



**Technical Evaluation Reference Group for the
Global Fund to fight AIDS, Tuberculosis and Malaria**

Terms of reference, membership and procedures

Final January 2004

I. Background

1. As recommended in the Evaluation strategy for The Global Fund to Fight AIDS, Tuberculosis & Malaria (GFATM) (REF) and agreed by the Board in its meeting in October 2003, the GFATM will establish a Technical Evaluation Reference Group (TERG). The Evaluation strategy spells out the broad areas of work to be addressed in Monitoring and Evaluation of the Global Fund. The diversity of issues, as well as the number and type of relevant partners and linkages, requires solid technical advice and coordination in the operationalization and execution of the strategy. The TERG shall provide independent advice, assessment and oversight for the Fund's work on Monitoring and Evaluation (M&E).

II. Terms of reference

2. The TERG shall provide independent assessment and advice to the Board of The Global Fund to Fight AIDS, Tuberculosis & Malaria through its MEFA Committee on issues which it determines require board attention. The Board or MEFA may also direct the TERG to examine specific programmatic aspects of the Fund, as appropriate. The TERG shall provide advice to the Global Fund Secretariat on evaluation approaches and practices, independence, reporting procedures and other technical and managerial aspects of monitoring and evaluation at all levels. Specifically, the TERG shall provide input and conduct regular reviews of progress towards the implementation and refinement of the M&E Strategy of the GFATM, and provide a link to broader discussion of monitoring and evaluation of HIV/AIDS, TB, and Malaria in general. This includes reviewing monitoring and evaluation activities in relation to:

- The programme level: performance based funding.
- The country level: linking performance with disease impact, and key processes related to disease impact including the principle of

additionality, and the institutional architecture of the fund as it relates to country level performance.

- The global level: added value of the Global Fund, including the Global Fund's Grant portfolio, and monitoring of key performance indicators for the Fund as an organization; health system-wide effects of the Global Fund, including the principle of additionality and harmonization of efforts with existing national and international M&E systems.

3. The scope of work for TERG shall include:

- providing technical review and advice on the processes and the products of the monitoring and evaluation activities of the Global Fund;
- identifying priorities and gaps in the Monitoring and Evaluation Plan and outlining an agenda to address them;
- advising on harmonization of monitoring and evaluation approaches of the Global Fund, and on dissemination of best practices, including through appropriate partnership arrangements
- critically assessing the quality and usefulness of selected reports of internal and external evaluations, assessments, qualitative and quantitative research of relevance to the Global Funds monitoring and evaluation efforts;
- regularly reviewing the total product of the M&E system established and reporting on its quality, timeliness, relevance and use to the Board through MEFA

4. In addition, the TERG may provide support as needed to the Board of the Global Fund through its MEFA committee as well as to the Global Fund Secretariat, including:

- providing input to the further development and implementation of the Global Fund's functional evaluation frameworks;
- providing guidance in technical resource networking related to monitoring and evaluation of the Global Fund;
- advising on the dissemination of findings and lessons learned from evaluation activities; and,
- strengthening inter-organizational networking, in particular coordinating with and building on established M&E reference mechanisms such as the UNAIDS and Roll Back Malaria Monitoring and Evaluation Reference Groups (MERG), or the Stop TB Evaluation advisory panel.

III. Membership

5. The TERG shall have 8 appointed plus 4 ex officio members representing the broad range of disciplines required for Monitoring and Evaluation of the Global Fund.

Selection of TERG Members

6. Each Board member of the Global Fund may nominate candidates who match the profile and qualifications defined in paragraph 7 (up to 4 candidates per board member). The names of candidates will be submitted to MEFA with the appropriate information and documentation through the Secretariat. MEFA, with the support of the Fund Secretariat, will recommend a proposed list of appointees to the selection committee which is comprised of the Chair and Vice Chair of MEFA and the Executive Director of the Global Fund. The final proposed list will be forwarded to the Board of the Global Fund for decision. The confirmed appointees will be invited to become members of the TERG by the Executive Director of the Global Fund. The chair of the MEFA committee as well as the chairs of the monitoring and evaluation reference panels of UNAIDS, Roll back Malaria, and StopTB shall be ex-officio members of the TERG. In addition to the regular TERG membership, additional experts may be invited to participate as the need arises.

7. Membership of the TERG shall be drawn from a range of stakeholders, including practitioners, research institutions, academics, donor and recipient countries, and non-governmental organizations and shall be guided by the following criteria:

- credibility and independence
- expertise and experience in monitoring and/or evaluation,
- country experience in data collection and quality assurance
- knowledge of HIV/AIDS, tuberculosis and malaria issues;
- knowledge of the Global Fund and its activities;
- commitment and availability to participate in meetings;
- absence of conflict of interest;
- geographical representation; and,
- Gender balance.

8. The disciplines considered essential for the TERG include evaluation, monitoring, public health (including epidemiology/biostatistics), HIV/AIDS, Tuberculosis and Malaria, social sciences (including behavioural sciences, demography, operations research etc.), programme management including health management information systems (HMIS), and issues related to development, such as sector wide approaches and harmonization. The members shall act fully independent from the Board and Secretariat of the Fund.

9. Members of the TERG shall normally serve for a period of three years, and shall be eligible to serve not more than two consecutive terms.

10. After the first full term of a member, the rotation of members shall be such that approximately one third of the membership is changed every year.

11. In the event that a TERG member is unable to attend a meeting, he/she will be exceptionally able to designate a replacement subject to prior approval of the TERG Chair.

12. TERG members may receive an honorarium for their service as TERG members, as approved by the Fund Secretariat, in addition to travel expenses and per diems.

IV. Chair

13. The TERG Chair and Vice-Chair shall be elected by the TERG members from among its membership. The ex-officio members of the TERG cannot hold the position of chair or vice chair. The rules regarding the length of appointment set out in 9 and 10 above apply equally to the Chair and Vice-Chair. In their identification, appropriate consideration shall be given to geographic representation, discipline, skills and expertise, and gender.

V. Meetings

14. The TERG will have at least one formal meeting each year, scheduled at a time convenient to at least half plus 1 of the members. Additional meetings may be scheduled if the need arises. Sub-groups of the full TERG may be convened by the Chair in consultation with MEFA and the Secretariat on an *ad hoc* basis to consider specific issues. In addition, other means of communication (e.g. electronic discussion groups, video conferencing) will be used to facilitate exchange of views between formal meetings and arrangements will be made for regular access to relevant information from internal and external M&E activities related to the Global Fund as specified by the TERG.

15. TERG members will normally be notified two months in advance of meetings and will be sent relevant documentation one month prior to the meeting.

VI. Reporting

16. A summary of the meetings shall be issued within one month of the close of each TERG meeting by the chair of the TERG. This summary shall be distributed to all TERG members and made available to GFATM board members, the MEFA committee, and the Fund Secretariat.

17. Recommendations from the TERG are advisory, but not binding, to the board of the Global Fund, through its MEFA committee, and to the GFATM Secretariat.

18. A summary of TERG activities and main recommendations shall be included in the annual evaluation report prepared by the Global Fund Secretariat, which shall be prepared in consultation with the TERG. The chair of the TERG shall give an independent report to the board of the Global Fund through its MEFA Committee. This report shall include comments on, the annual M&E report of the Global Fund Secretariat.

VII. Secretariat

19. The Global Fund Secretariat will serve as the secretariat to the TERG, in particular with regard to the arrangements for TERG meetings, sending of invitations and providing logistic support. In addition, the Global Fund Secretariat will be supported by an external institution which will also make additional arrangements as required to support specific functions of the TERG such as the creation and servicing of electronic discussions groups, the preparation of reviews or analytical summaries of existing work and experience in support of the work of the TERG. The supporting institution will be selected through an independent search based on expertise, logistical and cost considerations by the Secretariat of the Fund. The work carried out to support the TERG will be under the oversight of the chair of the TERG.