

**Monitoring and Evaluation Plan
for the Pacific Islands HIV and
STI Response Fund 2009-2013**

Secretariat of the Pacific Community

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**M & E Plan for the Pacific Islands HIV and STI
Response Fund 2009-2013**

Contents

1.	Introduction	1
1.1	Pacific Regional Strategy on HIV and other STIs 2009-2013	1
1.2	Pacific Islands HIV and STI Response Fund 2009-2013	1
1.3	Monitoring and Evaluation Plan for the Response Fund	2
2.	Response Fund M & E Plan	3
2.1	Outcomes framework	3
2.2	M & E evaluation against outcomes	4
	Appendix	16
I	Stakeholders	16
II	References	17

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1. Introduction

1.1 Pacific Regional Strategy on HIV and other STIs 2009-2013

The goal of the second Pacific Regional Strategy on HIV and other STIs 2009-2013 (PRSIP II) is to “reduce the spread and impact of HIV and other STIs, while embracing people infected and impacted by HIV in Pacific communities”. The purpose of PRIPS II is to increase the capacity and resource needs of Pacific Island countries through improved coordination, collaboration and partnerships.

1.2 Pacific Islands HIV and STI Response Fund 2009-2013

The Pacific Islands HIV and STI Response Fund 2009-2013 (Response Fund) is a multi-donor pooled funding mechanism that supports the effective implementation of PRSIP II¹.

The Response Fund has been designed to achieve the following outcomes²:

- Substantial increases in implementation responses by national governments and civil society
- Responses to HIV, other STIs and reproductive health needs are well integrated
- Funding of national government and civil society responses to the HIV and STI epidemics in the Pacific Islands is efficient – minimising transaction costs for governments and civil society organisations
- Regionally managed activities are closely integrated with national strategies
- Regional support organisations (e.g. the Secretariat of the Pacific Community) have capacity and capability to support national planning, management, implementation and evaluation
- National organisations’ capacities for quality implementation, planning and monitoring, have improved steadily
- Quality evaluation and research including on gender issues, is guiding funding to evidence-based responses
- International funding and technical agencies remain engaged, or increase their engagement, in the response.

The Response Fund is overseen by a Fund Committee to ensure interventions are evidence-based and that funds are used appropriately and effectively. The Secretariat for the Pacific Community (SPC) is responsible for managing the Response Fund, providing Technical Assistance (planning, project management, monitoring and evaluation) to Fund recipients and providing secretariat services to the Fund Committee.

The Response Fund has seven funding streams:

¹ Other funding mechanisms contribute to HIV and other STIs in the Pacific under the umbrella of PRSIP II including the Asian Development Bank and the Global Fund

² AusAID Draft Pacific HIV-STI Response Fund 2008

I: Allocations for each Forum Island Government, plus Tokelau, to implement their national strategies

II: Allocations (for selected countries) for distribution by National AIDS Committees (NACs) to support low cost initiatives of community groups (villages, schools, churches etc) and small NGOs

III: Allocation for grants to civil society organisations in all Pacific Island Countries and Territories, allocated on a competitive basis across the region

IV: Allocation for implementation of high priority activities identified in PRSIP II, by regional and international support organisations

V: Allocation for a program of quality assurance reviews examining the quality of implementation by national and regional/international organisations and identifying lessons

VI: Contingency allocation for specific potentially urgent functions

VII: Administration, Management and Fund Committee Secretariat costs.

1.3 Monitoring and Evaluation Plan for the Response Fund

A Monitoring and Evaluation Plan is required to guide the monitoring and evaluation activities of the Response Fund (Response Fund M & E Plan). A separate and more extensive Monitoring and Evaluation Plan has been developed for PRSIP II. Together the implementation of both plans will provide useful information to the Fund Committee, SPC, donors and other Pacific stakeholders in the HIV and other STIs sector to inform progress against outcomes and enable any necessary adjustments to PRSIP II and the Response Fund to take place in a timely manner.

This Response Fund M & E Plan was designed in consultation with the Fund Committee, donors, SPC, government agencies, and NGOs.

The following principles guided the development of the Response Fund M & E Plan:

- Alignment with Response Fund outcomes
- Alignment with PRSIP II M & E Plan
- Ease of administration
- Meet donors' M & E requirements for the Response Fund.

The Fund Committee approved the Response Fund M & E Plan in April 2009.

2. Response Fund M & E Plan

2.1 Outcomes framework

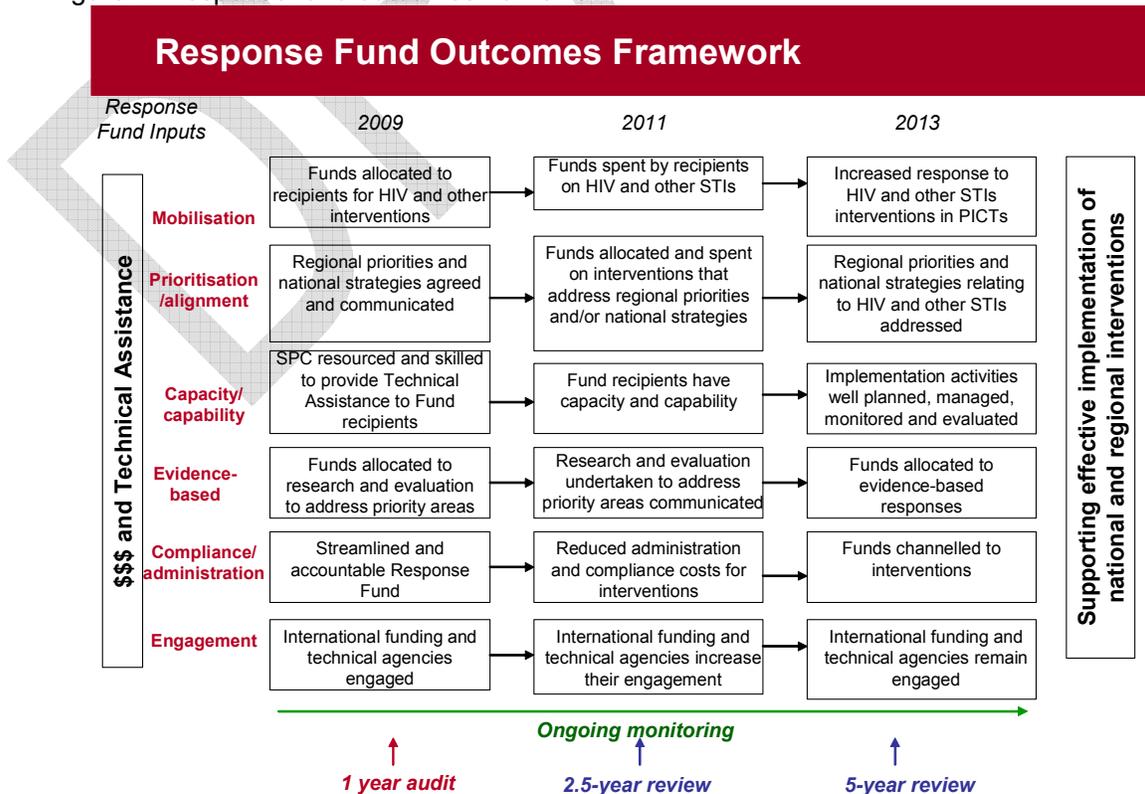
Central to the M & E Plan for the Response Fund is an outcomes framework for the Response Fund. This framework shows the linkages between the immediate 2009 outcomes, intermediate 2011 outcomes and end-term outcomes in 2013.

In the first 12 months of the implementation of the Response Fund, outcomes are largely process focussed (i.e. they relate to the set-up and early roll-out of the Fund). At the end of three years of implementation, expected outcomes relate to having a mobilised, resourced and strategic response to HIV and other STIs. At 2013, expected outcomes relate to achievement of or substantial progress towards the ultimate goal of the Response Fund “effective implementation of national and regional strategies to HIV and other STIs.”

There are six outcome areas that make up the outcomes framework, which are aligned to the intended Response Fund outcomes. These outcome areas are:

1. Mobilisation
2. Prioritisation and integration
3. Capability and capacity building
4. Evidence-based decision making
5. Compliance and administration minimised
6. International funding and technical agencies remain engaged

Figure 1: Response fund outcomes framework



2.2 M & E evaluation against outcomes

The M & E Plan includes for each of the six outcome areas:

- **Key indicators.** These measure progress towards the Response Fund outcomes as well as highlighting programme deficiencies over the duration of the Response Fund. Indicators are both quantitative and qualitative. Indicators have been selected that will remain constant for the duration of the programme.
- **Monitoring activities.** These will be undertaken across the life of the Response Fund. Included under monitoring activities are data sources, which are both qualitative and quantitative, and the frequency for each monitoring activity. In most cases, monitoring activities will be undertaken by SPC.
- **Mid-term and end-term review activities.** There will be two reviews of progress of the Response Fund. There will be a mid-term review in 2011 and an end-term review in 2013. For each review, the M & E Plan includes question areas and data sources, which are both qualitative and quantitative. An independent consultant will be appointed to undertake both reviews, due to their independence from the Response Fund.
- **Audit:** There will be an audit of Response Fund systems and management in 2009. Again, a consultant will be employed to do this task, due to their independence from the Response Fund.

OUTCOME AREA 1: Mobilisation

	2009	2011	2013
OUTCOME	Funds allocated to recipients for HIV and other STI interventions	Funds spent by recipients on HIV and other STI interventions	Increased response to HIV and other STI interventions in PICTs
INDICATORS	<ul style="list-style-type: none"> ▪ # and value of funds allocated and used by fund recipients by stream ▪ # of progress grant reports submitted on time, within 30 days, over 30 days, not received and meet the required standards 		
MONITORING: Data source, frequency and responsibility	<ul style="list-style-type: none"> ▪ Annual stock-take of funds allocated and used by stream (based on yearly budgets if funding is for more than one year) (SPC) ▪ Six monthly SPC staff workshop to review progress, facilitators/barriers to mobilisation and identify learnings/improvements (SPC) ▪ Six monthly analysis of progress grant reports – narrative and financial e.g. comparison of budget vs expenditure across expenditure categories (SPC) 		
REVIEW: Focus, data sources, responsibility		<p>Mid-term review (mid 2011)</p> <p><u>Focus:</u></p> <ul style="list-style-type: none"> ▪ To what extent have funds been allocated and used (by stream)? ▪ What are the facilitators and barriers to mobilisation? ▪ How can mobilisation be maximised for the next two years (and beyond)? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a 	<p>End-term review (end 2013)</p> <p><u>Focus:</u></p> <ul style="list-style-type: none"> ▪ To what extent have responses to HIV and other STIs increased? ▪ What are the facilitators and barriers to mobilisation? ▪ What are the learnings for the mobilisation of interventions for future programmes? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC

		<p>sample of recipients</p> <ul style="list-style-type: none"> ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant 	<p>and fund recipients</p> <ul style="list-style-type: none"> ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant
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OUTCOME AREA 2: Prioritisation and alignment

	2009	2011	2013
OUTCOMES	Regional priorities and national strategies agreed and communicated	Funds allocated and spent on interventions that address regional priorities and/or national strategies	Regional priorities and national strategies relating to HIV and other STIs addressed
INDICATORS	<ul style="list-style-type: none"> ▪ # of Pacific communities with publically available national strategies to address HIV and other STIs ▪ # and value of funds allocated to interventions that align with national priorities ▪ # and value of funds allocated to interventions that integrate HIV, other STIs and reproductive health ▪ # and value of funds allocated to interventions that address gender inequality/Human Rights issues, sex worker populations, uniformed services, the needs of smaller/more marginalised PICTs, other priority groups and address health systems strengthening (WHO Building Blocks) 		
MONITORING: Data source, frequency, responsibility	<ul style="list-style-type: none"> ▪ Annual stock-take of work-plans (SPC) ▪ Six monthly SPC staff workshop to review progress, facilitators/barriers to prioritisation and alignment and identify learnings/improvements (SPC) ▪ Six monthly analysis of progress grant reports (SPC) 		
REVIEW: Focus, data sources, responsibility		Mid-term review (mid 2011) <u>Focus:</u> <ul style="list-style-type: none"> ▪ To what extent is the Response Fund allocated and spent on regional strategies and national priorities? ▪ What are the barriers and facilitators to alignment? ▪ How, if at all, can the Response Fund be better aligned with regional priorities and national strategies for the next two years (and beyond)? <u>Data sources:</u>	End-term review (end 2013) <u>Focus:</u> <ul style="list-style-type: none"> ▪ To what extent are regional priorities and national strategies being addressed by the Fund? ▪ What are the barriers and facilitators to alignment? ▪ What are the learnings for aligning interventions to regional priorities and national strategies to inform future programmes? <u>Data sources:</u>

	2009	2011	2013
		<ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant 	<ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant

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OUTCOME AREA 3: Capacity and capability building

	2009	2011	2013
OUTCOMES	SPC resourced and skilled to provide Technical Assistance to Fund recipients	Fund recipients have capacity and capability	Implementation activities well planned, managed, monitored and evaluated
INDICATORS	<p><u>SPC capacity:</u></p> <ul style="list-style-type: none"> ▪ # of SPC FTE positions and vacancies ▪ # and type of SPC staff internal/external training sessions <p><u>Fund recipients:</u></p> <ul style="list-style-type: none"> ▪ # and value of grants that fund paid full-time and part-time positions³ ▪ Technical Assistance provided by SPC to Fund recipients e.g. planning, project management, financial management, M & E workshops and modules⁴ ▪ # of targeted work-plans 		
MONITORING: Data source, frequency, responsibility	<p><u>SPC capacity:</u></p> <ul style="list-style-type: none"> ▪ Annual review of # of SPC FTE positions and vacancies (SPC) ▪ Annual stock-take of SPC professional development activities undertaken e.g. # of internal/external staff training sessions (SPC) <p><u>Fund recipients:</u></p> <ul style="list-style-type: none"> ▪ Annual stock-take of SPC Technical Assistance provided to Fund recipients (SPC) ▪ Annual assessment of work-plans and reports against expected requirements i.e. meets all/most requirements, meets some requirements, meets few/no requirements (SPC)⁵. ▪ Six monthly SPC staff workshop to review progress, facilitators/barriers to capacity building and identify learnings/improvements (SPC) ▪ Six monthly analysis of progress grant reports (SPC) 		

³ SPC accounting system does not capture this information. Analysis would therefore need to be undertaken by the Technical Assistance team

⁴ A checklist of Technical Assistance activities needs developing

⁵ Expected requirements needs defining

	2009	2011	2013
<p>REVIEW: Focus, data sources, responsibility</p>		<p>Mid-term review (end 2011) <u>Focus:</u></p> <ul style="list-style-type: none"> ▪ To what extent are Fund recipients resourced and skilled to plan, manage, monitor and evaluate implementation activities? ▪ What additional resources and support do Fund recipients need over the next two years (and beyond) to plan, manage, monitor and evaluate implementation activities? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant 	<p>End-term review (end 2013) <u>Focus:</u></p> <ul style="list-style-type: none"> ▪ To what extent are government and Fund recipients organisations' implementation activities planned, managed, monitored and evaluated? ▪ What are the learnings for building Fund recipients' capacity to inform future programmes? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant

OUTCOME AREA 4: Evidence-based decision making

	2009	2011	2013
OUTCOMES	Funds allocated to research and evaluation to address priority areas	Research and evaluation undertaken to address priority areas communicated	Funds allocated to evidence-based responses
INDICATORS	<ul style="list-style-type: none"> ▪ # and value of funds allocated and used on research and evaluation to address priority areas⁶ ▪ Proportion of total Response Fund spent on research and evaluation activities ▪ # of research and evaluation reports that meet research and evaluation objectives (as stated in the grant application) ▪ # of research and evaluation projects disseminated ▪ # of organisations research and evaluation reports have been disseminated to 		
MONITORING: Data source, frequency, responsibility	<ul style="list-style-type: none"> ▪ Annual stock-take of funds allocated and used for research and evaluation (SPC) ▪ Annual stock-take of final research and evaluation reports completed and received (SPC) ▪ Annual stock-take of research and evaluation results disseminated e.g. launches, publications, facts sheets, etc (SPC) ▪ Annual stock-take of work-plans (SPC) ▪ Six monthly SPC staff workshop to review progress, facilitators/barriers to evidence-based decision making and identify learnings/improvements (SPC) ▪ Six monthly analysis of progress grant reports (SPC) 		
REVIEW: Focus, data sources, responsibility		Mid-term review (end 2011) <u>Focus:</u> <ul style="list-style-type: none"> ▪ What research and evaluation has been undertaken to address priority areas? What are the research and evaluation gaps? What is the quality of the research and evaluation 	End-term review (end 2013) <u>Focus:</u> <ul style="list-style-type: none"> ▪ To what extent is funding allocated to evidence-based responses? ▪ What are the facilitators and barriers to evidence-based interventions?

⁶ Note: streams that this will apply to need defining

	2009	2011	2013
		<p>conducted (independence, validity and reliability)?</p> <ul style="list-style-type: none"> ▪ How can research and evaluation activity be enhanced over the next two years (and beyond)? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant 	<ul style="list-style-type: none"> ▪ What are the learnings for future programmes in relation to evidence-based programmes? ▪ What is the body of evidence relating to evidence based-approaches to HIV and other STIs? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews/fono with SPC and fund recipients ▪ Telephone survey of a sample of recipients ▪ Analysis of monitoring data ▪ Literature review <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant

OUTCOME AREA 5: Compliance and administration

	2009	2011	2013
OUTCOMES	Streamlined and accountable Response Fund	Reduced administration and compliance costs for interventions	Funds channelled to interventions
INDICATORS	<ul style="list-style-type: none"> Proportion of Response Fund spent on SPC administration Proportion of recipients' grants spent on administration and compliance (e.g. preparing reports) 		
MONITORING: Data source, frequency, responsibility	<ul style="list-style-type: none"> Six monthly SPC staff workshop to review progress, facilitators/barriers to minimising administration and compliance costs and identify learnings/improvements (SPC) Six monthly analysis of progress grant reports – narrative and financial (SPC) 		
AUDIT	Audit of Response Fund systems and management (independent reviewer)		
REVIEW: Focus, data sources, responsibility		<p>Mid-term review (end 2011)</p> <p><u>Focus:</u></p> <ul style="list-style-type: none"> What are the administration and compliance costs for fund recipients? How, if at all could administration and compliance costs be minimised for the next two years? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> Semi-structured interviews/fono with SPC and fund recipients Telephone survey of a sample of recipients Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> Independent consultant 	<p>End-term review (end 2013)</p> <p><u>Focus:</u></p> <ul style="list-style-type: none"> To what extent are Funds channelled into service delivery? What have been the facilitators and barriers for this? What are the learnings for the containment of Fund recipients' administration and compliance costs to inform future programmes? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> Semi-structured interviews/fono with SPC and fund recipients Telephone survey of a sample of recipients

	2009	2011	2013
			<ul style="list-style-type: none"> ▪ Analysis of monitoring data <u>Responsibility:</u> <ul style="list-style-type: none"> ▪ Independent consultant

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OUTCOME AREA 6: Engagement

	2009	2011	2013
OUTCOMES	International funding and technical agencies engaged	International funding and technical agencies increase their engagement	International funding and technical agencies remain engaged
INDICATORS	<ul style="list-style-type: none"> ▪ value of funds provided ▪ # of donors and technical agencies on Fund Committee 		
MONITORING: Data source, frequency, responsibility	<ul style="list-style-type: none"> ▪ Response Fund meeting notes (SPC) 		
REVIEW: Focus, data sources, responsibility		<p>Mid-term review (end 2011)</p> <p><u>Focus:</u></p> <ul style="list-style-type: none"> ▪ To what extent are international funding and technical agencies engaged? ▪ How, if at all has their engagement increased over time? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews with SPC, donors and other technical agencies ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant 	<p>End-term review (end 2013)</p> <p><u>Focus:</u></p> <ul style="list-style-type: none"> ▪ To what extent have international funding and technical agencies remain engaged over the duration of the programme? ▪ What are the learnings for engaging international funding and technical agencies to inform future programmes? <p><u>Data sources:</u></p> <ul style="list-style-type: none"> ▪ Semi-structured interviews with SPC, donors and other technical agencies ▪ Analysis of monitoring data <p><u>Responsibility:</u></p> <ul style="list-style-type: none"> ▪ Independent consultant

Appendix

I Stakeholders

The following stakeholders were engaged in the development of the M and E Plan for the Response Fund through a face-to-face meeting, a telephone meeting or providing feedback on the draft M and E Plan:

Response Fund Committee Members	Dr Banare Bun
	Temo Sasau
	Siulu Bulu
AUSAID	Romaine Kwesius, Counsellor, Development Cooperation
NZAID	Deborah Collins
USAID	Mohamed Turay
Ministry of Health, Fiji	Josaia Samuela, National Advisor for Family Health
UNICEF	Dr Annefrida Kisesa-Mkusa, Chief HIV and AIDS
UNDP	Ferdinand Strobel
WHO	Dr Seng Sopheap, Medical Officer, HIV/AIDS and STI
SPC	Dr Dennie Iniakwala, Section Head
	Jerry Cole, PRSIP Coordinator
	Dr Rosalina Sa'aga-Banuve, Coordinator, South Pacific Response
	Sala Tupou, Programme Development Officer
	Robert Verebasaga, Programme Development Officer
	Kamma Blair, HIV & STI Monitoring and Evaluation Officer
	Louise Simpson, Project Coordinator

II References

The following documents were reviewed when developing the M and E Plan for the Response Fund:

- The Pacific Regional Strategy on HIV and other STIs Implementation Plan for 2009–2013
- The Second Pacific Regional Strategy on HIV and other Sexually Transmissible Infections Implementation Framework and Plan 2009-2013
- AUSAID Design – Pacific Islands HIV/AIDS and STI Response Fund 2009-2013 (Draft for discussion at Donor Meeting 22-23 Nov 2007)
- Pacific Islands HIV and STI Response Fund 2009-2013 Overview
- Pacific Islands HIV and STI Response Fund Funding Stream I National Strategic Plan Support Grants Guidelines
- Pacific Islands HIV and STI Response Fund Funding Stream II Capacity Development Organisations Grants Guidelines
- Pacific Islands HIV and STI Response Fund Funding Stream VI Rapid Response Grant Guidelines
- Pacific Regional HIV/AIDS Project Milestone 14 – Grant Scheme 2006
- Pacific Regional HIV/AIDS Project Milestone 14 – Grant Scheme 2007
- Regional Strategic Reference Group Membership
- Annex I PRSIP II Framework
- Annex II PRSIP II MEF
- Annex III PRSIP II Risk Matrix