

UNAIDS EVALUATION EXPERT ADVISORY COMMITTEE

TERMS OF REFERENCE rev.1

Background

UNAIDS efforts to lead the collective response to HIV and AIDS – bringing together the UN system with other partners – has been successful in many respects. However, AIDS remains a global challenge and evaluation needs to be a critical element in defining the way forward to ensure the HIV epidemic does not rebound and the goal of ending AIDS as a public health threat by 2030 can be achieved.

At its 44th meeting, 25-27 June 2019, the UNAIDS Programme Coordinating Board approved UNAIDS revised evaluation policy [*PCB (44) 19.7*] which formalizes the establishment of an independent evaluation function reporting directly to the Board. This is an important milestone in efforts to strengthen evidence-based decision making, learning and accountability.

The new institutional architecture for the evaluation function includes an Expert Advisory Committee of evaluation experts, nominated by Member States, civil society and UNAIDS Cosponsors. The Committee is an independent, external body which reports to the UNAIDS Programme Coordinating Board.

These terms of reference are based on paragraphs 55 and 57-60 of the UNAIDS evaluation policy.

Scope of work

The Evaluation Expert Advisory Committee advises the Director of Evaluation and the Executive Director on the implementation of UNAIDS evaluation policy and the development and implementation of UNAIDS evaluation plan to enhance the use of evaluations, organizational learning and alignment with UNAIDS Strategy, the Unified Budget Results and Accountability Framework as well as UNEG norms and standards for evaluation.

The Committee has a critical role in providing guidance and advice on the evaluation function and ensuring its independence. A summary of the work and recommendations of the Committee is presented annually to the Board.

Qualifications

All members of the Advisory Committee shall be technical experts in the field of evaluation and have:

- in-depth knowledge and understanding of evaluation and performance measurement, collection, analysis and use of quantitative and qualitative data;
- extensive experience of evaluation of complex programmes and organizational performance to improve relevance, effectiveness, efficiency, sustainability and impact;
- good understanding of HIV, public health and/or related development and human rights issues and familiarity with the work of UNAIDS Cosponsors and/or Secretariat at country, regional or global levels;
- good understanding of UNAIDS existing evaluation tools and mechanisms.

Composition

The process of constituting the Expert Advisory Committee draws on the experience of the establishment of sub-committees of the PCB. Accordingly, the membership of the Evaluation Advisory Committee shall be geographically representative, and gender-balanced. To ensure efficiency, the Advisory Committee shall include a maximum of seven members comprising:

- five evaluation experts nominated by Member States;
- one evaluation expert nominated by the PCB NGO Delegation; and
- one evaluation expert nominated by the Cosponsor Evaluation Group.

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Selection

PCB Member States, the PCB NGO Delegation and the UNAIDS Cosponsor Evaluation Group are invited to propose experts as members of the Advisory Committee. Member States are encouraged to agree on nominations within their regional groups.

Nominations shall be submitted to the PCB Bureau, which ensures that the Committee has the required technical expertise and that it is geographically representative, and gender-balanced.

If the number of nominations exceeds the number of places on the Committee for that constituency, the PCB Chair will contact all the members of the constituency represented on the Board for further discussion and agreement.

Once the proposed composition of the Committee has been confirmed, the PCB Bureau will communicate the names of the experts to all Member States, the PCB NGO Delegation and Cosponsors. The PCB Bureau shall propose the membership of the Committee, for agreement by the PCB.

Members of the Expert Advisory Committee shall appoint a Chair from among their membership.

Members shall serve for a term of two years and cannot be reappointed more than once.

Working modalities

The Committee meets once a year face-to-face, possibly in connection with a multi-stakeholder consultation on evaluation; other meetings are virtual. UNAIDS will pay for the travel and per diem of Committee members. Members who are self-employed will additionally be paid an honorarium. The UNAIDS evaluation office serves as secretary of the Committee.

A summary of the work and recommendations of the Committee is prepared and shared annually with the Board. The role and relevance of the Committee shall be reviewed at the time UNAIDS evaluation policy is reviewed and any changes shall be reflected in a revised policy submitted to the Board for approval.

Expectations and time commitment

Indicative schedule of work	Period	Estimated time commitment
Virtual meeting (one) Discuss follow up to Board meeting and issues raised by the PCB or evaluation office	January-March	Total requirement: 1 day -Virtual meeting (2 hours) -Document review (4 hours) -Electronic exchanges (2 hours)
Virtual meeting (one) Review progress in implementation of the evaluation plan	April-June	Total requirement: 1 day -Virtual meeting (2 hours) -Document review (4 hours) -Electronic exchanges (2 hours)
<i>Programme Coordinating Board Meeting – June</i>		
Virtual meeting (one) Discuss follow up to Board meeting and issues raised by the PCB or evaluation office	July-September	Total requirement: 1 day -Virtual meeting (2 hours) -Document review (4 hours) -Electronic exchanges (2 hours)
Face-to-face meeting (one) Review progress in implementation of the evaluation plan and discuss the next plan (if relevant)	October-December	Total requirement: 2+ days -Face-to-face meeting (8 hours plus travel time) -Document review (4 hours) -Review of annual report (2 hours) -Electronic exchanges (2 hours)
<i>Programme Coordinating Board Meeting – December</i>		