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**ANNEX 1 TERMS OF REFERENCE**

**1. Background**

The Expanded Support Programme is a three year programme with a provision for

external review at the end of each year. This programme is funded by the pooled

resources in the Common Fund meant to scale up the activities which are being carried

out in the country to fight HIV and AIDS in Zimbabwe. The donors who have been

contributing to the Common Fund are: DFID, CIDA, SIDA, Norway and Irish Aid**.** These

five partners have committed over US$ 50 million over a period of three years.

The main purpose of the ESP is to enable multiple bilateral donors to support the

national HIV/AIDS response in Zimbabwe with the assistance of a range of implementing

agencies. The ESP will facilitate a significant increase in the flow of funds to complement

existing resources in financing gaps towards the attainment of the following goals of the

Zimbabwe National HIV and AIDS Strategic Plan (ZNASP):

*Reduced transmission of HIV*

*Reduced impact and improved quality of life of those infected and affected by HIV*

*and AIDS*

*Strengthened coordination of the HIV and AIDS Response at all levels*

This is being implemented through:

Provision of ART as part of comprehensive HIV and AIDS services to a substantial

number of adults and children in initial districts, including procurement of essential

commodities and support to community home based care;

Implementation of an effective behaviour change strategy in each district;

Improved coordination between implementers and lead UN agencies, partners, and

donors and monitoring and evaluation.

PMTCT

The implementing partners are the UN agencies working with national authorities and

non-state actors.

The Annual Independent Review (AIR) is a management instrument, designed for NAC,

the bilateral partners, implementing partners and members of the ESP Working Group to

monitor progress in the implementation of the annual plans and to verify that

management; policy and programming responsibilities are met. Its provisions are set out

in the ESP documents. Over time, the AIR should also be a mechanism for monitoring

impact of the programme and its relationship to other major HIV and AIDS programmes

in the country.

The AIR focuses on reviewing the achievements of ESP programmes on the ground as

well as any other priority area that may be selected jointly by the Working Group. As a

contribution to the implementation of the Paris Declaration the AIR replaces any

individual donor review missions that might be required for monitoring the ESP funds.

Year I of the Programme was reviewed in January 2008 and the report of the review is

attached to the terms of reference.

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The ESP Working Group, being the decision making body of the ESP, has

commissioned the AIR and will select 2-3 of its own members (but at least one) to

accompany the external review team. The ESP Coordinator will oversee the logistics of

the review and will take primary responsibility for arranging the AIR ensuring the

following areas are covered:

Facilitate the review planning and implementation process;

Finalise the TOR for the AIR and the individual TOR for consultants;

Facilitate the recruitment process of the review team;

Facilitate the field visits;

Support the organisation of interviews with key informants; and

Support the review team in other ways both before and during the review.

**2. Purpose**

The purpose of the AIR is to obtain a comprehensive view on how ESP is doing against

set targets looking at:

The extent that the ESP has contributed to the implementation of HIV and AIDS

policy in Zimbabwe as the programme is meant to be implemented within

national guidelines and policies.

The extent that ESP implementation has contributed towards the realisation of

the sector objectives and targets as foreseen in the ESP document.

The extent to which monitoring and evaluation issues have developed with the

support of the ESP recommendations on how this can further be improved on.

The challenges and constraints in implementation of the ESP and realising set

objectives and targets. This is the second year of implementation and the review

is meant to identify and document the challenges as a way to ensure smoother

implementation and also to provide a platform for decisions for the funding

partners for another phase of ESP.

The extent to which the recommendations of year I AIR were implemented and

the extent to which these have improved the delivery of the programme

**3. Specific objectives**

In the course of evaluating the progress made by the ESP, the team will be asked to

comment on the following areas:

Policy consistency:

Comment on the role of the ESP in supporting national HIV and AIDS policies

and strategies as expressed through the ZNASP, the ARV roll out plan, care and

support, the National Behaviour Change Strategy and other strategies as

appropriate.

Note whether there are any pros or cons of the geographical coverage of ESP

expressed by stakeholders and what these are and the new thrust of delinking

ART commodities procurement from districts.

State the role of the ESP in supporting the achievement of the Three Ones.

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Planning and budgeting:

Assess the current status of the ESP measured against its objectives as laid out

in the ESP document programme document, the individual approved plans and

budgets.

Assess the balance between the funding of treatment and prevention activities

and how this can best relate to the spread of the resources in the Common Fund.

Comment on whether the ESP programmes are, or are likely to contribute to,

strengthening equity, improving access, improving quality and whether the

instruments to ensure that that these are inbuilt in the programmes are there.

Aid effectiveness:

Assess the extent to which the ESP coordinates with and is complimentary to

other HIV and AIDS programmes (GF, EC, USAID) and how has this influenced

the impact on the ground of the different support channels.

Taking into account the overall country operating environment for HIV and AIDS

programmes, comment on how ESP adjusted to the rapidly deteriorating socioeconomic

and political situation and make recommendations on how best it can

deal with this in future and also comment on the structure of ESP and how its

structure allows for flexibility in a changing environment.

Assess ESP coordination and the role of the Working Group, providing

recommendations for improving and strengthening coordination and

management in light of broadening harmonisation.

Administration, management and coordination:

Assess the coordination of ESP at district level and also coordination activities in

general at national and district level.

Review the robustness of fund administration and disbursement systems and

modalities at the fund administrator level, implementing partner and sub grantee

level specifically on how efficiently funds are moved to outputs.

Assess the robustness of the procurement and logistics system for the ESP

including the relationship with national authorities. Are commodities and

equipment getting to users?

Assess the capacity of the health delivery service in the country taking into

consideration the model of implementation of ESP.

The critical assessments should be followed with recommendations to be considered in

the third year of implementation of the programme. Recommendations should be limited

to implementable, measurable suggestions that derive directly from the review. Bearing

in mind that too many recommendations will dilute capacity to implement**,** the team

should suggest a carefully selected prioritised set of recommendations that will have

clear impact on the programme.

Some of the indicators for ESP are available in the ESP log frame, which will be made

available to the consultants. Each work plan has process indicators, which are available

on each work plan.

**Specific theme for 2008/9**

Each year, the AIR team will be asked to look at a specific thematic area for closer

analysis. This year, the ESP WG requests the AIR to look critically at the *Effect of the*

*socio-economic and political environment on the implementation of the programme.*

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**4. Process and methodology**

The AIR will be carried out at the end of each financing cycle and in the first quarter of

the programming cycle in order to verify results and review performance and

achievement for the 12 months prior. The AIR will also address any specific questions

posed by the Working Group and will make recommendations for the coming year.

The AIR will be conducted by a review team made up of independent consultants and

delegated members of the ESP Working Group (WG). The team will be made up of up to

six members of which four should be independent external consultants one of whom will

be the Team Leader. Each of the consultants will have specific tasks to fulfil and this will

be detailed in TOR for individual consultants. The core ESP WG will ensure that they will

be available to act as the reference group to support the AIR team. This group will be

available to provide support and guidance as necessary to the team and will also

monitor and validate the review process and ensure that the team is able to complete

the assignment.

**Desk review**

The team will consult all available documentation in preparation for the review, including

reports by implementing partners.

**Participatory review**

The starting point for contact in country could be a preliminary meeting with the ESP WG

in which further understanding of TOR can be given and the AIR Team should consider

adopting a participatory element into the review process during this meeting. One way to

do this would be for the team to facilitate a self-assessment exercise for the ESP WG to

assess its operational and technical strengths and challenges. The self assessment

results could be used to as a baseline against which to assess the implications of the

overall review findings and recommendations.

**District visits**

The review team will choose at least two districts to inspect the ESP sites and observe

progress. The districts and the sites to be visited should be agreed with the team at the

outset of the mission.

**Interviews with key informants**

The team will conduct a range of interviews with key informants and stakeholders

(including implementing partners and their national counterparts), and will visit and

interview the National AIDS Council, the Ministry of Health and Child Welfare (policy,

technical and managerial levels), NatPharm, the district and provincial authorities in the

selected districts and at least one health service facility in the Harare vicinity for

comparator issues on resource consumption. Other partners and civil society in the 16

districts should also be included as key informants.

**5. Deliverables**

The review team will produce the following deliverables:

1. Before the team starts its work it has to produce a technical offer in which they

present their understanding of the work to be done and how they intend to do it

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2. An initial consultation with the full ESP working group summary.

3. A report showing preliminary findings to be delivered at the end of the three week

data collection period to the Working Group.

4. A final report with an executive summary showing clearly identified and prioritised

recommendations to be delivered within two weeks of the conclusion of the data

collection period. This should be provided in both electronic and hard copies.

**6. Timeframe**

The AIR team will work in country over three weeks and will produce a preliminary report

at the end of that three week period. The final report will be due in two weeks thereafter.

**7. Reporting**

The Team Leader of the review team will work under the guidance of the ESP Co-

Chairs. The review team will report to the ESP Working Group through the Co-Chairs.

**8. Review team**

The review team should contain skills and expertise in the following areas:

Evaluation and review

Public health service delivery

Health information systems management/ Monitoring and evaluation systems

Financial management

Human resources

Macroeconomics

Social development (political situations, equity, gender and human rights)

Institutional strengthening, systems and logistics support, pharmaceutical

services support.

The ESP Core Team will select the team of consultants and suggestions for possible