



**NDPHS Evaluation Team 2013  
First Meeting  
Helsinki, Finland  
5 February 2013**

<b>Reference</b>	ET2013 1/4/Info 1
<b>Title</b>	Terms of Reference for the NDPHS Evaluation Team and the Terms of Reference for the NDPHS evaluation external consultant
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	-
<b>Requested action</b>	For reference

## Terms of Reference for the NDPHS Evaluation Team

Adopted by the 9<sup>th</sup> Partnership Annual Conference  
held in Berlin, Germany, on 30 October 2012

### I. Background and rationale

The NDPHS Strategy<sup>1</sup> stipulates that the NDPHS would undergo an evaluation approximately every five years, which would be aided by an external consultant. Adopted in 2009, the Strategy came into being as a result of efforts following the outcome of the evaluation that took place in 2008. The latter was, as required by the *Declaration concerning the establishment of a NDPHS* (the Oslo Declaration)<sup>2</sup>, a five-year review of the NDPHS, and was facilitated by an NDPHS Evaluation Team (ET) supported by an external consultant appointed by the ET.

This present Terms of Reference are a result of discussions regarding the forthcoming NDPHS evaluation of 2013, which began during the 20<sup>th</sup> meeting of the NDPHS Committee of Senior Representatives (CSR) in April 2012 and were finalized during the 9<sup>th</sup> Partnership Annual Conference (PAC) in October.

Pursuant to the Oslo Declaration, the PAC decided to establish an *ad hoc* Evaluation Team (ET) that, supported by an external consultant, would aid the evaluation process in accordance with the provisions laid down in the present ToR.

### II. Objective

The main role of the Evaluation Team is to act as the facilitator of the NDPHS evaluation of 2013 and the focal point for inputs from the Partner Countries and Organisations and the NDPHS Participant, including, but not limited to their representatives in the NDPHS Expert Groups and Task Groups as well as the Associated Expert Groups. In this capacity, the Evaluation Team has the overall objective to produce the evaluation report and present it to the CSR.

### III. Scope of the evaluation

The scope of the evaluation will include:

- **Assessment of the performance and, whenever possible, the outcome and impact of the activities carried out** by the Partnership since the latest evaluation in 2008. This includes findings and conclusions on, *inter alia*, whether the NDPHS has satisfactorily implemented its objectives and tasks as stated in the Oslo Declaration and the NDPHS Strategy, and fulfilled its role within the EUSBSR (as the NDPHS is a multi-faceted structure featuring various bodies, the overall progress of the Partnership and the impact it made during the period concerned can only be measured by taking into account all actors involved; cf. item Methodology and steps);

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<sup>1</sup> [http://www.ndphs.org/?about\\_ndphs#New\\_NDPHS\\_Strategy](http://www.ndphs.org/?about_ndphs#New_NDPHS_Strategy).

<sup>2</sup> [http://www.ndphs.org/?doc,Oslo\\_Declaration.pdf](http://www.ndphs.org/?doc,Oslo_Declaration.pdf).

- **Assessment of the organization's structure and bodies, members' commitment and contributions, financial and other resources made available to the organization, etc.;**
- **Assessment of the Partnership's readiness to meet future challenges;**
- **Recommendations for warranted improvements and actions to be taken** (including, e.g., possible revision of the NDPHS Strategy of 2009). The feasibility of the recommendations shall be seriously considered, not least in the light of the political, strategic, administrative and economic circumstances within which the NDPHS operates.

The ET may decide to enlarge the above scope if time and resources allow.

#### **IV. Methodology and steps**

The following methodology will be employed for the purpose of the evaluation:

- Study of documents;
- Questionnaire-based interviews with the Partners and the Participant;
- Questionnaire-based interviews with the EG (and also TG, if feasible) members
- Interviews with the Expert and Task Groups' leaderships and the Associated Expert Groups' leaderships;
- Participation in EG (and TG, if feasible) meetings;
- Interview with the NDPHS Secretariat;
- Interviews with selected key external stakeholders collaborating with the NDPHS;<sup>3</sup>
- Interviews with selected few other relevant stakeholders;<sup>4</sup>
- Reporting (progress (interim) and final);
- Sharing and discussing of findings and suggestions;
- Presentation of findings and recommendations.

In performing its tasks the ET will be supported by an external consultant as stipulated in item VIII.

#### **V. Outputs**

The following outputs will be delivered by the ET:

- Progress report to be submitted to the CSR 21 Meeting in spring 2013;
- Final report to be submitted to the CSR 22 Meeting in autumn 2013 (to be further revised following discussions during the CSR 22 Meeting, if requested). It will present the ET's findings and conclusions/recommendations consistent with the scope of the evaluation (item III).

#### **VI. Timeframe**

The mandate of the ET is valid from 1 November 2012 until the CSR 22 Meeting in autumn 2013.

The ET will implement the activities in accordance with the following timeline:

November 2012	Nomination of the Evaluation Team members (information to be sent to the NDPHS Secretariat).
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<sup>3</sup> If necessary, it can be questionnaire-based.

<sup>4</sup> Ditto.

Selection and contracting of an external consultant.

Dec 2012 - March 2013 The NDPHS Expert Groups, Task Groups and the Associated Expert Groups interviewed by the external consultant. Participation at EG/TG meetings.

January/Feb 2013 1<sup>st</sup> ET meeting.

April 2013: 2<sup>nd</sup> ET meeting.

NDPHS Partner Countries and Organizations and the NDPHS Participant interviewed by the external consultant (some individual interviews to be held immediately before and after the CSR 21, if possible).

ET progress report to CSR 21.

May 2013: Further interviews by the external consultant.

June - August 2013: Additional ET meetings (as required).

June - Sept 2013 Collecting comments to the draft evaluation report

Sept. - Oct. 2013: Final ET report submitted to CSR 22.

October 2013: Final ET report presented during CSR 22.

## VII. Composition of the Evaluation Team

The ET will consist of representatives coming from the following groups:

- NDPHS Partner Countries:
  - Finland (the NDPHS Chair Country);
  - Germany (the NDPHS co-Chair Country);
  - Latvia;
  - Norway;
  - Russia;
- NDPHS Expert Groups (these should also channel the views of the Task Groups):
  - HIV/AIDS&AI EG;
- NDPHS Secretariat.

The ET members will elect an ET Chairperson from among themselves. The Chair will be technically supported by the NDPHS Secretariat.

## VIII. Support from an external consultant

In performing its tasks the ET will be supported by an external consultant working under its direction and supervision and in accordance with the *Terms of Reference for the NDPHS evaluation external consultant* adopted by the 9<sup>th</sup> Partnership Annual Conference.

The Center for Evaluation, Saarbrücken, Germany, which acted as an external consultant during the NDPHS evaluation of 2008, will be invited to be the external consultant.

The consultant will be contracted by the Secretariat.

## **IX. Financial aspects**

All expenses incurred by the representatives to attend Evaluation Team meetings will be covered by their respective countries or organisations.

Costs for holding meetings will be borne by the host country/organizations unless otherwise agreed.

## **X. Decision making and reporting**

The ET is answerable to the CSR. To this end, it will provide feedback and report to the CSR, as necessary.

The ET will prepare a progress report and the final report and submit to the CSR in accordance with provisions included in item VI Timeframe.

Decisions within the ET will be reached by consensus.

Only appointed representatives to the ET take part in decision-making.

The outcomes of each ET meeting shall be documented in the meeting minutes and published on the NDPHS website.

## **XI. Amendments to the Terms of Reference**

These Terms of Reference can be amended by the CSR, when deemed necessary. Amendments proposed by the ET shall be approved in the ET before being submitted to the CSR for possible adoption.

## **Terms of Reference for the NDPHS evaluation external consultant**

Adopted by the 9<sup>th</sup> Partnership Annual Conference  
held in Berlin, Germany, on 30 October 2012

### **I. Background**

The Northern Dimension Partnership in Public Health and Social Well-being (NDPHS) Strategy<sup>5</sup> stipulates that the NDPHS would undergo an evaluation approximately every five years, which would be aided by an external consultant. Adopted in 2009, the Strategy came into being as a result of efforts following the outcome of the evaluation that took place in 2008. The latter was, as required by the Declaration concerning the establishment of a NDPHS (the Oslo Declaration)<sup>6</sup>, a five-year review of the NDPHS, and was facilitated by an NDPHS Evaluation Team (ET) supported by an external consultant appointed by the ET.

As decided by the 9th Partnership Annual Conference (PAC) in October 2012, the NDPHS will undergo its second five-year evaluation that will conclude with the 10<sup>th</sup> Partnership Annual Conference to be held at a ministerial level in November 2013.

Pursuant to the Oslo Declaration, the PAC decided to establish an *ad hoc* Evaluation Team (ET) that would aid the evaluation process in accordance with the provisions laid down in its Terms of Reference.<sup>7</sup>

The main role of the ET is to act as the facilitator of the NDPHS evaluation of 2013 and the focal point for inputs from the Partner Countries and Organisations and the NDPHS Participant, including, but not limited to their representatives in the NDPHS Expert Groups and Task Groups as well as the Associated Expert Groups. In this capacity, the Evaluation Team has the overall objective to produce the evaluation report and present it to the CSR meeting to be held in October 2013.

In performing its tasks the ET will be supported by an external consultant working in accordance with this present Terms of Reference.

### **II. Objective and tasks**

The main role of the consultant is to support the ET in performing the latter's tasks as specified in the *Terms of Reference for the NDPHS Evaluation Team*. To that end, the consultant works under the ET's direction and supervision.

More specifically, the consultant will support the ET by running the following activities as required by the ET:

- Study documents;

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<sup>5</sup> [Http://www.ndphs.org/?about\\_ndphs#New\\_NDPHS\\_Strategy](http://www.ndphs.org/?about_ndphs#New_NDPHS_Strategy).

<sup>6</sup> [Http://www.ndphs.org/?doc,Oslo\\_Declaration.pdf](http://www.ndphs.org/?doc,Oslo_Declaration.pdf).

<sup>7</sup> The *Terms of Reference for the NDPHS Evaluation Team* is attached hereto.

- Propose a questionnaire for interviewing the NDPHS Partners and the Participant and, as soon as approved by the ET, make questionnaire-based interviews;
- Interview the Expert and Task Groups' leaderships and the Associated Expert Groups' leaderships (this will include, but be not limited to attending one meeting of each Expert and Task Group, including a brief questionnaire sent to the EG/TG members before the meeting);
- Interview the NDPHS Secretariat;
- Interview selected key external stakeholders collaborating with the NDPHS;<sup>8</sup>
- Interview selected few other relevant stakeholders;<sup>9</sup>
- Participate in ET meetings, as required;
- Develop and present findings, conclusions and recommendations ;
- Support the ET in developing its reports for the CSR (progress (interim) and final).

The consultant may make additional interviews, if deemed appropriate, provided they will not necessitate an increase of the originally agreed consultancy budget.

### III. Outputs

The following outputs will be delivered by the consultant:

- Proposed questionnaire for interviewing the NDPHS Partners and the Participant;
- Key messages from the interviews listed in item II Objectives and tasks, which will be presented to the ET in early 2013;
- Findings/conclusions/recommendations regarding/coming from:
  - The performance and, whenever possible, the outcome and impact of the activities carried out by the Partnership since the latest evaluation in 2008. Findings/conclusions/recommendations will be provided on, *inter alia*, whether and in which regard the NDPHS has satisfactorily implemented its tasks and objectives as stated in the Oslo Declaration and the NDPHS Strategy, and fulfilled its role within the EUSBSR, and where further improvement is warranted and how it can be achieved. They will cover, *inter alia*, the NDPHS structures (and be done against their ToRs, when available), as well as the NDPHS tools and mechanisms;
  - The organization's structure and bodies, members' commitment and contributions, financial and other resources made available to the organization, etc.;
  - Partnership's readiness to meet future challenges;
 Findings/conclusions/recommendations will take into account the political, strategic, administrative and economic circumstances within which the NDPHS operates;
- Contribution to the ET's progress report to the CSR 21 Meeting to be held in April 2013;
- Consultant's evaluation report to be submitted to the ET in July 2013;
- Contribution to the ET's final report to the CSR 22 Meeting to be held in October 2013.

### IV. Timeframe

The consultant is supposed to be contracted in November 2012 and will continue until the CSR 22 Meeting in autumn 2013, inclusive.

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<sup>8</sup> If necessary, it can be questionnaire-based.

<sup>9</sup> Ditto.

## **V. Financial aspects**

Financial aspects are subject to the contract to be made between the consultant and the NDPHS Secretariat. Funding for both the consultant's remuneration and required business travels will be provided.