End-of- Programme Evaluation of EC-UN Women's "Supporting Gender Equality in the Context of HIV/AIDS"

Final Report
Volume II

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UNIVERSALIA

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Appendix I Terms of Reference

FINAL EVALUATION

SUPPORTING GENDER EQUALITY IN THE CONTEXT OF HIV AND AIDS

1. BACKGROUND

Gender inequality and persistent violations of women's human rights continues to be a key driver of the epidemic. It fuels an increase in infection rates, and reduces the ability of women and girls to cope with the epidemic. Often, women have less information about HIV and fewer resources to take preventive measures. Today, women represent nearly 54 percent of the people living with HIV globally[1], and young women account for 60 percent of new infections.[2] In some regions, the statistics paint a starker picture which show that the spread and impact of HIV and AIDS disproportionately affects women and adolescent girls who are socially, culturally, biologically and economically more vulnerable. In Sub-Saharan Africa, women and girls account for 58 percent of Africans living with HIV, and young women aged 15-24 are at least eight times more likely than men to be HIV-positive.[3] Alongside Sub-Saharan Africa, the Caribbean is the only other region where women and girls outnumber men and boys living with HIV; in 2009, an estimated 53 percent of people living with HIV/AIDS were women.[4] In Asia, women too are accounting for a growing proportion of HIV infections overall, up from 21 percent in 1990 to 35 percent in 2009.[5]

While international consensus and commitment has increasingly acknowledged the centrality of gender equality to the HIV response since 2001,[6] significant gaps remain in policy, programmatic and budgetary responses to the needs and rights of women.[7]

PROGRAMME DESCRIPTION

Supporting Gender Equality in the Context of HIV and AIDS is a joint management programme by the European Commission (EC) and UN Women, with a total budget of €2,450,353.[8] The overall objective of the programme seeks to ensure that gender equality and human rights are integrated into key policies, programmes, actions and budgets to address HIV/AIDS at the national level. Implemented in

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[1] UNAIDS Source: Core Epidemiology Slides, November 2012.

[2] UNICEF, 2011, *Opportunity in crisis: Preventing HIV from early adolescence to young adulthood,* p. 4.

[3] UNAIDS, 2012, *Report on the Global AIDS Epidemic,* p. 70.

[4] WHO, UNICEF and UNAIDS, 2011, *Global HIV/AIDS Response: Epidemic Update and Health Sector Progress towards Universal Access—Progress Report 2011.*

[5] UNAIDS, 2010, *Report on the Global AIDS Epidemic,* p. 35.

[6] Key global commitments on HIV/AIDS include the 2001 Declaration of Commitment adopted by 189 Member States at the UN Gaeneral Assembly Special Session on HIV/AIDS (UNGASS), which specifically outlines gender equality commitments.   In 2006, at the five year review of the General Assembly Special Session of 2001, States reaffirmed the commitments made in the 2001, and agreed to setting national targets for 2010 on the provision of prevention, care and treatment (with interim targets for 2008). The 2006 Political Declaration on HIV/AIDS[6] also further recognized that gender inequalities and all forms of violence against women increase their vulnerability to HIV/AIDS.

[7] *See UNAIDS, 2012, Together We Will End AIDS, p. 70;* Report of the Secretary General Report, 2012, **United to End AIDS: Achieving the Targets of the 2011 Political Declaration, A/66/757. Refer also to** http://www.whatworksforwomen.org/**.**

[8] Initial duration of implementation period was 36 months.

Cambodia, Jamaica, Kenya, Papua New Guinea (PNG), and Rwanda, the programme's specific, outcome-level objectives are:

1. HIV-positive women's organizations and women affected by HIV/AIDS in 5 selected countries provide leadership for and influence the shaping of policies, programmes, and resource allocations that address the HIV/AIDS epidemic; and,

2. Enhanced national commitment to and action for addressing gender equality in the national AIDS response in 5 selected countries.

Key areas of intervention focused on building the leadership capacity of women living with HIV as well as the capacity of networks of women living with HIV to enable their participation in policy and decision making spaces and holding their governments to account. The programme carried out mappings and assessments of organizations and networks of women living with HIV to identify capacity needs and to prioritize training and other capacity-development interventions to strengthen their organizational, leadership, strategic planning, advocacy and networking skills. The programme also facilitated the identification of priorities and development of a common agenda among women living with HIV (WLHIV).

It also enhanced staff and institutional capacities of National AIDS Coordinating Authorities (NACAs) to integrate gender equality and human rights considerations into policies, programmes and budgets as well as the capacity of other line ministries involved in the multi-sectoral HIV response. In some countries, the programme worked closely with the ministries of gender or women's affairs to strengthen the integration of HIV in their respective policies and programmes. Gender audits, on-going institution-wide trainings, development of training materials and tools, and the placement of Gender Advisors in NACAs formed part of a comprehensive package of capacity development support provided by the programme. The programme also created and/or expanded the space for policy dialogue, consultation and advocacy between networks of women living with HIV and NACAs through high level dialogues and the inclusion of women living with HIV and their networks in global, regional and national processes and served to strengthen the linkages and the quality of the relationship of these vital stakeholders.

Primary partners under this programme included the staff of the National AIDS Coordinating Authorities (NACAs), other line ministries, such as ministries of gender or women's affairs (as in the case of some countries), organizations and networks of women living with HIV, as well as HIV/AIDS service organizations, UN Women country and regional offices as well as other UN System partners, especially UNAIDS.

During the course of the programme, UN Women requested two no-cost extensions from the European Commission, which extended the programme implementation period by 15 additional months. The first no-cost extension, submitted in June 2011 and approved in December 2011, was requested to ensure that the there was a full 36 months to implement the Action; given the initial difficulties and delays related to identifying and recruiting Gender Advisors with expertise in both gender and HIV programming in many of the programme countries, lengthy procurement and hiring processes; the need to align programme with the UNAIDS Joint Programme of Support in each country; and developing and validating country implementation plans, which included consultations with wide base of stakeholders to build ownership and commitment. The second no-cost extension was requested and approved in November 2012 seeking an additional three months to enable national partners to finalize specific and strategic planned activities, that were essential for anchoring exit strategies of the Action overall. In part, this additional time was needed because of the delay in receiving the 2nd Instalment from the European Commission as well as scheduling conflicts among key stakeholders towards the end of the year which resulted in the cancellation or the postponement of certain activities.

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Since the start of the programme, **four** important developments at global level have taken place that have strengthened international commitments vis-à-vis gender equality and the AIDS response and that enabled UN Women to strengthen its organizational positioning within the UN System and its position as a global champion of gender equality and women's rights:

In 2010, in an effort to build momentum and translate political commitment into action and resources, UNIFEM (now part of UN Women), as a key partner, worked in close collaboration with UNAIDS to roll out the Agenda for Accelerated Country Action for Women, Girls, Gender Equality and HIV at country level to ensure that national AIDS policies and programmes are responsive to women and girls' needs and rights. Almost eighty countries have developed national action plans on women, girls, gender equality and HIV, or taken other steps to address gender-related drivers of their national epidemic. The Agenda for Women and Girls addresses three key issues: (a) knowing, understanding, and responding to the particular and various effects of the HIV epidemic on women and girls; (b) translating political commitments into scaled-up action to address the rights and needs of women and girls in the context of HIV; and (c) championing leadership for an enabling environment for the fulfillment of women's and girls' human rights and their empowerment, in the context of HIV.[9] It has been launched in 90 countries.[10]

Second, in 2011, the UN Entity for Gender Equality and Empowerment (UN-Women) was established.[11] UN Women joins together four agencies focused on the advancement of gender equality and women's empowerment in the UN system. By linking the normative and operational mandates of these agencies, UN Women can ensure that important global standards on gender equality are implemented through concrete actions at country level, and that new policy developments genuinely respond to women's actual needs. UN Women is the lead driver and lead voice advocating for gender equality, in line with national priorities and international norms and policies. It also has the mandate to lead, coordinate and promote the accountability of the UN System in advancing gender equality and empowerment of women. The creation of UN Women has brought greater political urgency, focus and coherence to addressing issues of gender.

Third, and building on its predecessors[12], the 2011 Political Declaration, "Intensifying Our Efforts to Eliminate HIV/AIDS" strengthened the international community's resolve to eliminate gender inequality, gender-based abuse and violence, and to increase the capacity of women and adolescent girls to protect themselves from HIV infection. It also recognized UN Women as a new stakeholder in global efforts to combat HIV, especially in its role of promoting gender equality and the empowerment of women.

Finally, in June 2012, UN Women became the 11th Co-Sponsor of the Joint United Nations Programme on HIV/AIDS (UNAIDS), strengthening its position in inter-agency efforts to promote and ensure that gender equality remains at the center of global and national HIV responses.

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[9] http://www.unaids.org/en/media/unaids/contentassets/documents/unaidspublication/2010/20100226_jc1794_agenda_for_accelerated_country_action_en.pdf

[10] National launches aimed to raise awareness and accelerate action on the issue of women, girls, gender equality and HIV. It brought together high level stakeholders from diverse constituencies, including government representatives, networks of women living with HIV, civil society, development partners and the UN system to discuss operationalization of the Agenda as adapted to the national context.

[11] UN Women brings together: UN Development Fund for Women (UNIFEM), Division for the Advancement of Women (DAW), Office of the Special Adviser on Gender Issues and the Advancement of Women (OSAGI), and UN International Research and Training Institute for the Advancement of Women (UN-INSTRAW).

[12] Previous key global commitments on HIV/AIDS include the 2001 Declaration of Commitment adopted at the UN General Assembly Special Session on HIV/AIDS (UNGASS), which specifically outlines gender equality commitments. In 2006, at the five year review of the General Assembly Special Session of 2001, States reaffirmed the commitments made in the 2001, and, among other things, further recognized that gender inequalities and all forms of violence against women increase their vulnerability to HIV/AIDS.

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2. JUSTIFICATION AND PURPOSE OF EVALUATION

The final, end-of-programme evaluation will be conducted by an independent, external team. It is mandatory, undertaken as agreed with the European Commission (EC) and in line with UN Women's Evaluation Policy. The overall purpose of the Final Evaluation is to assess programmatic progress and challenges at the outcome level, with measurement of the output level achievements and gaps, including to what extent these achievements (or non-achievements) affected outcome-level progress. The final evaluation will examine programme implementation in the five countries as well as global level efforts, particularly in facilitating and supporting the participation of women living with HIV at key global fora and contributing to South-South exchange and the creation of learning.

It will consist of a desk review, country-level visits, in-depth interviews with UN Women staff (at HQ, regional, and country levels), national level partners, including UN System partners, and the EC. The final evaluation will also contribute to results-based management through a participatory approach that documents results achieved, challenges to progress, and programme contributions to the integration of gender equality and human rights into key policies, programmes and actions to address HIV/AIDS in the five programme countries.

In the course of programme implementation, the EC commissioned two Results-Oriented Monitoring (ROM) exercises in October 2010, at the mid-point of the Action, and in June/July 2012.[13] UN Women also undertook an internal mid-term review of the programme between December 2011 – February 2012, which consisted of a programme and operational assessment and a global convening with programme countries, including national partners, to validate findings and recommendations. The Global Convening also provided programme countries and national stakeholders with an opportunity to exchange, share and discuss key achievements and effective approaches. These reviews are important inputs that will support the final evaluation. Recommendations made by the 2nd ROM exercise should be fully integrated in the evaluation process.[14]

Evaluation Objectives: The specific objectives of the final evaluation are to:

a) Analyze the relevance and effectiveness of programmatic strategy and approaches;

b) Validate programme results in terms of achievements (or non-achievement) toward the outcomes and outputs at country level, with a critical examination of how and to what extent the programme contributed to enhancing the enabling environment for the integration of gender equality in national HIV responses;

c) Assess the potential for sustainability of results and the feasibility of continued, on-going, nationally led efforts in each of the five countries

d) Document lessons learned to inform and strengthen UN Women's governance approach vis-à-vis integrating gender equality and human rights into key policies, programmes and actions to address HIV and AIDS as well as the future work of global, regional, and national stakeholders in this area. This includes documentation of any limitations in order to improve and refine programming approaches and interventions.

Use of Evaluation: The information and evidence generated by the evaluation will be used by UN Women, the European Commission, national partners, and other stakeholders to:

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[13] Results-Oriented Monitoring (ROM) exercises are external reviews carried out by a consortium contracted by the European Commission. It consists of interviews with the project stakeholders aiming to assess the project in terms of (i) relevance and design, (ii) efficiency, (iii) effectiveness, (iv) impact, and (v) sustainability.

[14] The recommendations made in the first ROM mission were addressed as part of the second ROM.

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- ■ Contribute to the evidence base on effective approaches and strategies for addressing and integrating gender equality and women's human rights in global and national HIV responses; including enhancing the leadership and participation of networks of women living with HIV.

- ■ Support advocacy, programming and resource mobilization efforts of implementing countries to sustain outcomes; as well as UN Women regional and country offices with respect to gender equality and HIV programming;

- • Facilitate a process of strategic reflection and learning for UN Women, UN system partners, and donors with respect to effective *governance* strategies and approaches for making the AIDS response work better for women.

- • Provide necessary information about how the programme affected the working relationship between UN Women and the EC at country level.

3. SCOPE OF THE EVALUATION

The scope of the final evaluation will be defined along the lines of timeframe, geographic coverage, and thematic scope.

Timeframe: The timeframe of the evaluation will cover 1 January 2009 – 31 March 2013, which includes the initial 36-month implementation period and the additional 15 months that were approved under the two no-cost extensions.

Geographic scope: The evaluation will assess implementation in Cambodia, Jamaica, Kenya, Papua New Guinea and Rwanda; it will also consider policy advocacy and the facilitation of knowledge dissemination efforts at global level. Country visits to the implementation countries will be conducted; in this regard, consideration should be given to working through *regional - or country* – based consultants. The evaluation will also assess the global management of the programme over its lifetime.

Thematic scope: The evaluation will examine how the programme contributed to the effective integration of gender equality and human rights in key policies, programmes and actions to address HIV/AIDS at the national level; the strategies/approaches used to enable HIV-positive women's organizations and women living with or affected by HIV and AIDS to provide leadership for and influence the shaping of policies, programmes and resource allocations and to enhance national commitment to and action for addressing gender equality in national AIDS responses in the five countries. It will also look at how the programme in the five countries aligned with other similar initiatives to build synergies and maximize impact. It will highlight programme results and impacts, including unintended or unexpected outcomes, as well as identify the challenges faced, good practices and lessons learned. Finally, the final evaluation will consider the ways in which global efforts contributed to national implementation and how country-level work influenced global advocacy and policy.

Evaluation Criteria: The evaluation will address the five evaluation criteria of: relevance, effectiveness, efficiency, sustainability, and impact. Given that this evaluation directly follows the end of the programme implementation period, the evaluation will assess and make informed statements about the potential for sustainability and immediate impact of the programme.

The evaluation questions below are organized by each criterion and focus on the main, planned areas of programmatic achievement as described in the Project Document and Logical Framework. Where relevant, questions have been formulated and adapted from the assessment framework used in EC-ROM exercises.

Illustrative Questions:

These are illustrative questions. It is expected that the evaluation team will revise the overall analytical framework and refine the evaluation questions during the Inception Phase.

A. Relevance

- To what extent are the specific objectives of the programme still valid? How has the programme taken into account findings and recommendations of previous assessment or review exercises to strengthen the relevance of the programme?

- Have activities and expected results of the programme been consistent with the overall goal and the attainment of objectives as well as intended impacts?

- Were selected programmatic approaches and strategies appropriate to address the identified needs of stakeholders and beneficiaries?

- How, and in what way, did the programme build synergies with other similar UN system or donor interventions?

B. Effectiveness

- What have been the advocacy and policy contributions of the programme at national and global levels with respect to gender equality and the HIV response?

- To what extent have national partners increased their technical knowledge and skills as well as organizational capacity for integrating gender equality into national HIV policies, plans and actions?

- How did the recruitment of Gender Advisors in each of the five countries affect programme implementation and contribute to the achievement of expected results and specific objectives?

- How, and through what mechanisms, did the programme increase the participation of networks of women living with HIV in national and subnational policy and decision making spaces?

- To what extent has the programme contributed to strengthened partnerships in national HIV responses between National AIDS Coordinating Authorities (and other government partners where relevant) and organizations or networks of women living with HIV?

- What influence have contextual factors (political, social, economic, and other) had on the effectiveness of the programme? (Consider conducting cross-country comparison based on country case study findings).

- How has the programme adapted (when necessary) to changing external conditions to ensure benefits for target groups?

- How effectively has programme management monitored performance and results and supported communication of these results internally and/or externally?

- Did UN Women provide relevant and timely technical support to partners?

- How has the programme shared and disseminated results and learning on good practices (country, regional and/or global levels) vis-à-vis integration of gender equality in national HIV responses and the leadership and participation of networks of women living with HIV?

C. Efficiency

- Did the programme contribute positively to the work of EC and UN Women in the programme countries?

- Have resources (financial, human, technical support, etc.) been allocated strategically to achieve programme outcomes?

- Have programme resources been sufficient to deliver results and contribute to programme outcomes?

- To what extent have programme management arrangements facilitated (or hindered) effective implementation and efficient achievement and delivery of results?

D. Sustainability

- What is the level of programme ownership by national partners and how will it be sustained (or not) after the end of external support? To what extent have relevant target beneficiaries actively involved in decision-making concerning programme orientation and implementation?

- Is there a defined strategy for sustaining increased knowledge and capacity of NACAs on integrating gender in policies, programmes, plans, and budgets?

- Is there a defined strategy for sustaining the leadership and participation of networks of women living with HIV in national HIV responses?

- Are there plans to continue with some or all of the project's activities?

E. Impact

- How have programme's global policy efforts informed country implementation in each of the five countries? How have country experiences and lessons been integrated into global level advocacy or policy efforts?

- What documented or measurable changes have occurred, since the start of the programme, as a result of increased national capacity to integrate/mainstream gender equality in national HIV responses in each of the five countries and the ability of WLHIV to engage and participate in national (or local) level processes? Do these changes illustrate a positive, negative or neutral shift in the integration of gender equality?

- Are national stakeholders, particularly NACAs and other policymakers, more cognizant of the purpose and value of women's participation and leadership, especially that of WLHIV organizations and networks? Are there mechanisms in place to sustain this engagement beyond the end of the programme?

4. AVAILABLE INFORMATION SOURCES

The Evaluation Team will have access to a number of information sources, including:

- Programme Document and Logical Framework

- Inception Workshop Report, April 2009

- Programme Country Annual Implementation Plans

- Monitoring Frameworks and Reports (internal)

- UN Women Progress and Financial Reports to the Donor (3)

- EC ROM Monitoring Mission Reports, November 2010 and August 2012 (includes synthesis report, country-specific reports, tabular ratings)

- Mid-Term Programme and Operational Assessment, December 2011, (including inceptions report; stakeholder questionnaires, transcripts of stakeholder interviews)

- Global Mid-Term Review Workshop, February 2012 (agenda, presentations, reports)

- Available project documentation (i.e. mapping studies, workshop reports, presentations, etc.)
- Mid-Term Review of UNAIDS Agenda for Accelerated Country Action for Women, Girls, Gender Equality and HIV (2012).

5. EVALUATION APPROACH AND METHODOLOGY

The Evaluation team will rely on a mixed-method approach that is aligned with the final questions matrix (to be completed by the evaluation team in consultation with the Core Reference Group). Following an initial desk review and brief discussions with key stakeholders, the Evaluation team will refine and finalize the methodology and analytical framework, which will be validated by the Core Reference Group. The methodology should incorporate rights-based, participatory approaches and ensure that gender equality is considered throughout.

The evaluation will draw on the findings of the two ROM missions, which provide valuable information on programme's relevance, effectiveness, efficiency, potential sustainability and impact prospects. It will also consider to what extent the recommendations have been addressed. Another important input for the evaluation is the internal mid-term review UN Women carried out. The mid-term review consisted of a programme and operational assessment as well as a global workshop held with programme countries to validate the findings and recommendations.

The three, main phases of the final evaluation are:

Phase I. Inception phase:

- Conduct an initial desk review of available documents
- Conduct preliminary interviews (via Skype or phone) with key stakeholders to refine the evaluation scope, questions and methodology
- Draft an Inception Report for review by the Core Reference Group
- Refine the evaluation methodology/question matrix based on Core Reference Group feedback.

Phase II. Intensive Research Phase

- Conduct in-depth review of relevant programme/project documents and reports
- Undertake five country visits
- Collect survey data from beneficiaries and staff of national AIDS coordinating authorities; and where relevant other participating line ministries (i.e. ministries of gender/women's affairs)
- Deliver PowerPoint presentation of key findings for each country visited
- Conduct in-depth interviews with global, regional and country level UN Women staff, grantees, donor representatives, and others as necessary.

Phase III. Analysis and Report Writing

- Review and analyze all available data
- Prepare and submit a first draft of the synthesis evaluation report to Core Reference Group for comments
- Deliver a PowerPoint Presentation of key findings, lessons learned, and recommendations at Global Convening with UN Women, European Commission, and national partners (venue to be determined); [*Please do not include these costs in your financial proposal; UN Women will cover travel and DSA separately]*
- Revise report based on feedback of Core Reference Group and Global Convening
- Submit final report.

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6. MANAGEMENT OF THE EVALUATION

The evaluation will be managed by the HQ Programme Manager, Gender Equality and HIV/AIDS. Management of the evaluation will also be guided by two consultative bodies: the **Core Reference Group** and the **Broad Reference Group**.

The HQ-based Programme Manager will serve as **Task Manager,** managing the overall and day-to-day aspects of the evaluation and ensuring participatory consultations with the European Commission, UN Women's geographic sections as well as regional and country offices as required. She will coordinate the selection and recruitment of the evaluation team, manage contractual agreements, budget and personnel involved in the evaluation. The Programme Manager will provide essential documents and data to the evaluation team, facilitate communication and timely feedback between the evaluation team and key evaluation stakeholders; and ensure the timely submission of expected deliverables. The Programme Manager will also be responsible for preparing a management response in consultation with programme countries that addresses the findings and recommendations to ensure future learning and inform implementation of their relevant programmes.

The **Core Reference Group** will provide direct oversight, safeguard independence, and give technical input over the course of the evaluation. It will provide guidance on evaluation team selection and key deliverables (Inception Report, Draft Evaluation Report) submitted by the evaluation team. It will also support the dissemination of the findings and recommendations.

The **Broad Reference Group** will be informed throughout the evaluation process and will be asked to participate at strategic points during the evaluation, including briefings by the evaluation team of findings and recommendations. It will also support the dissemination of the findings and recommendations.

7. EXPECTED PRODUCTS AND TIMELINE

The final evaluation will be carried out from **22 April 2013 to 19 August 2013**. All deliverables will be in English and submitted to the Evaluation Task Manager. Table 1 provides an indicative timeframe, including due dates for deliverables and to whom.

- An **inception report** which includes detailed evaluation methodology, revised evaluation question matrix, data collection tools and analysis methods, and workplan (with corresponding timeline). The Inception Report will also identify list of information sources, including key stakeholders. The Evaluation Team will ensure that the evaluation process is ethical and that participants in the evaluation will be protected in adherence to UNEG norms and standards and UNEG Ethical Guidelines, see http://www.unevaluation.org/ethicalguidelines).

- **Power point presentation(s)** to each country at the close of each field visit. Presentations will outline preliminary findings, lessons learned, good practices and recommendations to key stakeholders.

- **First Draft Evaluation Report;** which contains country profiles

- **Powerpoint Presentation** to Global Convening of UN Women staff, EC, and national partners on main findings/recommendations and proposed dissemination strategy; and,

- **Final Evaluation Report.** Refer to Annex 2 for proposed format.

TABLE 1

	Primary Activities	**Deliverable**
Inception Phase		
22 April 2013 – 24 April 2013	Debrief with Evaluation team, discuss and jointly review TOR.	
6 May 2013	Evaluation Team submits Inception Report, including proposed methodology, selection criteria, and workplan (with agreed upon deliverables and timeframe)	Inception Report
10 May 2013	Convene Core Reference Group to discuss Inception Report and provide feedback to Evaluation Team, finalize methodology, questions and workplan.	Final Evaluation Methodology, Question Matrix, and Workplan
Intensive Research Phase		
6 May – 5 July 2013	In-depth document review as well as interviews with global, regional and national UN Women staff, partner organizations	
20 May -5 July 2013	Evaluation Team conducts country visits. [Due consideration should be given to partnering/collaborating with in-country consultants.]	PowerPoint presentations delivered to each country with summary of main findings
Analysis & Report Writing Phase		
8-24 July 2013	Analysis and review of data and preparation of first draft	
24 July 2013	Evaluation Team submits first draft Evaluation Report	First draft Evaluation Report
25 July 2013	Disseminate and circulate Draft Evaluation Report to Core and Broad Reference Groups. (UN Women)	
29 July 2013	Team Leader delivers PowerPoint presentation to participants at UN Women's Global Convening on preliminary findings, main recommendations, challenges and opportunities.	PowerPoint Presentation on key findings, lessons and recommendations.
19 August 2013	Submission of Final Evaluation Report	

8. EVALUATION TEAM COMPOSITION, QUALIFICATIONS AND SKILLS

The final evaluation will be conducted by an independent evaluation team of at least three experts. The Team Leader and Team members should have the requisite and complementary skills set (individually and jointly) to undertake a complex, multi-country end-of-programme evaluation. Consideration should be given to partnering/collaborating with in-country consultants.

The Evaluation Team Leader will demonstrate experience and expertise in leading and managing large programme evaluations. S/he will be responsible for coordinating the evaluation as a whole; including internal evaluation team coordination and logistics, preparation of the work plan, dissemination of all

methodological tools, delivery of the expected evaluation outputs and all presentations. Specifically, the **Evaluation Team Leader** is expected to bring the following expertise:

- At least a master's degree, PhD preferred, in social sciences, preferably in gender, public health/HIV, evaluation or social research;

- Technical expertise in gender, HIV programming, and national planning processes

- A minimum of 12 years of experience in complex, out-come level evaluations, and at least five in evaluation of large, multi-country programmes.

- A strong record in designing and leading complex evaluations.

- Experience working with multi-stakeholders essential: governments, civil society organizations (CSOs), and the United Nations/ multilateral/bilateral institutions.

- Experience in participatory approach is an asset. Facilitation skills and ability to manage diversity of views in different cultural contexts.

- Strong knowledge and regional experience is preferred, especially in any of the countries covered by the programme.

- Strong ability to translate complex data into effective-written reports demonstrating high level analytical ability and communication skills.

- Detailed knowledge of the role of the UN and its programming, particularly that of UN Women, is desirable.

- Proficiency in English required; with ability to work in French preferred.

The Team Leader is required to submit two examples of evaluation reports recently completed where s/he contributed significantly as the lead writer.

The Evaluation Team Member(s) should demonstrate skills in the following areas:

- A master's degree related to any of the social sciences, preferably in gender, public health/HIV, evaluation or social research;

- At least five years of experience in gender, human rights and HIV programming.

- Extensive knowledge and experience in the application of quantitative and qualitative evaluation methods;

- A minimum of 5-7 years of experience in conducting evaluations.

- High level of data analysis skills

- Strong analytical and writing skills.

- In-country or regional experience preferred

- Ability to work within a team.

- Proficiency in English required, with ability in French preferred.

- Experience with the UN is an asset.

The evaluation team should have gender balance and geographic representation. The language skill composition should reflect the official languages of the countries to be evaluated: English and French.

9. UNITED NATIONS EVALUATION GROUP CODE OF CONDUCT

The evaluation will be carried out following UNEG Ethical Guidelines for Evaluation in the UN System and UNEG Code of Conduct for Evaluators as well as the UN Women Evaluation Policy, which stipulates that evaluations in UN Women will be independent and abide to the following evaluation standards: Participation and inclusiveness, Utilization-Focused and intentionality, Transparency, Independence and Impartiality, Quality and Credibility as well as Ethical Standards.

For UNEG Ethical Guidelines for Evaluation in the UN System, please refer to:

http://www.uneval.org/search/index.jsp?q=ethical+guidelines

For UNEG Code of Conduct for Evaluators, please refer to:
http://www.unevaluation.org/unegcodeofconduct

TOR Annexes:

Annex 1: Evaluation Team Selection Criteria

Annex 2: Final Evaluation Report Format

Annex 1: Evaluation Team Selection Criteria

The selection of the Evaluation Team will be based on the fulfillment of the specification established in the TOR. The submitted proposals will be assessed on three main categories: the quality of the technical proposal; the expertise and competencies of the evaluators, as demonstrated in CVs, gender balance and diversity of team; and the financial proposal. The categories are assigned different weighting, which will total 100%.

1. **Technical Proposal (35%)**

   a) <u>Evaluation Matrix</u>: The matrix clearly addresses the TOR, relating evaluation Questions with evaluation Criteria, with Indicators and with Means of Verification.

   b) <u>Evaluation approach and methodology</u>: The proposal presents a specific approach and a range of methods for gathering and analyzing qualitative and quantitative data that are feasible and applicable in the timeframe and context of the evaluation, and incorporates human rights and gender equality perspectives.

   c) <u>Work plan</u>: The timeframe and resources indicated in the financial proposal are realistic and useful for the needs of the evaluation.

   d) <u>Motivation and ethics</u>: The evaluators reflect clear professional commitment with the subject of the assignment and follow UNEG ethical code of conduct.

2. **Team Composition (35%)**

   a) The team leader's and all team's experiences and qualifications meet the criteria indicated in the TOR. The team is gender balanced and cross-culturally diverse.

3. **Financial Proposal (30%)**

   a) The budget proposed is sufficient for applying the data gathering techniques and for obtaining reliable data for the evaluation in the timeframe indicated.

Annex 2: Proposed Format Of Final Evaluation Report

Final evaluation report:

- Executive Summary (maximum five pages)
- Programme description
- Evaluation purpose
- Evaluation methodology
- Findings
- Conclusions
- Lessons learned
- Recommendations
- Annexes, (including interview list, without identifying names in the interests of confidentiality/ anonymity; data collection instruments; key documents consulted; Terms of Reference.)

Appendix II Evaluation Matrix

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
1- Relevance[17][18]	1.To what extent were the programme's overall and specific objectives relevant to the needs and priorities of its key stakeholders, namely: 1.1 UN Women (HQ, Country Offices in the five countries; and regional offices)? 1.2 EC? 1.3 Governments (i.e. line ministries and NACAs) in the five countries? 1.4 WLHIV and their groups/organizations in the five countries? 1.5 Other key agencies working on the HIV response (i.e. UNAIDS and GFATM, other bilateral agencies)?	(i) Key interviewed stakeholders' perceptions with regard to the ongoing relevance of the programme (all stakeholder groups) (ii) Alignment of the programme objectives with national priorities related to the HIV/AIDS response (iii) Alignment of the programme objectives with UN Women's 2011-2013 Strategic Plan (iv) Alignment of the programme objectives with UN Women's country strategies or annual work plans (for the period 2011-2013)	Interviews and focus groups (at global, regional, and country levels) Documentation review	Representatives of UN Women country and regional offices involved in the programme Representatives from UN Women HQ involved and/or with an interest in the programme Representatives from EC involved in the programme Members of the NACAs in the five countries Representatives from other line ministries involved in the response to HIV/AIDS Trained WLHIV in the five countries Trained representatives of WLHIV organizations/groups in the five countries

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[15] The indicators listed in the evaluation matrix are for illustrative purposes only. Indicators from the final revised programme logframe will be documented only when programme documentation made available to the Evaluation Team allow it. Additional indicators have been added by the Evaluation Team to guide the development of interview protocols.

[16] *Data source* provides an indication of the type of interview respondents or documents through which data will be collected. Future phases of the evaluation will allow the evaluation team to specify the exact data source for each indicator.

[17] While the TOR for this evaluation include questions related to *relevance*, discussions with the Core Evaluation Group as part of the Inception meeting and a preliminary review of the EC ROM reports indicated a general agreement that the programme is highly relevant. For this reason, a slightly lesser emphasis will be placed on *relevance* as compared to other evaluation components in order to optimize the evaluation's ability to generate new findings.

[18] *Relevance* can be defined as "the extent to which the objectives of a development intervention are consistent with beneficiaries' requirements, country needs, global priorities and partners' and donors' policies." Evaluation and Aid Effectiveness. (2004). Glossary of Key Terms in Evaluation and Results Based Management. Development Assistance Committee. OECD/DAC, p.29.

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
				National NGOs in the five countries working on HIV/AIDS and women's rights and identified by the in-country UN Women Focal Point.
				Representatives from UNAIDS and GFATM at global and country levels
				UN Resident Coordinator in the five countries
				Countries' national strategies or sectoral strategies related to HIV/AIDS available on the Internet
				UN Women's Strategic Plan (2011-2013)
				UN Women's country-level strategies (for the five programme countries)
2- Effectiveness[19]	2.1 To what extent did the programme enhance the capacity of WLHIV groups and organizations of women affected by HIV and AIDS to effectively participate in the national HIV response? (expected result 1)	**Indicators used in the programme logframe:** - Number or % of participants to programme activities who report enhanced knowledge and skills to participate in the national HIV/AIDS response	Documentation review In-country interviews and focus groups[20]	Programme documents (e.g. project document, ROM monitoring reports, mid-term review, mission summaries, background conclusion sheets, training reports) Country-level key informants (UN Women country office

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[19] *Effectiveness* can be defined as "the extent to which the development intervention's objectives were achieved, or are expected to be achieved, taking into account their relative importance." Ibid, p.17.

[20] Focus groups will be organized when logistically possible given the resources available for this evaluation. Telephone interviews will be conducted when respondents can neither be interviewed nor take part in a focus group in person.

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Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		Number or % of organizations with women heads affected by HIV/AIDS who report enhanced knowledge and skills to participate in HIV/AIDS national response		staff; selected sample[21] of trained WLHIV in the five countries; selected sample[22] of trained representatives of WLHIV's organizations in the five countries; trainers)
		- Evidence of advocates from groups of WLHIV, and their organizations or networks articulating and promoting a common agenda for influencing national-level processes on HIVand AIDS		
		- Number of policy-making forums that advocates from groups and organizations of WLHIV participate in		
		- Number of proposals to CCM addressing gender equality and HIV/AIDS submitted by groups and organizations of WLHIV in each country		
		Additional indicators:		
		(i) Types of changes reported by trained WLHIV related to their individual empowerment (e.g. increased/acquired self-esteem; confidence; sense of control over own work; advocacy skills; ability to voice own opinions; awareness of own rights; knowledge of services available for HIV)		

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[21] Depending on the availability and willingness of WLHIV to participate in interviews/focus groups.

[22] Depending on the availability and willingness of WLHIV to participate in interviews/focus groups.

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		(ii) Types of changes reported by trained WLHIV related to their collective empowerment (e.g. acquired sense of collective belonging; acquired sense of collective action) (iii) Types of changes reported by trained representatives from WLHIV's organizations in terms of increased organizational capacity to, for instance: conduct advocacy to claim for WLHIV's rights; mobilize resources; develop more effective strategies; monitor the government's policies or actions to respond to HIV; build relationships with other key actors working in the HIV/AIDS field		
	2.2 To what extent did the programme increase staff and institutional capacity to integrate GE and HR in policies, programmes and budgets in National AIDS Coordinating Authorities (NACAs)? (expected result 2)	**Indicators used in the programme logframe:** - Number of NACA staff who have completed trainings on gender equality and human rights - Number or % of NACA staff or other line ministries staff who report an increased knowledge of gender equality priorities relevant to their work, and of how to analyze the gender responsiveness of resource allocations; - Number of key decision-making fora on HIV/AIDS where representatives of the	Documentation review In-country and regional interviews and focus groups	Programme documents (e.g. ROM monitoring reports, mid-term review, mission summaries, background conclusion sheets, training reports) Country-level key informants (UN Women country office staff, NACA members; other line ministries involved in the response to HIV/AIDS; trainers)

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		national AIDS coordinating authority raised gender equality issues - Frequency of the national AIDS coordinating authorities' use of convening mechanisms to dialogue groups and organizations of WLHIV; **Additional indicators:** (i) Type of changes (e.g., new knowledge, behavior, skills, etc.) reported by trained NACAs' members related to their awareness and/or attitudes on gender equality and its intersection with HIV/AIDS (ii) Evidence that presence of a gender advisor at the institutional-level helped achieving the intended results		
	2.3 To what extent did WLHIV and their organizations provide leadership for and influence in shaping of policies, programmes and resource allocation to address the HIV/AIDS epidemic? (specific objective 1)	**Indicators used in the programme logframe:** - Number of national HIV processes on which groups and organizations of WLHIV are consulted on by national partners and donors - Number of key decision-making fora on HIV where the active participation of gender equality experts, advocates etc., resulted in explicit commitments to gender equality	Documentation review In-country and regional interviews and focus groups	Programme documents (e.g. ROM monitoring reports, mid-term review, mission summaries, background conclusion sheets) Country-level key informants (UN Women/country staff; selected sample of trained WLHIV in the five countries; selected sample of trained representatives of WLHIV's organizations in the five countries; NACA members; UNAIDS and GFATM representatives in country)

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		Additional indicators: (i) Types of changes (e.g. new knowledge, behavior, skills, etc.) reported by trained WLHIV in their empowerment at the: • Household level (e.g. increased influence in decisions related to their health) • Organizational level (e.g. increased time/resources devoted to participate in groups/organizations related to HIV/women's rights; increased responsibility taken within a group/organization related to HIV/women's rights; number of new groups or organizations dealing with HIV/AIDS and/or GE established by trained women) • Community level (e.g. increased time/resources devoted to participate in community projects/initiatives related to HIV/women's rights; increased time/resources devoted to participate in community-level decision-making authorities; increased use of available services related to HIV/AIDS or VAW)		

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		(ii) Types of changes in the organizational capacity of WLHIV's groups/organizations in terms of: • Improved membership (in terms of quality and/or quantity) of WLHIV's organizations/groups as reported by their representatives • Increased level of resources available to WLHIV's organizations/groups as reported by their representatives • Barriers/access to resources available to WLHIV's organizations/groups • Improved exchanges (in terms of quality and/or quantity) between WLHIV's organizations/groups with NACA members • New projects/initiatives (service delivery, advocacy) implemented for WLHIV		
	2.4 To what extent did the programme contribute to enhancing the national commitments and actions for addressing gender equality in the national AIDS response (specific objective 2)	**Indicators used in the programme logframe:** - Number of draft initiatives (e.g. draft policies, circulars, programmes) prepared each year by the national AIDS coordinating authorities in the selected countries that	Document review In-country interviews and focus groups	Programme documents (e.g. ROM monitoring reports; mid-term review; mission summaries; background conclusion sheets) Country-level key informants (UN Women /country office staff; NACA members; other

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		explicitly address GE and WHR - Evidence of HIV budget processes incorporating gender responsive budgeting - Number of HIV budget monitoring mechanisms in place (data segregated by their composition i.e. multi-stakeholder, internal, civil society) in each country. - Number of NACAs that establish an institutionalized, internally funded Gender Advisor position **Additional indicators:** (i) Number of relevant consultations initiated by NACA members with WLHIV's organizations/groups or with other NGOs working on women's human rights/HIV		line ministries involved in the response to HIV/AIDS; selected sample of trained representatives from WLHIV's organizations/groups)
	2.5 To what extent/how has the programme contributed to the integration of gender equality and human rights into key policies, programmes, and actions to address HIV/AIDS at the national level in the five programme countries? (overall objective) 2.5,1, To what extent has the programme contributed to other UN programmes (e.g. UNAIDS Joint Programme on HIV/AIDS, Agenda for Accelerated Country Action for Women, Girls, Gender Equality and HIV and the Delivering as One Initiative)	**Indicators used in the programme logframe:** - Number of National HIV plans that incorporate gender equality in line with national commitments to women's empowerment and human rights (e.g. National Action Plans on gender equality, commitments to addressing violence against women) - Extent to which national HIV plans incorporate actions proposed by Gender Equality Advocates	Documentation review Global, and in-country interviews and focus groups	Programme documents (e.g. ROM monitoring reports; EC-UN Global Programme Gender and HIV –Summary; monitoring reports [all countries]) Global- and country-level key informants familiar with the programme Reports to the UN General Assembly

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
		- Percentage of resources allocated for gender equality and/or human rights in national HIV plans/budgets - Proportion of newly adopted or revised policies, programmes, and actions on HIV that explicitly address GE/HR **Additional indicators:** (i) Mentions of programme in country reports to the UN General Assembly (ii) Increase in GIPA (involvement of WLHIV) at the country level (iii) Evidence of contribution to other UN programmes		
3- Efficiency[23]	3.1 Have resources (financial, human, technical support, etc.) been allocated strategically to achieve programme outcomes? 3.2 Have programme resources been sufficient to deliver results and contribute to programme outcomes?	(i) Perception of UN Women programme Focal Point about the in-country strategic allocation of resources ((iii) Percentage of programme budget disbursed by end of programme cycle in each country/globally	In-country interviews (field visits) Documentation review	UN Women staff in-country First and second interim financial reports
	3.3 To what extent have programme management arrangements facilitated (or hindered) effective implementation and efficient achievement and delivery of results?	(iv) UN staff perception regarding management arrangements		

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[23] *Efficiency* can be defined as "a measure of how economically resources/inputs (funds expertise, time, etc.) are converted to results." Ibid, p. 17.

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
4- Sustainability[24]	4.1 To what extent are the results achieved through the programme likely to be sustained in each of the five countries? 4.1.1 In each of the five countries, is there a strategy in place at the institutional level for the continuous increase of knowledge and capacity of NACAs in integrating gender in policies, programs, plans and budgets? 4.1.2 In each of the five countries, are there mechanisms in place at the national level for the sustained inclusion of WLHIV leadership and participation of in national HIV responses?	(i) Existence of knowledge and capacity assessments of NACAs and networks of WLHIV (ii) Evidence of knowledge development or capacity building strategy of NACAs (iii) Presence of WLHIV groups in national-level discussion on the HIV response	Documentation review In-country interviews (field visits) Documentation review	National Action Plan on Gender Equality NACAs National networks of women living with HIV.
	4.2 In each of the five countries, to what extent is there a demonstrated ownership of the programme results among national partners?	(i) Statements from women's organizations, networks and/or NACAs indicating an ownership of the programme results (ii) Evidence of tangible actions to sustain the results of the programme (plan, allocation of resources, etc.)	In-country interviews (field visits)	External stakeholders (national partners such as NGOs, in-country)
	4.3 To what and in what ways did the programme build synergies with other initiatives	(i) Evidence of actions taken (e.g., new proposals) or resources invested by other stakeholders (e.g., donors, INGOs, gov't, etc.) as a result of the programme	Documentation review In-country interviews (field visits)	Reports of additional (e.g. not funded by the programme) activities conducted at the country-level (TBC) National partners in-country UN Women country staff

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[24] *Sustainability* can defined as "the continuation of benefits from a development intervention after major development assistance has been completed." Ibid, p. 32.

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Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
5- Factors affecting performance	**5.1 Programme design** Which characteristics of the programme design at the global and country levels have facilitated or hindered its ability to deliver results? 5.1.1 Are programme activities adequate to empower women at the individual, organizational, network and national levels? 5.1.2 Are the working assumptions of the programme (i.e. theory of change, if available) consistent with the dynamics of social change in each programme country? 5.1.3 Are there any other characteristics of the programme which enable/hinder the achievement of results?	(i) Perception of UN Women staff on the adequacy of: - programme activities - working assumptions - use of gender advisors to the success of the programme (ii) Evidence of enabling design characteristics (iii) Evidence of hindering design characteristics	Interviews (global) Documentation review	EC and UN Women staff Background conclusion sheets and other programme documents the country level
	5.2 Programme management To what extent has the management of the programme and resources made available facilitated or hindered the achievement of results? 5.2.1 Management at HQ/regional/sub-regional/CO level	(i) Existence of an implementation plan for each programme country (ii) Staff perceptions on the adequacy of staffing to achieve programme results (iii) Issuance of timely and quality M&E reports in each programme country	Interviews (global/regional/national)	UN Women staff UN Women HQ and in-country TORs for GE and HIV technical advisor

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
	5.2.2. Staffing (gender advisors at NACAs level 5.2.3. Monitoring & Evaluation (M&E) 5.2.4. Knowledge management 5.2.5. Communications, south-south exchange and dissemination of results 5.2.6 To what extent is the programme and its donor (EC) visible to stakeholders working on the HIV response beyond the stakeholders implementing it at the national and global level?	(iv)Number of publically available reports on the programme made available at the HQ, regional and country level (v) Participation of UN Women staff /programme stakeholders in regional assemblies of fora on HIV (vi) Reference to the programme (or EC's involvement) online (outside of websites hosted by implementing stakeholders)	Documentation review Online scan	
	5.3 Programme governance (decision-making within the partnership) 5.3.1 To what extent was the partnership between UN Women (the implementing agency) and the EC (the donor) conducive to the delivery of results?	(i) Perception of UN Women on engaging with the EC (ii) Stakeholders perspective (in particular from the UN System partners) (iii) Perception of stakeholders who positively rate the added value/complementarity of UN Women's contribution in HIV programming	Interviews (global) In-country interviews (field visits)	UN Women staff at HQ level EC staff at HQ level and at country level Staff from UN partner agencies in-country External stakeholders at the country level (donors, national gov't, etc.)
	5.4 Contextual factors With respect to all dimensions of effectiveness (achievement of outputs, outcomes, and contribution to impact) are there contextual factors (including gender dimensions) at the global, regional and national levels which have facilitated or hindered the achievement of results and how?	(i) Types of enabling factors mentioned by in-country stakeholders during interviews and in programme documents (ii) Types of hindering factors mentioned by in-country stakeholders during interviews and in programme documents	Interviews In-country interviews (field visits) Documentation review	UN Women staff in-country Country-level *Setting the context* documents, concept notes, implementation and narrative reports

Evaluation component	Evaluation questions	Illustrative indicators[15]	Data collection methods	Data source[16]
6- Lessons learned[25]	6.1 Which lessons learned can inform and strengthen UN Women's programming/intervention to advance the integration of GE and HR into policies, programmes and actions in order to address HIV and AIDS at the global and national levels (e.g. national planning, etc.)?[26] 6.2 What can be learned through the programme on the practical interaction between the different dimensions of UN Women's mandate (intergovernmental normative support, operational work and coordination)?	Analysis of data by evaluation team		
7- Recommendations	7.1. Recommendations regarding programme effectiveness, programme extension; programme efficiency, programme design and any other aspect regarding how UN Women can enhance its value added in supporting gender equality in the HIV response.	Evaluator analysis and development of recommendations		

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[25] *Lessons learned* can be defined as "generalizations based on evaluation experiences with projects, programs, or policies that abstract from the specific circumstances to broader situations. Frequently, lessons highlight strengths or weaknesses in preparation, design, and implementation that affect performance, outcome, and impact." Ibid, p. 22.

[26] Lessons learned at the regional level will be included if the evidence collected allows it.

Appendix III   Evaluation Site Visits and Team

Dates of country site visits

Countries	Dates of country site missions
Cambodia	June 14-25, 2013
Jamaica	June 17-21, 2013
Kenya	June 17-26, 2013 and July 4 and 19, 2013
Papua New Guinea	June 18-26, 2013
Rwanda	June 17-21, 2013

Evaluation Team

Team member	Main Responsibilities
Team Leader: Ms. Katrina Rojas	• Management and conduct of the assignment • Lead and assist the team in data collection and analysis • Lead formulation of overall evaluation findings, recommendations, and lessons learned • Provide quality assurance for all deliverables.
Evaluation Expert, Gender Expert: Ms. Elisabetta Micaro	• Provide evaluation expertise and specific analysis with regard to gender • Participate in data collection analyses, formulation of preliminary findings and report writing • Lead one site visit (Jamaica)
Evaluation Expert, Gender Expert: Mr. Emmanuel Trépanier	• Provide evaluation expertise and specific analysis with regard to gender • Participate in data collection and analysis, formulation of preliminary findings
HIV Advisor: Dr. Christine Bradley	• Provide the team with expert advice in gender and HIV-related issues • Provide research and analysis support pertaining to the drafting of the Evaluation Report • Actively participate in data collection and analysis
Evaluation Expert: Ms. Marie-Laure Talbot	• Participate in data collection and analysis, formulation of preliminary findings, report writing • Document review
Associate Consultant (Cambodia): Ms. Chhea Chhordaphe	• Participate in data collection in-country • Present the data collected to the UN Women Country Office • Prepare a country-specific profile on the HIV/AIDS context, programme successes and challenges, as well as beneficiary insights
Associate Consultant (Kenya): Ms. Jane Kiragu	• Participate in data collection in-country • Present the data collected to the UN Women Country Office • Prepare a country-specific profile on the HIV/AIDS context, programme successes and challenges, as well as beneficiary insights
Associate Consultant (Papua New Guinea): Ms. Angela Mandie-Filer	• Participate in data collection in-country • Present the data collected to the UN Women Country Office • Prepare a country-specific profile on the HIV/AIDS context, programme successes and challenges, as well as beneficiary insights

Team member	Main Responsibilities
Associate Consultant (Rwanda): Ms. Brigitte Izabiriza	• Participate in data collection in-country • Present the data collected to the UN Women Country Office • Prepare a country-specific profile on the HIV/AIDS context, programme successes and challenges, as well as beneficiary insights

Appendix IV List of Informants

In order to protect the confidentiality of respondents, the names of the individuals have not been provided. We only indicate the name of the organization and the division, if it is appropriate and will not compromise confidential nature of their responses.

Stakeholder type		Number of Stakeholders
Global	UN Women	7
	UN System Partners	4
	Donors	2
	CSO Networks	2
Regional	UN Women	6
	EU Representatives	5
Cambodia	UN Women	7
	UN System Partners	3
	Government Agents	2
	National Aids Authorities	6
	CSOs/NGOs/WLHIV	11
Jamaica	UN System Partners	2
	Government Agents	2
	National Aids Authorities	5
	CSOs/NGOs/WLHIV	24
Kenya	UN Women	3
	UN System Partners	2
	National Aids Authorities	3
	CSOs/NGOs/WLHIV	22
PNG	UN Women	2
	UN System Partners	2
	National Aids Authorities	8
	CSOs/NGOs/WLHIV	15
Rwanda	UN Women	4
	UN System Partners	1
	Government Agents	3
	CSOs/NGOs/WLHIV	8
	TOTAL	161

UN Women (29 respondents)

Gender Equality and HIV/AIDS
Leadership & Governance Section
Brussels Office
Regional Divisions and Offices
(Multi-)Country Offices

Donors (7 respondents)

European Commission/Union
The Global Fund

Other UN Agencies (14 respondents)

UNAIDS
UNDP
UNFPA

Government (29 respondents)

Ministry/Bureau of Women's Affairs
Government Research Institutions
National AIDS Authorities, Commissions and Programs

CSOs/NGOs (82 respondents)

Cambodian Community of Women Living with HIV	Community of Women and Children Living with HIV (Kenya)
Cambodia People Living with HIV/AIDS Network	Personal Initiative for Positive Empowerment (Kenya)
Khmer HIV/AIDS NGO Alliance	Mbone Ngwone (Kenya)
Cambodian HIV/AIDS Education and Care	Maxfacta Youth Group (Kenya)
Gender and Development for Cambodia	Young Women's Christian Association (Kenya)
Jamaica AIDS Support for Life	Living Positive Kenya
Jamaica Community of Positive Women	Igat Hope inc. (PNG)
Eve for Life, Jamaica	Tru Prens (PNG)
Women's Media Watch (Jamaica)	Tru Warriors (PNG)
Hope WorldWide (Jamaica)	Hope WorldWide (PNG)
National Empowerment Network of People Living with HIV/AIDS in Kenya	Rwanda Network for People Living with HIV
Women Fighting AIDS in Kenya	Femmes rwandaises séropositives dans la lutte contre le VIH/sida
Kenya Network of Religious Leaders Living with or Personally Affected by HIV/AIDS	Kigali Hope Association
Liverpool VCT, Care & Treatment (Kenya)	Réseau culturel SANGWA
HerStory Centre (Kenya)	IGIHOZO Association

Appendix V Documents Consulted

Programme Documents

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2) Cambodia Ministry of Women's Affairs (2012). *Narrative Report*, 11 p.

3) Damji, N. *Transformation and Global Progress*, PowerPoint Presentation.

4) Damji, N. *Global Policy Framework*, PowerPoint Presentation.

5) European Commission & UN Women. (2013). "Supporting Gender Equality in the Context of HIV/AIDS," *Programme Summary*, 2 p.

6) Gordon, V. (2010). "ROM Monitoring Mission: Debriefing session," *Summary*.

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11) Gordon, V. (2012). *Monitoring Report Summary - Supporting gender equality in the context of HIV/AIDS - Jamaica*, 3 p.

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13) Hope Worldwide PNG. (2013). *Implementation Progress Report – Supporting Gender in the Context of HIV/AIDS*, 37 p.

14) Inniss, M. (2010). *Monitoring Report Summary - Supporting gender equality in the context of HIV/AIDS - Rwanda*, 3 p.

15) Inniss, M. (2010). *Monitoring Report Background Conclusion Sheet - Supporting gender equality in the context of HIV/AIDS - Rwanda.*

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17) Kenya National AIDS Control Council (2011). *The NACC Gender Training Report on Strengthening the capacity of NACC Managers on Gender and Gender mainstreaming to promote Human Rights and Gender Equality in response to HIV and AIDS*, Mombasa, April 2011, 66 p.

18) Kenya National AIDS Control Council (2011). *The NACC Gender Training Report on Strengthening the capacity of NACC Managers on Gender and Gender mainstreaming to promote Human Rights and Gender Equality in response to HIV and AIDS*, May 2011, 64 p.

19) Le Mesurier, R. (2011). *Gender Equality in the Context of HIV&AIDS in PNG: A gender tool rapid assessment on the National AIDS Council Secretariat*, PNG National AIDS Council, UN Women, 78 p.

20) National AIDS Authority. *Gender Mainstreaming into HIV & AIDS Response: Stakeholders Directory 2011-2012*, 80 p.

21) National HIV/STI Programme (NHP) (2012). *Report on the Training of Trainers Refresher Workshop: Mainstreaming Gender Equality and Human Rights in the HIV Response*, 29 p.

22) National HIV/STI Programme (NHP), Bureau of Women's Affairs, UN Women, European Commission (2012). *Gender Equality and HIV/AIDS Training Workshop for Gender Focal Points in the Public Sector*, 30 p.

23) National HIV/STI Programme (NHP), UN Women, European Commission (2012). *The Role of Gender Equality/Relations in Halting & Reversing HIV in Jamaica: A Reference/Training Manual for understanding the links between 'Gender & HIV'*, Kingston.

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25) Rwanda Biomedical Center/Institute of HIV/AIDS, Disease Prevention and Control and UN Women. *Project Sustainability Plan and Exit Strategy*, 4 p.

26) Salko, J. (2012). *Monitoring Report Summary - Supporting gender equality in the context of HIV/AIDS - Rwanda*, 3 p.

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28) Sanz Corella, B. (2012). *Monitoring Report Summary - Supporting gender equality in the context of HIV/AIDS - Cambodia*, 3 p.

29) Sanz Corella, B. (2012). *Monitoring Report Background Conclusion Sheet - Supporting gender equality in the context of HIV/AIDS – Cambodia.*

30) Srivastava, K. (2012). *Mid-term Programme Assessment: Supporting Gender Equality in the Context of HIV/AIDS - Operational Performance*, 28 p.

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32) UNIFEM (2009). "Supporting Gender Equality in the Context of HIV/AIDS," *Inception and Planning Meeting – Report*, 40 p.

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39) UNIFEM (2010). *Supporting Gender Equality in the Context of HIV/AIDS, First Progress Report to The European Commission, January 2009-June 2010*, 22 p.

40) UNIFEM (2010). *EC Implementation Progress – October 2010*, 7 p.

41) UNIFEM (2010). *Supporting Gender Equality in the context of HIV&AIDS – Papua New Guinea Progress Report May 2010*, 8 p.

42) UNIFEM (2010). *UNIFEM-EC Project Supporting Gender Equality in the context of HIV and AIDS – PNG - Implementation Plan 2010* (July to December 2010), 3 p.

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46) UNIFEM Kenya. *Kenya Work Plan August 2009-2010*, 2 p.

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48) UNIFEM & European Commission. (2008). "Supporting Gender Equality in the Context of HIV/AIDS," *Logical Framework*, 6 p.

49) UN Women (2011). *Supporting Gender Equality in the Context of HIV/AIDS – Interim Financial Report as of 31 August 2011*.

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Appendix VI   Data Collection Tools

Interview protocol – UN WOMEN Staff (HQ)[27]

Universalia has been selected by UN Women to undertake the final evaluation of the programme "Supporting Gender Equality in the Context of HIV/AIDS," a programme funded by the European Commission (EC) and UN Women with the overall objective of ensuring that gender equality and human rights are integrated into key policies, programmes and actions to address HIV/AIDS at the national level. The evaluation methodology includes data collection in the five countries where the programme was implemented (i.e. Cambodia, Jamaica, Kenya, Papua New Guinea and Rwanda).

Thank you for agreeing to this interview. This document is intended to be a guide for our discussion, which should last approximately one hour. All interviews are confidential in that the information provided will only be reported in aggregate forms, summarizing all key informant interviews without attribution to sources.

Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.1 What are your current roles and responsibilities at UN Women? What are your roles and responsibilities specifically related to the *Supporting Gender Equality in the Context of HIV/AIDS*?	*(e.g. position at UN Women, any responsibilities linked with this programme)*
1.2 From your perspective, what have been the key changes and challenges in the response to the HIV/AIDs epidemic? What have been the opportunities and challenges related to integrating gender and human rights into the response to the HIV/AIDS epidemic? 1.3 In your view, what have been the key factors affecting the integration of gender and human rights into the response to the HIV/AIDS epidemic? 1.4 How is UN Women addressing these challenges through its programming?	*(e.g. changes in political, social, economic environment, involvement of donors, etc.)*

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[27] This is a long protocol that will be adapted to the HQ respondent's level of familiarity with the programme.

Questions	Prompts
2. Relevance	
2.1 In your view, were the programme's overall and specific objectives relevant to the needs and priorities of UN Women?	*(i.e. programme alignment with national priorities for HIV response, with UN Women's Strategic Plan, with UN Women's country strategies)*
2.2 Who are the other key partners engaged in programming aimed at integrating GE into the HIV/AIDS response? How does this programme complement their work? Is there any redundancy/duplication of efforts?	*The overall objective of the programme was to integrate GE and HR into key policies, programmes and actions to address HIV/AIDS at the national level in five selected countries.*
	The specific objectives were to 1) increase the leadership and influence of women living with HIV and their organizations in policies, programmes and resource allocations; and 2) enhance national commitment to and action for addressing GE in national AIDS response in five selected countries.
3. Effectiveness	
3.1 Overall, to what extent has the programme been effective? What worked well? What did not? Why?	*(i.e. programme design, implementing partners collaboration, targeting of audience, etc.)*
3.2 Are you aware of examples of ways in which the programme has increased **the national commitment** and action to addressing GE in the HIV response in any of the countries?	*(e.g. national consultations on HIV/AIDS, involvement of the country in international fora on HIV/AIDS, decision-making practices of vitality of NACA, etc.)*
3.3 Are you aware of results achieved by the programme through inter-country interactions?	
3.4. Please comment on the extent of the programme's contribution to the broader objective of integrating GE and HR in key policies, programmes and actions to address HIV/AIDS **at the national level**.	*(i.e. Given the resources invested, has the programme significantly impacted the national capacity of the five countries?)*
3.5 How did the project enhance the capacity of groups/organizations of women living with HIV to effectively participate in the national HIV/AIDS response?	*(i.e. changes witnessed within the women's groups.)* *(e.g. individual empowerment [self-esteem, confidence, etc.], collective empowerment [sense of belonging, partnerships, etc.], abilities developed as a result of training [resource mobilization, government monitoring], etc.)*
3.6 How did the programme strengthen the capacity of the National Coordination AIDS Authority (NACA)?	*(e.g. dynamism and leadership, development of skills [analysis, strategy, etc.], improvement of ways of working among NACAs, additional funding, etc.)*
3.7 What are some examples of ways in which the programme has helped HIV-positive women's organization and women affected by HIV/AIDS be more effective leaders and influencers of policies, programmes and resource allocation?	*How does empowerment manifest itself at the household, organizational and community levels?* *What changes have occurred in women's organizations (e.g. increase in membership, resources, exchanges, new projects)?*
3.8 What is the extent of the programme's contribution to the broader objective of integrating GE and HR in key policies, programmes and actions to address HIV/AIDS in each of the five countries?	
4. Efficiency	
4.1 Were the programme resources allocated to your country sufficient to achieve the intended results?	*If so, please explain.* *If not, which specific additional resources (funds, human resources, etc.) would have been necessary to achieve greater results?*

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Questions	Prompts
4.2 How could the available programme resources have been allocated more strategically? 4.3 From your perspective, is this programme a good value-for-money? In other words, could you have achieved comparable results with a different design or programme?	*(e.g. more/less funds for internal programme staff, more funds for local level activities [e.g. training], etc.)*
5. Sustainability	
5.1 From your perspective, are there national partners that have embraced the programme? If so, in which countries?	*(e.g. statements of support from women's organizations, networks and NACA, discussions taking place to build on current momentum, plans for activities beyond the life of the programme, etc.)*
5.2 Has the programme created a sense of momentum at the country level and leveraged (through other partners) additional resources for the integration of GE and HR in the HIV response?	*(e.g. new funds or involvement of additional donors, new partnerships created, increase in awareness raising, higher profile of national HIV response/agenda/actions at the global level.)*
5.3 How will the increase in the capacity and knowledge of the NACA to integrate gender in policies, programmes, plans and budgets be maintained beyond the life of the programme?	*(i.e. Is there a strategy/plan to further increase the capacity of the NACA or to support its development in the future?)*
5.4 In your experience, what are the key factors/elements necessary to ensure that a programme like "Supporting Gender Equality in the Context of HIV/AIDS" be sustained, or at least be leveraged beyond project funding?	
6. Programme design and Management	
6.1 The programme focuses on building capacities of individuals and organizations. Please comment on the robustness of such a design in achieving programme objectives. What are the pros and cons of such a design?	*(e.g. types of activities planned, theories of change, how the programme considers gender and social dimensions at the national level, etc.)*
6.2 Which characteristics of the programme **design** were most responsible for its ability/inability to deliver results?	*(e.g. types of activities planned, theories of change, how the programme considers gender and social dimensions at the national level, etc.)*
6.3 In the context of this programme, what are your observations about the way in which UN Women's work coordinates with the work of other UN agencies, donors or national governments? 6.4 Do you have any observations related to implementing programmes financed by the EC? How do they differ (if at all) from implementing programmes funded by other financial partners? 6.5 From your perspective, do you have any observation about the management of such a project whose results and activities are mainly at the country level?	*Is UN Women perceived by external stakeholders to add value?* *How efficiently does the UN Women work with the other national stakeholders?* *Are there any competing agendas/different opinions in terms of the way the national government should respond to HIV challenges? What is UN Women's position as part of this debate?*
6.6 What are your observations about the way the programme has been managed by UN Women at the global and country levels?	*(e.g. coordination, staffing, M&E practices, communications and dissemination of results, roles and responsibilities, etc.)*

Questions	Prompts
7. Lessons learned	
7.1 From your perspective, are there any lessons that have been learned from the "Supporting Gender Equality in the Context of HIV/AIDS" programme to support achievement of results?	*What can UN Women take away from this programmatic experience?*
7.2 If you or UN Women were to design and implement a programme to supporting gender equality in the Context of HIV/AIDS, would you suggest a similar approach? If not, what would you change?	*How can the programme serve to improve future UN Women programming?*
8. Recommendations/Looking into the future	
8.1 What recommendation would you give UN Women HQ or UN Women Country Offices if they were to implement a similar programme in the future?	*Recommendations about design, scope, approach, type of activities, country selection, etc.*
8.2 What would you do differently (if anything) if you were to include another programme such as the "Supporting Gender Equality in the Context of HIV/AIDS" in your portfolio? Why?	
8.3 What would you recommend be done to improve the effectiveness, efficiency, design or any other aspect of the programme?	*What are the most important changes that could be made to maximize the impact of the programme?*

Interview protocol – UN WOMEN Staff (Regional Offices)

Universalia has been selected by UN Women to undertake the final evaluation of the programme "Supporting Gender Equality in the Context of HIV/AIDS," a programme funded by the European Commission (EC) and UN Women with the overall objective of ensuring that gender equality and human rights are integrated into key policies, programmes and actions to address HIV/AIDS at the national level. The evaluation methodology includes data collection in the five countries where the programme was implemented (i.e. Cambodia, Jamaica, Kenya, Papua New Guinea and Rwanda).

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Questions	Prompts
1. Introduction and Context	
1.1 As the Regional Coordinator of UN Women, what are your roles and responsibilities? How familiar are you/ how involved have you been with the programme that we are evaluating?	*(e.g. position at UN Women, any responsibilities linked to this programme)*
1.2 Over the past three years in your region, what have been the key changes and challenges in the response to the HIV/AIDS epidemic? What have been the opportunities and challenges related to integrating gender and human rights into the response to the HIV/AIDS epidemic? 1.3 Are there key factors affecting the integration of gender and human rights into the response to HIV/AIDS epidemics? 1.4 How is UN Women addressing these challenges through its programming?	*(e.g. changes in political, social, economic environment, involvement of donors, etc.)*
2. Relevance	
2.1 In your view, were the programme's overall and specific objectives relevant to the needs and priorities of UN Women? To the needs of your region? 2.2 Who are the other key partners engaged in programming aimed at integrating GE into the HIV/AIDS response?	*(i.e. programme alignment with national priorities for HIV response, with UN Women's Strategic Plan, with UN Women's country strategies)* *The overall objective of the programme was to integrate GE and HR into key policies, programmes, and actions to address HIV/AIDS at the national level in five selected countries.* *The specific objectives were to 1) increase the leadership and influence of women living with HIV and their organizations in policies, programmes and resource allocations; and 2) enhance national commitment to and action for addressing GE in national AIDS response in five selected countries.*

Questions	Prompts
3. Effectiveness	
3.1 Are you aware of examples of ways in which the programme has increased **the national commitment** and action to addressing GE in the HIV response?	*(e.g. national consultations on HIV/AIDS, involvement of the country in international fora on HIV/AIDS, decision-making practices of vitality of NACA, etc.)*
3.2 Are you aware of any results achieved by the programme through inter-country interactions?	
3.3. Please comment on the extent of the programme's contribution to the broader objective of integrating GE and HR in key policies, programmes and actions to address HIV/AIDS **at the national level**.	*(i.e. given the resources invested, has the programme significantly impacted the national capacity of the five countries?)*
4. Sustainability	
4.1 In your experience, what are the key factors/elements necessary to ensure that a programme like "Supporting Gender Equality in the Context of HIV/AIDS" be sustained, or at least be leveraged beyond project funding?	
5. Programme Design and Management	
5.1 The programme focuses on building capacities of individuals and organizations. Please comment on the robustness of such a design in achieving programme objectives. What are the pros and cons of such a design?	*(e.g. types of activities planned, theories of change, how the programme considers gender and social dimensions at the national level, etc.)*
5.2 Which characteristics of the programme **design** were most responsible for its ability/inability to deliver results?	
5.3 What are your observations about the way the programme has been managed by UN Women at the global and regional levels?	*(e.g. coordination, staffing, M&E practices, communications and dissemination of results, roles and responsibilities, etc.)*
5.4 In the context of this programme, what are your observations about the way in which UN Women's work coordinates with the work of other UN agencies, donors or national governments?	*Is UN Women perceived by external stakeholders to add value?*
5.5 Do you have any observations related to implementing programmes financed by the EC? How do they differ (if at all) from implementing programmes funded by other financial partners?	*How efficiently does UN Women work with other national stakeholders?* *Are there any competing agendas/different opinions in terms of the way the national government should respond to HIV challenges? What is UN Women's position as part of this debate?*
5.6 From your regional perspective, do you have any observation about the management of such a project whose results and activities are mainly at the country level?	

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Questions	Prompts
6. Lessons learned	
6.1 From your perspective, are there any lessons that have been learned from the "Supporting Gender Equality in the Context of HIV/AIDS" programme to support achievement of results?	*What can UN Women take away from this programmatic experience?*
6.2 If you or UN Women were to design and implement a programme to supporting gender equality in the Context of HIV/AIDS, would you suggest a similar approach? If not, what would you change?	*How can the programme serve to improve future UN Women programming?*
7. Recommendations / Looking into the future	
7.1 What recommendation would you give UN Women HQ or UN Women Country Offices if they were to implement a similar programme in the future?	*Recommendations about design, scope, approach, type of activities, country selection, etc.*
7.2 From the regional perspective, what would you do differently (if anything) if you were to include another programme such as the "Supporting Gender Equality in the Context of HIV/AIDS" in your portfolio? Why?	
7.3 What would you recommend be done to improve the effectiveness, efficiency, design or any other aspect of the programme?	*What are the most important changes that could be made to maximize the impact of the programme?*

Interview protocol – UN WOMEN Staff Country Office

Universalia has been selected by UN Women to undertake the final evaluation of the programme "Supporting Gender Equality in the Context of HIV/AIDS," a programme funded by the European Commission (EC) and UN Women with the overall objective of ensuring that gender equality and human rights are integrated into key policies, programmes and actions to address HIV/AIDS at the national level. The evaluation methodology includes data collection in the five countries where the programme was implemented (i.e. Cambodia, Jamaica, Kenya, Papua New Guinea and Rwanda).

Thank you for agreeing to this interview. This document is intended to be a guide for our discussion, which should last approximately one hour. All interviews are confidential in that the information provided will only be reported in aggregate forms, summarizing all key informant interviews without attribution to sources.

Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.1 What are your current roles and responsibilities at UN Women? What are your roles and responsibilities specifically related to the *Supporting Gender Equality in the Context of HIV/AIDS*?	*(e.g. position at UN Women, any responsibilities linked with this programme)*
1.2 From your perspective, what have been the key changes and challenges in the response to the HIV/AIDs epidemics in the country? What have been the opportunities and challenges in integrating gender and human rights into the response to the HIV/AIDS epidemics in the country?	*(e.g. changes in political, social, economic environment, involvement of donors, etc.)*
1.3 In your view, what have been the key factors affecting the integration of gender and human rights into the response to HIV/AIDS epidemics?	
1.4 How is UN Women addressing these challenges through its programming at the country level?	
2. Relevance	
2.1 In your view, were the programme's overall and specific objectives relevant to the needs and priorities of UN Women?	*(i.e., programme aligned national priorities for HIV response, with UN Women's strategic Plan, with UN Women's country strategies)*
2.2 Who are the other key partners engaged in programming aimed at integrating GE into the HIV/AIDS response? How does this programme complement their work? Is there any redundancy/duplication of efforts?	*The overall objective of the programme was to integrate GE and HR into key policies, programmes and actions to address HIV/AIDS at the national level in five selected countries.*
	The specific objectives were to 1) increase the leadership and influence of women living with HIV and their organizations in policies, programmes and resource allocations; and 2) enhance national commitment to and action for addressing GE in national AIDS response in five selected countries.

Questions	Prompts
3. Effectiveness	
3.1 Overall, to what extent has the programme been effective in the country? What worked well? What did not? Why?	*(i.e. programme design, implementing partners collaboration, targeting of audience, etc.)*
3.2 Has the programme increased **the national commitment** and action to addressing GE in the HIV response in any of the countries? Please provide examples.	*(e.g. national consultations on HIV/AIDS, involvement of the country in international fora on HIV/AIDS, decision-making practices of vitality of NACA, etc.)*
3.3 Are there examples of results achieved by the programme through inter-country interactions?	
3.4. Please comment on the extent of the programme's contribution to the broader objective of integrating GE and HR in key policies, programmes and actions to address HIV/AIDS **at the national level**. Could you share some examples?	*(i.e. Given the resources invested, has the programme significantly impacted the national capacity of the five countries?)*
3.5 From your perspective, how did the project enhance the capacity of women living with HIV and their organizations to effectively participate in the national HIV/AIDS response?	*(i.e. changes witnessed within the women's groups.)* *(e.g. individual empowerment [self-esteem, confidence, etc.], collective empowerment [sense of belonging, partnerships, etc.}, abilities developed as a result of training [resource mobilization, government monitoring], etc.)*
3.6 From your perspective, how did the programme strengthen the capacity of the National Coordination AIDS Authority (NACA)?	*(e.g. dynamism and leadership, development of skills [analysis, strategy, etc.], improvement of ways of working among NACAs, additional funding, etc.)*
3.7 Are there examples of ways in which the programme has helped women living with HIV and their organizations be more effective leaders and influencers of policies, programmes and resource allocation?	*How does this empowerment manifest itself at the household, organizational and community levels?* *What changes have occurred in women's organizations (e.g., increase in membership, resources, exchanges, new projects)?*
3.8 From your perspective, what is the extent of the programme's contribution to the broader objective of integrating GE and HR in key policies, programmes and actions to address HIV/AIDS in each of the five countries?	
4. Efficiency	
4.1. Were the programme resources (time, staff, money, IT) allocated to your country sufficient to achieve the intended results?	*If so, please explain.* *If not, which specific additional resources (funds, human resources, etc.) would have been necessary to achieve greater results?*
4.2. How could the available programme resources have been allocated more strategically?	*(e.g. more/less funds for internal programme staff, more funds for local level activities [e.g. training], etc.)*
4.3 From your perspective, was this programme a good value-for-money? In other words, could comparable results have been achieved with a different design or programme?	
5. Sustainability	
5.1 From your perspective, is there evidence that national partners have embraced the programme? If so, please provide examples.	*(e.g. statements of support from women's organizations, networsk and NACA, discussions taking place to build on current momentum, plans for activities beyond the life of the programme, etc.)*

Questions	Prompts
5.2 Has the programme created a sense of momentum in the country and leveraged (through other partners) additional resources for the integration of GE and HR in the HIV response?	*(e.g. new funds or involvement of additional donors, new partnerships created, increase in awareness raising, higher profile of national HIV response/agenda/actions at the global level)*
5.3. How will the increase in the capacity and knowledge of the NACA to integrate gender in policies, programmes, plans and budgets be maintained beyond the life of the programme?	*(i.e. Is there a strategy/plan to further increase the capacity of the NACA or to support its development in the future?)*
5.4 In your experience, what are the key factors/elements necessary to ensure that a programme like "Supporting Gender Equality in the Context of HIV/AIDS" be sustained, or at least be leveraged beyond project funding?	
6. Programme design and Management	
6.1 The programme focuses on building capacities of individuals and of organizations. Please comment on the robustness of such a design to achieve programme objectives. What are the pros and cons of such a design?	*(e.g. types of activities planned, theories of change, how the programme considers gender and social dimensions at the national level, etc.)*
6.2 Which characteristics of the programme **design** were most responsible for its ability/inability to deliver results?	*(e.g. types of activities planned, theories of change, how the programme considers gender and social dimensions at the national level, etc.)*
6.3 In the context of this programme, what are your observations about the way in which UN Women's work coordinates with the work of other UN agencies, donors or national governments? 6.4 Do you have any observations related to implementing programmes financed by the EC? How do they differ (if at all) from implementing programmes funded by other financial partners? 6.5 From your perspective, do you have any observation about the management of such a project whose results and activities are mainly at the country level?	*Is UN Women perceived by external stakeholders to add value?* *How efficiently does UN Women work with other national stakeholders?* *Are there any competing agendas/different opinions in terms of the way the national government should respond to HIV challenges? What is UN Women's position as part of this debate?*
6.6 What are your observations about the way the programme has been managed by UN Women at the global and country levels?	*(e.g. coordination, staffing, M&E practices, communications and dissemination of results, roles and responsibilities, etc.)*
7. Lessons learned	
7.1 From your perspective, are there any lessons that have been learned from the "Supporting Gender Equality in the Context of HIV/AIDS" programme to support achievement of results? 7.2 If you or UN Women were to design and implement a programme to supporting gender equality in the Context of HIV/AIDS, would you suggest a similar approach? If not, what would you change?	*What can UN Women take away from this programmatic experience?* *How can the programme serve to improve future UN Women programming?*

Questions	Prompts
8. Recommendations/Looking into the future	
8.1 What recommendation would you give UN Women HQ or UN Women Country Offices if they were to implement a similar programme in the future? 8.2 What would you do differently (if anything) if you were to include another programme like "Supporting Gender Equality in the Context of HIV/AIDS" in your portfolio? Why?	*Recommendations about design, scope, approach, type of activities, country selection, etc.*
8.3 What would you recommend be done to improve the effectiveness, efficiency, design or any other aspect of the programme?	*What are the most important changes which could be made to maximize the impact of the programme?*

Interview protocol – EC Representatives Brussels

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Thank you for agreeing to this interview. This document is intended to be a guide for our discussion, which should last approximately one hour. All interviews are confidential in that the information provided will only be reported in aggregate forms, summarizing all key informant interviews without attribution to sources.

Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.1 What are your current roles and responsibilities at the European Commission (EC) in general and with respect to the "Supporting Gender Equality in the Context of HIV/AIDS" in particular?	*(e.g. position at EC, any responsibilities linked with this programme)*
1.2 What is the portfolio of work of the EC in the country (budget, themes, focus, etc.) and how does the "Supporting Gender Equality in the Context of HIV/AIDS" programme fit into this portfolio (size, focus, partners, etc.)?	
2. Relevance	
To what extent are you able to comment on the different aspects of the programme's relevance? More specifically:	
2.1 How do the programme objectives support the EC's programmatic objectives?	*The overall objective of the programme was to integrate GE and HR into key policies, programmes and actions to address HIV/AIDS at the national level in five selected countries.*
	The specific objectives were to 1) increase the leadership and influence of women living with HIV and their organizations in policies, programmes and resource allocations; and 2) enhance national commitment to and action for addressing GE in national AIDS response in five selected countries.
	How do these objectives support the EC's strategy and goals?

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Questions	Prompts
3. Effectiveness	
To what extent are you able to comment on the different aspects of the programme's effectiveness? More specifically:	
3.1 From the perspective of the EC, has this programme been successful? Why?	*(e.g. national consultations on HIV/AIDS, involvement of the country in international fora on HIV/AIDS, decision-making practices of vitality of NACA, etc.)*
4. Sustainability	
To what extent are you able to comment on the different aspects of the programme's sustainability? More specifically:	
4.1 From your perspective, will this programme be sustainable beyond existing funding?	
5. Programme design and Management	
To what extent are you able to comment on the different aspects of the programme's design and management? More specifically:	
5.1 What are your observations about the way the programme has been managed by UN Women?	*(e.g. coordination, staffing, M&E practices, communications and dissemination of results, roles and responsibilities, etc.)*
6. Lessons learned	
6.1 From your perspective, are there any lessons that have been learned from the "Supporting Gender Equality in the Context of HIV/AIDS" programme to support achievement of results?	*What can the EC take away from this programmatic experience?*
6.2 Would you fund a similar programme in the future? Why?	*How can the programme serve to improve future EC programming?*
7. Recommendations/Looking into the future	
7.1 What recommendations would you give UN Women HQ or UN Women Country Offices if they were to implement a similar programme in the future?	*Recommendations about design, scope, approach, type of activities, country selection, etc.*

Interview protocol – EC Representatives at the Country Level

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Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.3 What are your current roles and responsibilities at the European Commission (EC) in general and with respect to the "Supporting Gender Equality in the Context of HIV/AIDS" in particular?	*(e.g. position at EC, any responsibilities linked with this programme)*
1.4 What is the portfolio of work of the EC in the country (budget, themes, focus, etc.) and how does the "Supporting Gender Equality in the Context of HIV/AIDS" programme fit into this portfolio (size, focus, partners, etc.)?	
1.5 From your perspective, over the past three years, what have been the key changes and challenges regarding the response to the HIV/AIDs epidemic in the country?	*(e.g. changes in political, social, economic environment, involvement of donors, etc.)*
1.6 What have been the opportunities and challenges in integrating gender and human rights into the response to the HIV/AIDS epidemics?	

Questions	Prompts
2. Relevance	
To what extent are you able to comment on the different aspects of the programme's relevance? More specifically:	
2.1 How does the programme support the EC's programmatic objectives in the country? 2.2 How does the programme support the country's needs?	*(i.e. programme alignment with national priorities for HIV response, with EC Corporate Strategies, with EC's country strategies.)* *The overall objective of the programme was to integrate GE and HR into key policies, programmes, and actions to address HIV/AIDS at the national level in five selected countries.* *The specific objectives were to 1) increase the leadership and influence of women living with HIV and their organizations in policies, programmes and resource allocations; and 2) enhance national commitment to and action for addressing GE in national AIDS response in five selected countries.*
3. Effectiveness	
To what extent are you able to comment on the effectiveness of the programme? More specifically:	
3.1 From the perspective of the EC, has this programme been successful? Why? 3.2 Are you aware of examples of ways in which the programme has increased **the national commitment** and action to addressing GE in the HIV response?	*(e.g. national consultations on HIV/AIDS, involvement of the country in international fora on HIV/AIDS, decision-making practices of vitality of NACA, etc.)*
3.3. Please comment on the extent of the programme's contribution to the broader objective of integrating GE and HR in key policies, programmes and actions to address HIV/AIDS **at the national level**.	*(i.e. Given the resources invested, has the programme significantly impacted the national capacity of the country?)*
4. Sustainability	
To what extent are you able to comment on the sustainability of the programme? More specifically:	
4.1 From your perspective, will this programme be sustainable beyond existing funding? 4.2 In your experience, what are the key factors/elements necessary to ensure that a programme like "Supporting Gender Equality in the Context of HIV/AIDS" be sustained, or at least be leveraged beyond project funding?	
5. Programme design and Management	
To what extent are you able to comment on the programme design and management? More specifically:	
5.1 The programme focuses on building capacities of individuals and of organizations. Please comment on the robustness of such a design in achieving programme objectives. What are the pros and cons of such a design?	*(e.g. types of activities planned, theories of change, how the programme considers gender and social dimensions at the national level, etc.)*
5.2 What are your observations about the way the programme has been managed by UN Women?	*(e.g. coordination, staffing, M&E practices, communications and dissemination of results, roles and responsibilities, etc.)*

Questions	Prompts
6. Lessons learned	
6.1 From your perspective, are there any lessons that have been learned from the "Supporting Gender Equality in the Context of HIV/AIDS" programme to support achievement of results?	*What can the EC take away from this programmatic experience?*
6.2 Would you fund a similar programme in the future? Why?	*How can the programme serve to improve future EC programming?*
7. Recommendations/Looking into the future	
7.1 What recommendation would you give UN Women HQ or UN Women Country Offices if they were to implement a similar programme in the future?	*Recommendations about design, scope, approach, type of activities, country selection, etc.*
7.2 What would you recommend be done to improve the effectiveness, efficiency, design or any other aspect of the programme?	*What are the most important changes which could be made to maximize the impact of the programme?*

Interview protocol – National AIDS Coordinating Agencies (NACAs)

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Questions	Prompts
1. Introduction and Context	
1.1 What is your role? How long have you been working in NACA?	*(i.e. title/function within NACA).*
1.2 Who are the other members of NACA in your country?	*(e.g. representatives from organizations, line ministries, etc.)* *How is NACA structured?* *How does it operate?*
1.3 Has NACA been involved in any capacity-building activity (or received support) organized/funded by UN Women (formerly UNIFEM) since 2009? If so, what was this activity/support and when did it take place?	*(e.g. training, decision-making fora, convenings, etc.)* *Ask about how she/he learned about the programme as well as the type of involvement throughout the programme (have they had any decision-making role on the type of activities? Their content?)*
1.4 What aspects of the support NACA received from UN Women did you appreciate the most/the least?	
2. Relevance	
2.1 In your country, what are the main forms of discrimination toward women living with HIV, and what is their impact on the daily life of women?	*Impacts on: women's personal life; role and relations within the household, the community, the society.* *Is the national response to HIV/AIDS addressing such discrimination?*
2.2 What are the key challenges faced by NACA to fulfill its mandate?	*(e.g. operational, funding, relationships between institutional members, etc.)*
2.3 What factors at the national, regional and global levels have affected the national response to HIV/AIDS? How?	*(e.g. presence of donors, political factors, shift in development agenda, etc.)*

Questions	Prompts
3. Results Achievement	
3.1 What organizational capacities have been strengthened through the programme?	*(e.g. capacity to advocate, to monitor, to mobilize resources, to partner, etc.)*
3.2 *If the organizational capacity was strengthened*: To what extent is NACA now in a better position to fulfill its mandate of coordinating the planning, implementation, budgeting, monitoring and evaluation of the national response to HIV/AIDS?	*(e.g. new initiatives/programmes for women living with HIV, established relationship with groups/organizations of women living, increased resources targeting women living with HIV, etc.)*
3.3 To what extent is NACA now in a better position to take into account the needs of women living with HIV and priorities while fulfilling its mandate? Please explain.	*Ask to provide concrete examples of how NACA is now taking into consideration the needs of women living with HIV.*
3.4 The programme also worked with women living with HIV and their organizations. Are you aware of any changes in their capacities?	
3.5 Overall, to what extent were your expectations towards the programme met?	
3.6 To know knowledge, did the programme contribute to any other results?	*Which ones?* *(e.g. national consultations, national mechanisms, additional budgets for the HIV response, development of policies, etc.)*
4. Sustainability of results	
4.1 How is NACA building upon (or planning to build upon) this experience?	*e.g. Has NACA committed (or does NACA plan to commit) additional resources to strengthen its organizational capacity? Has NACA entered into partnerships with other actors to develop joint programmes/share information on HIV/AIDS?*
4.2 What do you consider to be the challenges for NACA, if any, to sustain results achieved through the EC-UN Women programme's support?	
5. Programme design	
5.1 In your opinion, was the approach taken by the programme (i.e. capacity building of NACA and women living with HIV and their organizations) the most appropriate to strengthen the national response to HIV so that it also includes gender equality issues?	
5.2 Did this approach adequately take into consideration the existing capacity gaps within NACA to promote human rights and gender equality in the HIV/AIDS response?	*(e.g. establishment of an internal gender advisor position within NACA).*
6. Lessons Learned and Recommendations	
6.1 Do you have any recommendations or other comments you would like to share that could benefit future programming aimed at making the national response to HIV/AIDS more gender-sensitive?	

Interview protocol – Government's line ministries

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Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.1 What is your role? How long have you been working with this ministry?	
1.2 How is your ministry/department involved in the national response to HIV/AIDS?	
1.3 What are your ministry/department's priorities in the area of HIV/AIDS?	
1.4 What is the nature of your relationships with NACA?	
1.5 What is the nature of your relationships with UN Women?	
2. Context and Relevance	
2.1 To what extent are gender equality considerations integrated in the national response to HIV/AIDS?	
2.2 *(if they are integrated to some extent)* What gender considerations are integrated? How well are they integrated?	
2.3 Has your ministry/department been involved in the EC-UN Women programme? If yes, how? *(If not, move to question 3.7)*	
2.4 What challenges was your ministry/department facing in mainstreaming gender equality consideration in its work related to the national response to HIV/AIDS?	
2.5 What were your expectations towards the programme?	

Questions	Prompts
3. Results Achievement	
3.1 What types of support (if any) did your ministry/department receive from the programme?	*(e.g. training, convening, capacity development)*
3.2 To what extent was your ministry/department's capacity strengthened through the programme support to contribute to the mainstreaming of gender equality considerations in the national response to HIV/AIDS? How? If not, why?	*Strengthened the capacity of your organization: clarify what capacity and to do what (e.g. to advocate, to monitor, to mobilize resources, to partner, etc.)*
3.3 *If the organizational capacity was strengthened*: What is your ministry/department doing (better) now that was not doing before?	*(e.g. new initiatives/programmes for WLHIV, established relationship with WLHIV's organizations/groups, increased resources targeting WLHIV)*
3.4 Looking at other actors that were involved in the programme - namely NACA and WLHIV's organizations -, what changes have you seen in: • The NACA's capacity to coordinate the planning, implementation, budgeting, monitoring or evaluation of the national response to HIV/AIDS? • WLHIV's organizations' participation in the national response to HIV/AIDS?	
3.5 Overall, to what extent were your expectations towards the programme met?	
3.6 Did the programme made any other contribution?	
4. Sustainability of results	
4.1 How is your ministry/department building upon (or planning to build upon) this experience?	*(e.g. Has the ministry/department committed (or does it plan to commit) additional resources to further its organizational capacity? Has the ministry/department entered into partnerships with other actors to develop joint programmes/share information on HIV/AIDS?*
4.2 What do you consider to be the challenges for your ministry/department, if any, to sustain results achieved through the EC-UN Women programme's support?	
5. Lessons Learned and Recommendations	
5.1 What aspects of the support ministry/department received did you appreciate the most?	
5.2 Which ones did you appreciate the least?	
5.3 On the basis of your experience, to what extent was the approach for capacity strengthening used by the EC-UN Women programme effective to build/strengthen your ministry/department's capacity in mainstreaming gender equality considerations into its work? How could/should it be modified?	
5.4 Do you have any recommendations or other comments you would like to share that could benefit future programming aiming to make the national response to HIV/AIDS more gender-sensitive?	

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Interview protocol – UNAIDS, GFATM and other UN agencies

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Thank you for agreeing to this interview. This document is intended to be a guide for our discussion, which should last approximately one hour. All interviews are confidential in that the information provided will only be reported in aggregate forms, summarizing all key informant interviews without attribution to sources.

Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.1 What is your role? How long have you been working in this organization?	
1.2 How does your organization contribute, if all, to the national response to HIV/AIDS?	*(e.g. type of activities, participation in national forums, budget allocated, etc.)*
1.3 To what extent does your organization mainstream gender equality considerations into its HIV/AIDS related work?	
1.4 What type of support do you provide to your partners to mainstream gender equality considerations into their HIV/AIDS related work?	
1.5 What is the nature of your relationships with UN Women (if any)?	
2. Context and Relevance	
2.1 In your country, what are the main forms of discrimination that WLHIV suffer from?	
2.2 What do you perceive to be the main gaps in the national response to HIV/AIDS for adequately addressing such discrimination?	
2.3 What challenges, if any, does your organization face to support its partners involved in the HIV/AIDS national response to fill in these gaps?	
3. Results Achievement	
3.1 Are you familiar with the EC-UN Women programme? *(if not, skip to question 4.1)*	*Ask about how she/he learned about the programme as well as the type of involvement throughout the programme (if any).*
3.2 *If answered yes to previous question*: What do you consider to be the main results of this programme?	

Questions	Prompts
3.3 To what extent and how has UN Women contributed to support your organization in better mainstreaming gender equality considerations into its HIV/AIDS related work?	
3.4 *(for UN agencies)* To what extent and how has UN Women contributed to support the UN system in mainstreaming gender equality considerations into HIV/AIDS programming?	
4. Programme Design	
4.1 Based on your experience in working on the issue of HIV/AIDS and/or with WLHIV in this country, what are the most successful approaches or strategies to strengthen capacities of key national actors involved in the HIV/AIDS response?	*Ask if there are knowledge products (lessons learned, evaluations, researches) that the organization conducted and that could be made available to the Evaluation Team.*
5. Lessons Learned and Recommendations	
5.1 Based on your experience in working on the issue of HIV/AIDS and/or with WLHIV, are there any lessons learned and/or recommendations that could benefit future programming that aims to mainstream gender equality considerations into the national response to HIV/AIDS?	

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Interview protocol – WLHIV's organizations

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Thank you for agreeing to this interview. This document is intended to be a guide for our discussion, which should last approximately one hour. All interviews are confidential in that the information provided will only be reported in aggregate forms, summarizing all key informant interviews without attribution to sources.

Note for the interviewer: The open-ended questions outlined in the left-hand column will be used to structure the interview. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.

Questions	Prompts
1. Introduction and Context	
1.1 What is your role in the organization? How long have you been working with this organization?	
1.2 How is your organization involved in the national response to HIV/AIDS?	*(e.g. type of projects implemented, target groups, participation in forums/dialogues/networks)*
1.3 To what extent is HIV/AIDS a key area of work for your organization?	*Ask, for instance, about the percentage of budget dedicated to HIV/AIDS.*
1.4 Do women living with HIV represent a priority target for your organization? Please explain how.	
2. Context and Relevance	
2.1 In your country/community, what are the main challenges that women living with HIV face in accessing services?	
2.2. How does such discrimination impact their day-to-day life?	
2.3 *(if involved in the programme)* Why did your organization decide to be part of the programme? What were your organization's expectations towards the programme?	
2.4 *(if the organization was involved in the programme)* Before the starting of the EC-UN Women programme in 2009, what capacity gaps was your organization facing in taking into consideration gender equality issues in its work on HIV-related issues?	*Challenges in terms of capacity gaps, such as: limited knowledge on how to develop programming responsive to HIV-positive women's needs; monitoring the national initiatives on HIV/AIDS resource allocation for gender-related issues, etc.*
3. Results Achievement	
3.1 What types of support did your organization receive from the programme?	*(e.g. training, tools, convening, capacity development)*

Questions	Prompts
3.2 Would you consider that the support received has strengthened the capacity of your organization <u>to mainstream gender equality considerations into its work</u>? If yes, how? If not, why?	*Strengthened the capacity of your organization: clarify what capacity and to do what (e.g. to advocate, to monitor, to mobilize resources, to partner, etc.)*
3.3 *If the organizational capacity was strengthened*: What is your organization doing (better) now that was not doing before?	*(e.g. new initiatives/projects for women living with HIV, established relationship with NACA/governmental authorities, increased resources [financial or members])*
3.4 To what extent has the support received from the EC-UN Women programme increased your organization's capacity to be involved, in a more effective way, in the national response to HIV/AIDS?	
3.5 Overall, to what extent were your organization's expectations towards the programme met?	
3.6 Did the programme contribute in other ways to the capacity strengthening of your organization?	
4. Sustainability of results	
4.1 How is your organization using/going to use the strengthened capacity?	*(e.g. Has the organization entered into partnerships with other actors to develop joint programmes/share information on HIV/AIDS?)*
4.2 Do you foresee any challenges for your organization in applying what has been learned to its future work? Please explain.	
4.3 Does your organization have any plans to continue developing its capacity to mainstream gender equality considerations into its work?	*(e.g. commitments or actual resources allocated to further capacity strengthening; proposals for donor support.)*
5. Lessons Learned and Recommendations	
5.1 What aspects of the support your organization received did you appreciate the most?	
5.2 Which ones did you appreciate the least?	
5.3 On the basis of your experience, to what extent was the approach for capacity strengthening used by the EC-UN Women programme effective to build/strengthen your organization's capacities in mainstreaming gender equality considerations into its work? How could/should it be modified?	
5.3 Do you have any recommendations or other comments you would like to share that could benefit future programming that aims to increase the capacity of women living with HIV to participate and take a leadership role in the national response to HIV/AIDS?	

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Interview protocol – Individual beneficiaries/WLHIV

Universalia has been selected by UN Women to undertake the final evaluation of the programme "Supporting Gender Equality in the Context of HIV/AIDS," a programme funded by the European Commission (EC) and UN Women with the overall objective of ensuring that gender equality and human rights are integrated into key policies, programmes and actions to address HIV/AIDS at the national level. The evaluation methodology includes data collection in the five countries where the programme was implemented (i.e. Cambodia, Jamaica, Kenya, Papua New Guinea and Rwanda).

Thank you for agreeing to this interview. This document is intended to be a guide for our discussion, which should last approximately one hour. All interviews are confidential in that the information provided will only be reported in aggregate forms, summarizing all key informant interviews without attribution to sources.

Note for the interviewer
Using this interview protocol: The open-ended questions outlined in the left-hand column will be used to structure the interview/focus group. The "prompts" in the right-hand column can help clarify the associated question or encourage a respondent to elaborate on a reply. Evaluation Team members do not have to use the exact formulations below, but may use the protocol as a guideline for key content to be covered during the conversation.   *Interviewing vulnerable beneficiaries: Extra care needs to be taken when conducting interviews with women living with HIV since research shows that disclosure of HIV status may put women at risk of violence. The team member who leads this exercise should be familiar with, or at least sensitive to, conducting research work with vulnerable women. In general, we suggest that the women living with HIV consulted for this kind of evaluation not be in a fragile psychological/physical state. Only the UN Women partner will be able to provide guidance on the level of vulnerability of the participants.*   *Engaging beneficiaries is guided by* Researching violence against women: a practical guide for researchers and activists by the WHO and PATH[28]*, and critical considerations include:*   ● *Safety of respondents and perceptions of safety is paramount;*   ● *Protecting confidentiality is essential;*   ● *Participants have a right not to participate or not to speak, and they can leave or end the session at any time;*   ● *Informed consent for respondents is required.*   *More details will be provided by the Universalia Evaluation Team prior to field work.*

I would like to start by thanking you for taking the time to participate in this meeting.

You have been invited to participate in this interview/focus group as part of an evaluation that Universalia, a consulting firm based in Canada, is conducting for UN Women, a UN agency that works for women to have a stronger voice and influence on the national projects, programmes, and policies.

We would like you to share your experience in participating in the [*type of the activity*] conducted by [*name of the UN Women's partner NGO*] and which was/were funded by UN Women.

If you agree, I will take some notes during our meeting, but please rest assured that anything that will be said during this meeting will remain confidential. Should you not be comfortable with any of the questions asked, please feel free not to answer.

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[28] Found at http://www.who.int/reproductivehealth/publications/violence/9241546476/en/index.html

Questions	Prompts
1. Introduction and Context	
1.1 Could you please introduce yourself and tell us where you are from, if you belong to a women's group, and what type of support you have received from [*name of the NGO*] or what type of activities organized by [*name of the NGO*]you were involved in?	*E.g. participated in a training course, a group discussion, a conference, an advocacy campaign; wrote a publication; gave a speech, etc.*
2. Relevance	
2.1 What has motivated you to participate in this/these activity(ies)?	*Try to identify the challenges that these women were facing in their day-to-day life*
3. Effectiveness	
3.1 What were your expectations before starting the activity?	*E.g.: What were you expecting to learn and/or to be able to do differently? What changes (in your life or in other spheres) were you expecting to see thanks to the support received?*
3.2 *(in case of training workshops or other learning opportunities)* What have you learned? Has it been useful? How?	
3.3 What has changed, if anything, since you participated in the activity funded by UN Women? 3.1.1. In your personal life? 3.1.2. In your relations with your family? 3.1.3. In your relations with your colleagues? 3.1.4. In your relations with other community members? 3.1.5 (if applicable) In your relations with other members of the women's organization that you are part of? 3.1.6 In your participation in decision-making mechanisms or bodies at the community, provincial, or national level? Please provide a specific example or a story to illustrate your answers.	*Personal life (e.g. your self-esteem, your confidence, your health, your knowledge about HIV, your emotions, your happiness level, etc.)* *Family (e.g. your relationships with your partner, your children, etc.)* *Work (e.g. new professional skills, your relationship with your colleagues, etc.)* *Community (e.g. stigma around HIV/AIDS, health or other services offered locally, access to medication, ability to take part in politics, etc.)*
3.5 Now that the initiative funded by UN Women has come to an end, do you consider that your expectations were met?	
4. Sustainability	
4.1 Did you share the learning you acquired with family members, friends, members of the women's organization you are part of, or other people? If yes, what reactions did they have?	
4.2 How are you using or building upon your experience in [*type of activity*]?	
5. Factors affecting performance	
5.1 What have you liked or disliked about the activity(ies) you participated in?	

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Questions	Prompts
7. Lessons learned/Recommendations	
7.1 If you had the possibility of participating again in similar activities, what would you do differently?	
8.Other comments	
8.1 Are there any other issues that this interview guide has not covered about your life and that you think are important to discuss?	*If so, what are they?*