

TERMS OF REFERENCE FOR THE PROVISION OF SERVICE

Independent evaluation of the World Mosquito Program's activities in Fiji, Western Division

1. Background

The World Mosquito Program (WMP; www.worldmosquitoprogram.org) is a not-for-profit, international research program based at Monash University (MU) in Melbourne. The program aims to provide a sustainable and cost-effective new tool for preventing transmission of a range of arboviral diseases including those caused by dengue, chikungunya and Zika viruses, which, in the case of dengue, is estimated to threaten the health of almost 4 billion people living in tropical and subtropical regions of the world. The WMP introduces *Wolbachia*, a naturally occurring bacterium found in 60% of all insect species, into *Aedes aegypti* mosquitoes, the primary vector of dengue, chikungunya and Zika viruses. Once mosquitoes with *Wolbachia* are released, they breed with wild mosquitoes. Over time, the majority of mosquitoes carry *Wolbachia*. These mosquitoes have a reduced ability to transmit viruses to people, decreasing the risk of dengue, chikungunya, and Zika outbreaks. To date, WMP has released *Wolbachia* mosquitoes in 10 countries, reaching >5 million people, and there is accumulating evidence from global field sites of a reduction in dengue incidence in communities where *Wolbachia* has been established.

The WMP's operations in Fiji's Western Division (Nadi and Lautoka) are funded by the New Zealand Ministry of Foreign Affairs and Trade (MFAT) through their New Zealand Aid Program (NZAID), and are administered in partnership with the Fiji Ministry of Health and Medical Services (MHMS), and Live and Learn Fiji. They represent an expansion of a previous successful deployment of the *Wolbachia* technology throughout Suva in Fiji's Central Division during 2018-2019, which was funded by the Australian Government together with releases in Port Vila, Vanuatu and South Tarawa, Kiribati. An independent evaluation of the Suva/Port Vila/South Tarawa projects was conducted in mid-2019.

WMP's activities in Nadi and Lautoka began in January 2019. Following a scoping and planning phase during January – May 2019, deployments began in Nadi and Lautoka in May 2019 and concluded in December 2019, covering a population of ~41,000 in 27km² in Nadi and ~52,000 in 15 km² in Lautoka. A long-term monitoring plan was agreed between WMP and MHMS in January 2020, to be led by MHMS with support from WMP.

As part of the requirement of the NZAID/MFAT funding, MU via the Institute of Vector-Borne Disease seeks to independently assess the effectiveness of the deployments in Nadi and Lautoka, including:

- The effectiveness of the communications and community engagement;
- The delivery of *Wolbachia* deployment and monitoring activities;
- Effective establishment of *Wolbachia* in local mosquito populations; and
- Processes in place for ongoing monitoring of the impact of *Wolbachia* on mosquito-borne diseases.

The evaluation will require travel to Fiji for stakeholder interviews. Evaluation of *Wolbachia* deployment, establishment, and monitoring will be done by desk review of program data with inspection of field sites during the in-country work. Independent entomological monitoring will not be required.

Relevant data and documents that will be available for desk review are listed in the Annex A, and a proposed timeline of the evaluation process is provided in section 6 below.

2. Objectives

Monash University via the Institute of Vector-Borne Disease seeks to select the best-suited individual(s) or organisation to undertake an independent evaluation of the WMP's activities in Fiji's Western Division.

The purpose of the evaluation is to independently assess the project's effectiveness, by evaluating the extent to which the WMP has achieved the project objectives, namely:

1. Establishment of support for the use of the *Wolbachia* method, with approval from regulatory bodies, local authorities, and communities in deployment areas;
2. Establishment of high levels of *Wolbachia*-infected mosquitoes in deployment areas;
3. Surveillance of mosquito-borne disease in deployment areas in order to assess the effect of the intervention on local transmission of dengue and other viruses.

3. Intended uses and users of the evaluation

The intended uses of the evaluation are to:

- Build trust and legitimacy between the WMP and stakeholders including current and future funders and partners
- Ensure accountability of the WMP to NZAID/MFAT and the WMP's Fijian partners for delivery of the program's objectives
- Identify lessons that will improve the WMP's performance in the future

The primary intended users of the evaluation include:

- Executive management of the WMP
- NZAID/MFAT
- National Advisor of Environmental Health, Ministry of Health (Fiji)
- Live & Learn (Fiji)

4. Evaluation focus areas

The key criteria which will be the focus of the evaluation are as follows, together with key evaluation questions:

i. Program relevance

To what extent do the program objectives align with the New Zealand and Fijian governments' national priorities (includes medium term as well as longer-term development policies, as well as any local government health and development priorities)?

ii. Effectiveness

Is there evidence of support for the use of the *Wolbachia* method from regulatory bodies, local authorities and communities? Specifically:

- To what extent were key stakeholders, such as regulatory bodies, local authorities and local leaders and influencers, effectively engaged?
- How effective was the mass communications and engagement in raising broad awareness and support across the community?
- To what extent were queries, concerns and issues raised by government stakeholders, local authorities and community members effectively recorded, monitored and resolved?

- How effective were the community-based surveys in assessing and tracking community characteristics and sentiment?
- To what extent did the Community Reference Group effectively provide advice and verification?

Is there evidence of successful establishment of high levels of *Wolbachia*-carrying mosquitoes in the release area? Specifically:

- How effective was the production of sufficient numbers of *Wolbachia* mosquitoes to supply planned releases?
- How effective was the release of *Wolbachia* mosquitoes in achieving a self-sustaining population and establishment of *Wolbachia* mosquitoes across the release areas?
- How has the program ensured efficient systems are in place to monitor the frequency of *Wolbachia* in mosquito populations across the release areas? What are these systems?

iii. Efficiency

To what extent has the program been efficiently managed?

Has the program and its implementation delivered value for money?

iv. Impact

What systems and processes are in place for ongoing monitoring of the impact of *Wolbachia* deployments on mosquito-borne diseases? Specifically:

- What systems are in place to document and share the trends in dengue incidence (and other *Aedes*-borne arboviral diseases) in *Wolbachia* release areas and to compare against the historical time series?
- To what extent can an evaluation of the impact of the intervention account for weaknesses in the existing local health systems and surveillance methods?
- What communications strategy is in place to share the impact of *Wolbachia* deployments with key stakeholders and the community?

Has the project resulted in any other positive or negative changes in the local communities, directly or indirectly, intended or unintended?

v. Sustainability

To what extent did the program promote sustainability of project outcomes beyond the funded program period, eg via capacity building and knowledge transfer, planning for long-term monitoring, local disposition for program continuity and expansion?

5. Deliverables

The service provider will be required to deliver the following:

i) Evaluation Plan

This plan will outline the scope and methodology of the evaluation and include the following details:

- Methodology to be used for assessing the outcomes of the program
- Process for information collection and analysis, including tools such as questionnaires and/or interview questions, indicators to be used.

- Identification of any challenges anticipated in achieving the evaluation objectives
- Timeline with target dates and key timings
- Consultation schedule identifying key stakeholders to be consulted and the purpose of the consultations
- Activities/research to be undertaken, and a draft schedule for the field visit.

It is expected that the Evaluation Plan will be submitted to WMP and NZAID no less than 3 weeks before the in-country field visit to allow time for feedback.

ii) Aide Memoire

The evaluator will submit and present an Aide Memoire (maximum 4 pages) on key findings, in dot points with discussion, within one week of completion of the in-country field visit.

iii) Evaluation Report

The evaluator will write and submit the draft evaluation report (maximum 20 pages in length, excluding annexes) within 3 weeks after presentation of the Aide Memoire. WMP and NZAID will provide feedback to the evaluator within 2 weeks upon receipt of the draft report. The evaluator will then submit the final report within one week. The evaluation report will comprise the following (or similar) sections:

- Executive summary
- Evaluation purpose
- Evaluation methodology
- Evaluation findings (answers to the key evaluation questions)
- Conclusions and recommendations
- Annexes (list of people interviewed, key documents consulted, data collection instruments)

6. Evaluator/evaluation team experience and capability

The evaluator or evaluation team should comprise at a minimum a lead with extensive evaluation experience, including expertise in monitoring and evaluation of international programs. The evaluator (or member of the evaluation team) would ideally have experience with health sector / public health programs. Previous experience working in the Pacific Islands and/or with NZAID/MFAT-funded programs will be advantageous.

The evaluator will have a strong background and experience in evaluation methods and processes, proven skills and previous experience in conducting program evaluation, and a demonstrated ability to draw on international best practice to inform the mission. S/he will be responsible for timely submission of the deliverables, including a high quality evaluation report. S/he will lead the evaluation process, including participating in the inception briefing, assigning tasks and responsibilities to other team member(s), communicating with WMP on progress of the evaluation, and presentation of evaluation findings initially in an Aide Memoire, and then in a walk-through of the final report.

7. Timeline

The anticipated time requirement for the evaluation activities is approximately 4 – 5 weeks in total, including 3 – 5 working days of in-country field visit, as per the time allocations indicated in Table 1. There will necessarily be flexibility in the timing of the evaluation given the evolving COVID-19 situation, and timelines can be negotiated after submissions have been received.

Task/Activity	Estimated days
Inception meeting in Melbourne and desk-based review of relevant program documentation	2
Develop a detailed evaluation plan and submit to WMP / NZAID for comment	3
Revision of the evaluation plan based on feedback from WMP / NZAID	1
Meetings with Melbourne-based WMP staff for collecting evaluation data	1
Travel time from to Fiji, return	2
Conduct evaluation activities in Fiji	3-5
Conduct preliminary analysis of evaluation findings and prepare an Aide Memoire	2
Participate in a WMP and NZAID debriefing session and present the Aide Memoire	1
Process the evaluation data	2-3
Write and submit the draft evaluation report	2-3
Revision of the report after feedback from WMP / NZAID and submission of the final report	1-2
Estimated total days for evaluation activities	20-25

8. How to apply

Please send your submission through the link provided before 5pm on Wednesday 15 April 2020.

Submissions should include:

- CV of evaluator(s)
- An evaluation plan (no more than 2 pages) to include:
 - Proposed methodology and scope
 - Evaluation plan and timetable
 - Budget, clearly indicating the number of days per activity and in total

If you have any further enquiries please contact Katie Anders – katie.anders@worldmosquito.org

9. Annex

Program documentation and data available for desk review:

- Logic model for WMP's project in Fiji Western Division



- Public acceptance report
- Stakeholder engagement map, plan, schedule and records
- Communications and engagement plan and materials
- Issues management system data and reports
- Community reference group terms of reference, members, meeting agendas and minutes
- Mosquito production logs and dashboards
- Mosquito trapping and *Wolbachia* monitoring data
- Summary documentation of arboviral disease surveillance system in Fiji
- Epidemiology dashboard for monitoring arboviral disease in the Nadi and Lautoka project sites
- Impact assessment plan for Fiji
- Project budget and spending
- Legal agreements and other regulatory documentation