**APMG Health for The Global Fund:**

**Evaluation of HIV, TB, and Malaria Programs in Focused Countries**

**Scope of Work: Field-Based Local Team Member (Technical)**

**Level of Effort: up to 15 days total**

**Background**

A Field-Based Focused Country Evaluation includes all relevant components in the national disease program, with an emphasis on Global Fund investments. It includes initial data capture and evaluation planning, as well as an 11-day field visit, utilizing international and local experts.

The evaluation is based on a tailored Evaluation Protocol includes adapted methodology for each evaluation, with a mix of methods to meet evaluation needs within the resources available. The expected range of methods to be used may include, but is not limited to, the following:

* Participatory stakeholder workshops
* Key informant interviews
* Focus group discussions
* Site visit observations

Additionally, the evaluation is guided by an Evaluation Planning Tool, which describes methods to be used, in what scope/number and for what purpose, aligned with identified priorities from the Evaluation Protocol. The evaluation plan is aligned with the financial and human resources allocated for the evaluations (to be discussed at the beginning of the evaluation).

The evaluation is to be carried out by a team of three to five international and local consultants, which includes a Team Lead, possibly a second international expert, when needed, and two to three local consultants.

**Responsibilities**

* ***Review and understand key evaluation documents:*** Consultant will read and understand all key evaluation documents and direct any questions or concerns to the Team Lead. Documents may include:
  + Project Overview
  + Evaluation Protocol
  + Evaluation Planning Tool
  + Field Manual
  + Invoicing Bundle
  + APMG Travel Policy
* ***Prepare for evaluation:*** In preparation for the evaluation, the consultant will work with APMG Logistics Coordinator, APMG Project Management, and the Team Lead to:
  + Support international consultants in understanding the specific context of the country.
  + Ensure that the Evaluation Team has access to preliminary information and is interpreting this information correctly.
  + Collect pre-evaluation data in-country as requested and discussed by Team Lead (to include, but not limited to, HMIS data).
  + Work with in-country stakeholders and international team members to develop the agenda for the field visit and assist in arranging meetings, focus group discussions, and site visits
  + Collaborate with the local logistics consultant as needed.
* ***Participate in the evaluation:*** The consultant will participate in the evaluation, with the support of the Evaluation Team. During the evaluation, consultants are expected to:
  + Adhere to all policies laid out in the APMG Travel Policy.
  + Complete all procedures as detailed in the Field Manual.
* ***Participate in development of draft evaluation report:*** After completion of the evaluation, the consultant may be asked to provide inputs to the Evaluation Report to assist in clarifying data, sources or references. This will be under the discretion of the Team Lead.

**Level of Effort (LOE)**

|  |  |
| --- | --- |
| Prepare for Field-Based Evaluation | Up to 2 Days |
| Field Visit | Up to 11 Days |
| Contribute to Final Evaluation Report | Up to 2 days |
| ***TOTAL*** | **Up to 15 Days** |

**Invoicing**

The consultant is eligible to bill for 75% of days contracted (up to 12 days) upon completion of the evaluation, and the submission and reconciliation of all evaluation-related receipts, expense reports, and other travel documentation. The consultant is eligible to bill for the remaining 25% of days contracted (up to 3 days) upon the Team Lead’s submission of the Evaluation Report to the Global Fund. **Per contract, no additional days outside of the agreed upon LOE as expressed above may be billed, and any additional time needed must be discussed with APMG Project Management *before* conducting the work. Additional days are not guaranteed - it is expected that this work can be completed within the contracted 15 days.**

For any questions or issues that arise, please email the APMG Project Management: Haley Falkenberry (haley@apmghealth.com).