not eligible to apply.

## 7. Management arrangements:

The consultant will report to the review panel composed of the Aidspace Executive Director and representatives from the Policy department. The panel will provide technical guidance on evaluation and ensure independence of the evaluation process, and that policy is followed. Regular communication and coordination with the project team will be required throughout the evaluation process.

**8. Budget and Payment:**

The budget for the consultancy will be determined based on the consultant's proposal, considering the required activities, level of effort, and anticipated expenses. The consultant will share the financial bid together with the technical experience when submitting the proposal. The consultant and the project team will agree on the payment terms and schedule.

**9. Intellectual Property:**

All data, information, and reports generated as part of the consultancy will be the property of Aidspace. The consultant shall not use or disclose any confidential information obtained during the evaluation process without prior written consent.

**10. Proposal Submission:**

Candidates should apply by presenting the following documents:

- a. CV indicating all experience from similar projects, as well as the candidate's contact details (email and telephone number) and at least three (3) professional references.
- b. Brief description of why the consultant considers themselves the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- c. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Interested and eligible consultants or consulting firms should submit their proposals to [info@aidspace.org](mailto:info@aidspace.org) and copy [ida.hakizinka@aidspace.org](mailto:ida.hakizinka@aidspace.org) and [maryline.mireku@aidspace.org](mailto:maryline.mireku@aidspace.org) by end of June 2023.