

Technical Evaluation Reference Group (TERG) for the Global Fund to Fight AIDS, Tuberculosis and Malaria: Terms of Reference, Membership and Procedures

(December 2010)

Background

1. The Technical Evaluation Reference Group (TERG) was established in 2003 to support the Global Fund Secretariat's monitoring and evaluation work. Since then, the TERG has concluded a Five-Year Evaluation of the Global Fund and commissioned several independent evaluations. In addition the monitoring and evaluation capacity and function of the Secretariat have been strengthened and the role of the Office of the Inspector General has also been reinforced to provide assurance to the Global Fund's processes.

2. In 2009, the Board requested the Chair of the Policy and Strategy Committee (PSC) to take into account the developments that have occurred since 2003 and to further define the role of the TERG in relation to commissioning independent evaluations, the resources required and the Board oversight of the processes. A consultation process and a collective reflection involving the PSC, the TERG and the Secretariat have been conducted, which have resulted in this revised version of the Terms of Reference for the TERG.

Mandate

3. The TERG shall be an independent evaluation advisory group. The TERG shall be accountable to the Board for ensuring independent evaluation of the Global Fund business model, investments and impact.

4. The TERG shall oversee independent evaluations on behalf of the Board and its Committees into areas where, for reasons of objectivity and credibility, independence in management and oversight is essential. The TERG may also identify areas which, in its opinion, require independent evaluations. These independent evaluations will be complementary to and add value to the evaluation functions performed by the Secretariat, grantees, and the assurance function performed by the Office of the Inspector General. Specifically, the TERG shall:

- a) Develop an annual work plan after a broad consultation with all the Global Fund stakeholders under the guidance of the Board and relevant Board committees to conduct policy-relevant and independent evaluations of the Global Fund business model, investments and impact. This work plan shall be informed by the Global Fund's evaluation strategy. The TERG shall design, commission and oversee these independent evaluations, with administrative support from the Secretariat and within a budget approved by the Board;
- b) Independently assess and report on the monitoring and evaluation work conducted by the Secretariat and grant recipients, recognizing that the Executive Director is responsible for overseeing the internal evaluation function;

- c) Provide independent advice to the Secretariat and to the Board and its Committees on monitoring and evaluation related matters and especially on systematic evaluation of Global Fund investments, including by reviewing an annual monitoring and evaluation strategy developed by the Secretariat; and
- d) Report annually to the Board on the implementation of its work plan and present multi-year reports that are capitalizing on monitoring and evaluation activities implemented by grant recipients, by the Secretariat and by Global Fund partners.

Composition

5. The TERG shall have nine appointed members plus five ex officio members comprising the monitoring and evaluation focal point on the PSC, the TERG focal point in the Secretariat and the chairs of the monitoring and evaluation reference panels of UNAIDS, Roll Back Malaria, and the Stop TB Partnership. In addition to the regular TERG membership, additional experts may be invited by the TERG Chair and Vice Chairs to participate to TERG meetings as the need arises; this includes expertise from the WHO and the World Bank

6. The TERG shall comprise of an independent group of experts in monitoring and evaluation who are all institutionally independent of the Secretariat, Board, and Board committees. TERG members will serve in their personal capacities only and will not represent their employers, governments or Global Fund partner organizations including the United Nations and its specialized agencies.

7. Membership of the TERG shall be drawn from a range of stakeholders, including practitioners, research institutions, academics, donor and implementing 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 analysis, and quality assurance;
- Knowledge of HIV/AIDS, tuberculosis and malaria issues;
- Knowledge of health system strengthening;
- 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 behavioral sciences, health economics, health policy, demography, operations research etc.), program management including health management information systems, and issues related to development, such as sector wide approaches and harmonization. In order to fulfill its mandate, the TERG is invited to provide recommended changes in its skills mix to the Board, through the PSC.

9. The TERG shall elect a Chair and two Vice-Chairs from among its appointed members. The rules regarding the length of appointment set out in paragraph 13 of these Terms of Reference, Membership and Procedures apply equally to the Chair and Vice-Chairs. In the identification of the TERG Chair and Vice-Chairs, appropriate consideration shall be given to geographic representation, discipline, skills and expertise, and gender.

Appointment of TERG members

10. The PSC, with support from the Secretariat, shall invite Board constituencies, and TERG past and current members to identify appropriately qualified and independent experts to receive an invitation to apply.

11. Recruitment and selection of TERG members shall be managed by the PSC with support from the Secretariat and input from the Executive Director through an open, transparent and criteria-based process.

12. The Board of the Global Fund shall appoint TERG members based on the recommendation of the PSC.

13. 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.

14. The membership of the TERG shall be managed so that approximately one-third of its membership shall retire by rotation each year.

Working modalities

TERG meetings

15. The TERG will have at least two formal meetings each year, scheduled at a time convenient to at least a majority of the members. Additional TERG meetings may be scheduled if the need arises, as requested by the TERG Chair.

16. Sub-groups of the full TERG may be convened by the Chair of the TERG, in consultation with the monitoring and evaluation focal point member of the PSC and the Secretariat, on an ad hoc basis to consider specific issues.

17. With the support of the Secretariat, the TERG shall maintain other means of communication, including electronic discussion groups or video conferencing, to facilitate the exchange of views between formal meetings. Arrangements will be made for regular access to relevant information from internal and external monitoring and evaluation activities related to the Global Fund as specified by the TERG.

18. In the exceptional event that a TERG member is unable to attend a meeting, he/she cannot normally designate a replacement. The Chair may make exceptions to this in exceptional circumstances.

19. TERG members are “Covered Individuals” as defined under the Policy on Ethics and Conflict of Interest for Global Fund Institutions and will therefore be subject to conflict of interest reporting as required by the Ethics Committee and by any agreed conflict of interest policy adopted by the TERG.

Honoraria

20. In addition to travel expenses and per diems which may be claimed in accordance with Global Fund policies, TERG appointed members may also each be granted an honorarium. The amount of this honorarium and its detailed modalities shall be determined at the discretion of the Finance and Audit Committee (FAC) and may be aligned to the honoraria granted to members of the Technical Review Panel. The TERG Chair and Vice-Chairs may be granted an increased honorarium compared to regular TERG

members. The Secretariat will provide an annual report on the honoraria granted to TERG members to both the PSC leadership and the FAC leadership.

TERG Work plan and budget

21. With support from the Secretariat, the TERG shall develop an annual work plan and budget covering TERG operations and independent evaluations, and the TERG support team in the Secretariat. The work plan shall be developed in consultation with the Secretariat, the Office of the Inspector General and Board Committees. The TERG work plan and budget shall be approved by the Board after review by the PSC and the FAC in line with the Global Fund budget process. The TERG work plan and budget shall be independent of that of the Secretariat.

TERG support

22. The TERG shall have a TERG support team in the Secretariat to provide operational, administrative, and logistic support to the TERG in the implementation of the TERG work plan including the management of independent evaluations and the organization of TERG meetings.

23. The TERG support team shall be administratively within the Secretariat and report directly to the Deputy Executive Director.

24. The TERG support team shall be responsible for managing the TERG budget on a day-to-day basis. The Secretariat shall ensure that the support team is adequately resourced to support the TERG and that it has access to all monitoring and evaluation documents, tools, and meetings that are necessary for it to keep abreast of monitoring and evaluation activities conducted by the Secretariat and by grants recipients.

25. As part of its annual report to the Board, the TERG shall produce an assessment of the independence and working modalities of its support team. In this report, the TERG may recommend institutional arrangements that seem necessary to ensure that the TERG support team is independent, whilst remaining administered by the Secretariat, and that it has access to the resources needed to deliver its tasks.

26. TERG members shall communicate directly with the TERG support team, and vice versa. The support team will ensure that the monitoring and evaluation focal point on the PSC is informed of key decisions of the TERG.

Relations with the Board and its Committees

27. The TERG shall regularly report on its work to the Board through the PSC .A summary of the TERG report to the PSC shall be included as part of the PSC report to the Board. All TERG reports that may be forwarded directly to the Board will be on approval and/or recommendation of the PSC Chair.

28. The Board, either directly or through its committees, may request the TERG to consider commissioning or overseeing independent evaluations in areas it identifies. The TERG shall report the findings on such evaluations directly to the relevant Board committee and, as appropriate, update the PSC on its work as part of its regular report.

29. All recommendations of the TERG are advisory and are not binding on the Board or any of its committees. The PSC, other Board committees and the Secretariat shall not revise TERG recommendations nor prevent those recommendations from reaching the full Board.

TERG attendance to governance meetings

30. At the discretion of the PSC and Board Chairs, the TERG Chair shall have a standing invitation to PSC and Board meetings to observe proceedings through an “all areas pass”.

31. The TERG Chair may, at his or her request, have a time slot available as part of the pre-Board briefings to present TERG-related matters to all delegates present at the Board Meeting. If the report concerns an evaluation of a matter directly pertaining to a Board committee or a Secretariat work stream, committee or Secretariat staff should be present to respond to queries from the audience and/or to present their position as appropriate.

32. In the exceptional event that the TERG Chair is unable to attend a governance meeting, he/she should designate one Vice-Chair to replace him/her subject to prior approval of the Board Chair.

Relations with the Secretariat

33. The primary focal point for the TERG in the Secretariat is the Deputy Executive Director of the Global Fund.

34. All communications of a strategic nature from the TERG Chair and its members shall be addressed and channeled to the Deputy Executive Director. The Deputy Executive Director shall:

- Ensure relevant communications from the TERG are addressed to Cluster Directors and staff as appropriate;
- Provide timely responses to enquiries of the TERG and otherwise ensure cooperation of the Secretariat with the TERG;
- Oversee the publication of the official records of TERG meetings in line with the Global Fund’s Documents Policy; and
- Communicate to the TERG the names and roles of the Secretariat TERG Support team.

35. The support team shall ensure that the TERG Secretariat focal point is informed of TERG decisions and/or activities that require his/her attention or strategic engagement.