

Terms of Reference

External Mid-Term Evaluation of the *Basel vaccine research and development initiative*

1. Introduction and Context

This program is co-funded by Fondation Botnar and carried out by the Swiss Tropical and Public Health Institute.

Fondation Botnar

Fondation Botnar is a Swiss-based foundation whose core purpose is improving the health and wellbeing of children and young people in growing secondary cities around the world. We do this by investing in sustainable solutions, learning with, connecting and catalysing diverse partners.

At Fondation Botnar, we recognize the value of learning in effectively driving towards systemic change, and are committed to cultivating and nurturing learning both within and outside of the organization.

Swiss Tropical and Public Health Institute (Swiss TPH)

Swiss TPH provides policy, strategic and operational advice as well as project design and management in the area of public and global health. Made up of multi-disciplinary teams in Switzerland and over 40 countries, Swiss TPH builds on its strong synergies across research, education and services to improve the health and well-being of humans.

Project Description - Basel vaccine research and development initiative

Start date: 01.01.2019

End date: 31.12.2021

The research is performed under the Swiss TPH and led by Prof. Dr Pluschke. The project consists of two components. The first is focussed on the development of a malaria vaccine for children under 5 years and the second on advancing a vaccine for Buruli Ulcer (BU). Both components aim to ultimately reduce child mortality through the diseases by developing and implementing a respective vaccine.

The malaria component is based on the promising discovery of a protein that is essential for the parasites to enter the red blood cells and will be the focus of the vaccine development. For this project element, the aim is to achieve clinical testing of the vaccine candidate by the end of the funding period.

The BU part will target the cytotoxic mycolactone for the vaccine. The aim is to complete efficacy testing and optimisation of the vaccine in mice.

Currently, the project is going as planned. All milestones have been achieved. Currently, around CHF 1.5m co-funding to the project are unconfirmed (for GMP production of malaria vaccine).

2. Objectives of the Evaluation

Purpose of the Evaluation

The purpose of this evaluation is to learn. First and foremost, the evaluation should enable learning for the grantee to strengthen the project. Therefore, the first objective is to clarify the current theory of change and discern how progress toward the end goal can be identified as well as the current status of research fairness¹. This can ensure a higher likelihood to achieve impact in the project lifecycle as well as beyond the funding period. The second objective is to learn for similar research in the future and how Fondation Botnar can best support it.

Specific Objectives of the Evaluation

The unit of evaluation is the research project with its two components in consideration of achieving the long-term goal of vaccine development, readiness for deployment and implementation. The term “Theory of Change” is used below to represent the conceptual framework summarizing the process toward achieving long-term goals.

The assessment of the program plan and its activities shall be carried out on the following objectives:

Fondation Botnar Areas of Interest	Subdomains	Example Questions
Project / Program Theory	1. Theory of change	What is the Theory of Change of the intervention that leads to its long-term impact?
	2. Stakeholder Environment	What stakeholders are affected by or affect the theory of change?
	3. System Context	What is the larger systemic context in which the project is embedded in?
	4. Tensions and opportunities	What are tensions and opportunities that arise in the systemic and stakeholder context?
Fondation Botnar Strategy	Strategic Objective 3: Research	Which learnings could be useful to other current or future research grants?
Research Fairness / KPFE Principles²	1. Fairness of Opportunity	Based on the Research Fairness Initiative, what is the status of the project regarding Fairness of Opportunity?
	2. Fairness of Process	What is the status of the project regarding the Fair Process?
	3. Fair Sharing of Benefits, Costs and Outcomes	What is the status of the project regarding Fair Sharing of Benefits, Costs & Outcomes?

¹ Based on the Research Fairness Initiative Guidelines (<https://rfi.cohred.org/>)

² https://naturalsciences.ch/organisations/kfpe/11_principles_7_questions

3. Scope of the Evaluation

Timing of evaluation regarding the project cycle

This mid-term evaluation shall take place toward the end of Q2/Q3 2020 (June/July).

Unit of Analysis

The unit of analysis is the two project theories to achieving vaccine development, readiness for deployment and implementation.

Geographic Scope (Horizontal)

The scope of the evaluation will be Switzerland and considering possible case study countries where the vaccines should be introduced.

The core evaluation activities shall take place in the Swiss TPH Headquarters in Basel, Switzerland.

Dependent on the countries in focus and the requirement for data, a field visit can be considered if voice and video calls are not sufficient.

Level of assessment (Vertical)

The macro-level (National and international) should be the focus of the evaluation.

4. Methodology and Approach

Methods and tools for data collection

Data collection is done at the discretion and accessibility of the evaluator. Examples of methods can be:

- Document analysis
- (Semi-) structured interviews; face-to-face and/or by phone
- Focus Group discussions

Methods for Analysis

The data analysis is also done at the discretion of the evaluator, who should nonetheless ensure the validity and quality of the results as far as possible. The consolidation and synthesis of evaluation findings should use a mixed-methods approach. The final report should consider the research team and the donor both in terms of comprehension and actionability of recommendations.

Evaluation Process

- Planning phase including kick-off meeting and document analysis
- Implementation phase including data collection, data quality assurance, data management & cleaning. Further continuous analysis and validation may take place.

- A learning consolidation phase including incorporating input to finalize the report and provide feedback to grantee and funder
- Closing workshop/call with project representatives to share evaluation results and learnings

5. Required Expertise

- Studies (Master's or PhD degree) in a relevant field (public health, sociology, social assistance, psychology, political science, etc.);
- Minimum of 3 years of experience as a professional evaluator including but not limited to:
 - design monitoring systems and prepare evaluation plans, manage/implement M&E activities, qualitative data analysis, descriptive statistical analysis, report writing and data visualization
 - Demonstrated ability to develop realistic project milestones and timelines and manage projects according to a mutually agreed-upon plan
 - Cross-cultural communications track record. Experience working in the development sphere while based in a developing country desirable
 - Knowledge and experience in evaluating complex systems
 - Experience with systems mapping and social network analysis
- Excellent scientific writing and communication skills in English;
- Demonstrated ability to critically analyse and synthesise a range of material from secondary data sources and to present information in a concise yet thorough form.
- The evaluator is aware of and willing to adhere to [AEA Guiding Principles](#)

6. Schedule, Timelines and Deliverables

The evaluation activities shall start as soon as possible but no later than late-May 2020/Early-June 2020.

Work packages / action	Responsible	Timeline (draft)
Interview	Fondation Botnar/Grantee	18.05.2020
(Virtual-) Kick-off meeting with grantee and donor	Fondation Botnar	03.06.2020
Finalise contract	Fondation Botnar/Evaluator	05.06.2020
Submission of Kick-Off meeting minutes and customised outline for the final report	Evaluator	05.06.2020
Desk study of project documents provided by the grantee	Evaluator	June
Data collection	Evaluator	June/July
Submission of draft evaluation report	Evaluator	14.08.2020
Feedback on the draft report	Fondation Botnar/Grantee	21.08.2020

Inclusion of feedback and submission of the final report and accompanying briefing slide deck	Evaluator	08.09.2020
Closing meeting and presentation of results	All	Mid-September

Kick-Off Meeting

The evaluator is expected to attend a Kick-Off meeting and summarize and share its outcomes with Fondation Botnar and the Swiss TPH

The Kick-Off meeting shall provide an opportunity to review and customize the evaluation content as well as a report template and discuss the learning and communication plans.

Evaluation Report

The evaluator is expected to deliver a report and a briefing slide deck that can be repurposed for various audiences. See annex for the proposed structure of the evaluation report.

7. Specific conditions

Ownership/use of results

The ownership of the results/deliverables obtained in the framework of the study/context analysis, including the intellectual property right, belongs to the Swiss TPH and Fondation Botnar as the beneficiary of the evaluation.

8. Application Process and Deadline

Application

The application file must include:

- Short description of a methodological approach/plan (max. 3 pages);
- Evaluator capability statement (max 300 words);
- CV in English;
- A list of research papers/ articles published indicating the sources where these papers can be accessed;
- A financial offer which includes all costs and fees related to the evaluation tasks. Costs must be shown in CHF.

Deadline

Interested experts are requested to send their application package by 9. May 2020 at 11 am. Applications in pdf format can be electronically submitted to dsuhr@fondationbotnar.org.

Annex

Evaluation Report

Part A – Background Information

This section shall include information about the organisation and project: project identification data such as the name of the organisation, project title, project duration etc. Additionally, information about the evaluator, such as name, affiliated organisation, dates of the evaluation etc.

Part B – Executive Summary

This section shall give a summary of the project description, its overlying objectives and targeted beneficiaries, key findings, lessons learned, alignment to Fondation Botnar strategic elements and recommendations.

Part C – Methodology and Approach

This section shall cover the evaluator's methodology and approach to conducting this evaluation.

Part D – Program Analysis

This section shall cover the learning and knowledge generation part of the program and analyse the program in terms of its alignment to Fondation Botnar key strategic elements. Questions around engagement of local stakeholders and beneficiaries, partnership and coordination, community and system change shall be answered.

This section must include key success factors and failures/challenges.

Part E – Project Plan and Activities

This section shall cover the assurance of accountability and analyse the program in terms of the performance indicators. Questions about the theory of change, methodology, approach, milestones and their achievements, resource management, sustainability, monitoring and the use of data shall be answered.

It must also include key success factors and failures/challenges.

Part F - Recommendations

This section shall capture any recommendations related to the outcomes and learning priorities identified in the context of the program theory.