



Terms of Reference (ToR) For the Summative Evaluation of the Palliative Care Association of Uganda Strategic Plan 2012 -2016

1.0 Organizational Background

The palliative care Association of Uganda (PCAU) was established in 1999 and registered as a Non-Governmental Organization (NGO) in 2003 to support and promote the development of palliative care in Uganda. PCAU is therefore the umbrella organization for palliative care providers and stake holders in Uganda with wide membership, strong, supportive partners and a mandate to work hand in hand with the Ministry of health in strengthening health care systems for palliative care services provision.

The mission of PCAU is to support and promote access to palliative care for patients and families in need through the integration in health care systems, education, training and evidence based practices and advocacy.

2.0 Key Focus Area of PCAU

The Vision of PCAU is: ***Palliative Care for all in need in Uganda.*** To attain this vision, the activities of PCAU are spear headed through four main focus areas as listed below:

Capacity Building: To comprehensively integrate palliative care services in every district of Uganda by 2016 through a system of training, mentorship and support supervision for care providers at all levels and settings of care.

Advocacy: To increase awareness, understanding and support the implementation of necessary policies and procedural changes.

Information gathering and dissemination: To be the central hub for data and information on palliative care service provision in Uganda by collecting, storing and regularly disseminating information to improve services.

Sustainability: To establish a secure financial base through strong memberships and partnerships, ensuring permanency and relevance of PCAU, and Palliative care as a recognized discipline in Uganda's health systems.

PCAU has been implementing their Strategic Plan (SP) since 2012 and is due to end this year i.e. December 2016. The organization intends to commence the development of a new Strategic Plan for the period 2017 -2021 which will constitute a visionary blueprint to enable PCAU achieve its mission of supporting and promoting access to palliative care for patients and families in need

through the integration in health care systems, education, training and evidence based practices and advocacy.

Before the drawing of the new Strategic Plan, PCAU intends to hire a consultant (individual or a firm) to conduct an in-depth analysis with the aim to better understand what was achieved during the period of the current Strategic Plan. The analysis will also study the, internal resources, capabilities at their disposal and attitude of the various stakeholders. This analysis will also inform the opportunities and threats that exist in PCAU's operating environment, relative strengths and weakness at disposal in order to identify key strategic objectives and approaches to guide programming for the next five years

3.0 Call for consultancy

PCAU invites bids from competent consultant(s) or firms to submit their Expression of Interest for consultancy services to conduct a summative evaluation of the Strategic Plan (SP) period 2012-2016.

3.1 Purpose of the assignment

The evaluation should explore the relevance of PCAU's current SP, and approaches used to fulfill objectives of the SP. In general terms, the evaluation should provide recommendations for initiation process of developing a new strategic plan. In specific terms the evidence should provide a baseline for the new strategic plan based on findings. The evaluation should therefore reveal the progress or extent to which the strategic goals and objectives have been realized (achieved) as per the stated goals and objectives, challenges experienced and identify missed opportunities if any for the SP period 2012 -2016.

3.2 Objectives of the assignment

The specific objectives of the assignment will include;

- i. To assess the extent or progress attained towards realization of program results and delivery of program component outcomes as per the stated SP objectives 2012-2016.
- ii. To assess and determine how program management performance has contributed to the attainment of the mission of PCAU during 2012-2016.
- iii. Ascertain the effectiveness of the approaches used in reaching the target beneficiaries while identifying the gaps that needed to be addressed to improve the program effectiveness.
- iv. To examine key enabling and constraining operational factors for the implementation of the SP 2012 -2016 and make recommendation.

3.3 Scope and focus of assignment

The scope of work of SP Period evaluation will cover area of implementation and coverage both at national and district levels. This will try to address the general aspects of the program

components, efficiency, effectiveness, outcomes, relevance progress and sustainability. It shall involve direct and indirect beneficiaries of the programs who will include the Member Organizations, implementing Partners and all other stakeholders highlighted as strategic alliances in program areas and partner staff among others.

3.4 The assignment will seek to answer the questions below:

- a) To what extent has program components and under key focus area of PCAU contributed to advancing of Palliative Care in Uganda?
- b) How was program management performed against the overall strategic objectives as stated in the SP?
- c) How has the implementation of the SP impacted PCAU membership?
- d) How has the implementation impacted on ultimate beneficiaries who are the Patients and their families?
- e) What were/are the key enabling and disabling operational factors to the implementation of the SP?
- f) What could be done differently while drawing the forthcoming SP 2017 -2022?

3.5 The consultant is expected to provide the following deliverables:

- a) Prepare work plan, budget and appropriate evaluation tools.
- b) Prepare a Power Point Presentation for PCAU management and Board or either as PCAU may deem fit hitherto final publication of report.
- c) Document bind and deliver 4 copies of the evaluation report to PCAU.
- d) Provide 2 CDs containing soft copy of the evaluation report in Microsoft Word version.

3.6 PCAU will be responsible for:

- a) Preparing the Terms of Reference (ToR).
- b) Selecting, contracting and managing the Consultant.
- c) Covering the costs of consultant and logistics associated with the assignment.
- d) Actively engaging with the Consultant during the assessment.
- e) Identifying key stakeholders and providing relevant information as needed.
- f) Reviewing the draft evaluation report and provide feedback.

3.5 Period of assignment

The consultant shall be expected to accomplish the task within 45 days after the Signing of the Memorandum of Understanding (MoU) to commence work.

4. Consultants Specifications Requirement

Individuals or firms interested in this assignment shall be credible with proof of track experience of at least 5 years in health work evaluation.

Principle investigators or key contacts in the case of consultancy firms shall be persons holding a minimum of Master's degree in Health Related fields.

Substantial knowledge of current Palliative Care issues and familiarity with program monitoring and evaluation methodologies.

Knowledge about activities of NGOs in Uganda highly desirable.

5.1 Terms and conditions

PCAU reserves the right to return a report that is not satisfactorily completed for further review and compilation and subsequent to either withhold payment if work is not satisfactorily completed or pay in full if work is completed as the case may be.

6. Application process

In addition to public display of TORs including use of the PCAU website, PCAU shall source and send emails to competent firms and individuals for this activity.

PCAU shall not be obliged to consider the lowest financial proposals and shall not be under obligation to justify its reasons for accepting or rejecting any proposals.

The deadline for receiving proposals is August 19th 2016.

Interested firms and individuals shall submit technical and financial proposals to the address below.

Send proposals by email to:

The Country Director
Palliative Care Association of Uganda (PCAU)
Email: pcau@pcau.co.ug **Copy to:** pcau.admin@pcau.org.ug
Website: www.pcauganda.org

Or hand deliver to:

PCAU Secretariat
P.O Box 37220 Kampala
Tel: Tel: 039-2080713 or 0414692350
Plot 8804, Block 383 Kitende, Entebbe Road