

Monitoring and Evaluation guidelines for reporting to the Global Fund

1. Proposals should describe interventions in the form of coherent overall strategies and be measured through impact and outcome indicators. These are implemented through specific objectives and service delivery areas measured by the people reached by these services.
2. It is fundamental that proposals show strong consistency between the goal, the strategies the specific objectives, the service delivery areas and the selected indicators.
3. Indicators and targets set, form the basis of the Global Fund's performance-based funding system. They form an important part of the proposal submitted to the Global Fund and are later included in the M&E Attachments of the Grant Agreement. These attachments are produced on a yearly basis based on the proposal framework and include the indicators and targets agreed with the PR for reporting to the Global Fund.
4. There should be a clear distinction between the information that will be collected for programme management, monitoring and evaluation purposes and what shall be submitted to the Global Fund to assess the programme performance. When assessing the M&E attachments, the Global Fund focuses on information regarding programme outputs, programme coverage and quality of services provided (i.e. not on inputs and process indicators). In the medium to long term the Global Fund evaluates the contribution of the programme to the reduction in disease prevalence and disease impact mitigation. The country work plan and M&E plan that are submitted as part of the programme should however have all the relevant indicators for programme management, monitoring and information. It also should include, for each indicator, the source and frequency of data collection and who (or which institution) will be responsible for data collection and analysis. The indicators reported to the Global Fund should be a simplified set from the overall monitoring and evaluation plan.
5. Under each objective, the key services to be delivered should be defined. They should be clubbed under respective service delivery areas (a service delivery area corresponds to a specific strategy to fight the diseases). The "Monitoring and Evaluation Toolkit" contains a comprehensive list of service delivery areas. One objective can have more than one service delivery area.
6. Proposals should build on existing national plans and strategies where possible, contributing to national goals and objectives in terms of communicable diseases control.

Indicators

7. There are no specific or compulsory "Global Fund indicators". Indicators for reporting to the Global Fund should be selected for their usefulness, whether for reporting on service output, coverage in expanding services, or evaluating outcomes and impact.
8. The indicators selected to monitor the programme implementation should be harmonized with the ones already used in country, and be drawn from existing list of national indicators

- whenever possible. In doing so, the selected indicators should be integrated in national monitoring and evaluation plans and health information systems, rather than being developed in parallel.
9. The Global Fund monitoring and evaluation framework is simplified and the focus is on the need to ensure that programmes reach more people with services and that impact on disease prevalence is achieved.
 10. Indicators should be linked to each service delivery area and essentially reflect the expansion in services delivery. The M&E Toolkit provides a standard list from which indicators can be drawn.
 - a. Indicators that focus on services delivery for the three diseases should be selected
 - i. Number of people reached by services (sometimes a proxy measure of services reaching people has to be used)
 - ii. Number of service delivery points supported or established
 - iii. Number of service delivery providers trainedWhenever possible and relevant for each service delivery area, these three types of indicators should be included.
 - b. On the medium to long-term (1-5 years), outcome and impact indicators that show decrease in disease incidence or prevalence should be selected.
 11. There should be a good balance between data collected on a routine basis and data collected through survey and sentinel sites. The country should not plan to collect the data only through surveys (running the risk of not having any data in case the surveys cannot be implemented due to financial or operational reasons).
 12. Duplication in data collection should be avoided. The country should try to use any existing data collection system and regular (or already planned) surveys or sentinel sites information, building, as far as possible on existing monitoring and health information systems. Other national and partner efforts should be consulted in developing monitoring and evaluation systems to ensure harmonization.
 13. The Principal Recipient should ensure reporting on the selected indicators, by 12 to 18 months after signing the grant (Phase 2), as this is the time when grant performance is evaluated and decision is made for continuous funding beyond the two year period. Performance evaluation involves an evaluation of results achieved against targets, taking into account the contextual information (reasons for under or over performance) and self assessment of progress. The country should also ensure that baseline data for impact and outcomes indicators is available by this time.

Targets

14. There are no specific "Global Fund targets". Targets for each objective are defined when the proposal is submitted by the country. Targets should be set against the existing baselines at the time of the grant agreement.

15. The timing of the measurement of these targets should, as far as possible, be aligned with existing data collection and reporting systems.
16. Targets should be provided both as numbers and percentages (wherever appropriate). If a percentage is appropriate, this can be reported, along with the actual numbers that formed the numerator and denominator, for the calculation of the percentage.
17. Targets should always be cumulative. These cumulative figures can either reflect the results that are directly tied to Global Fund financing or the results of a broader program. In either case, this should be clearly indicated.
18. Targets should be realistic both about the pace of implementation and about the capacity of the monitoring system to report data in a timely manner.

Baselines

19. Baselines are essential landmarks at the start of the program that help to assess programmatic progress over time. Baseline data describe the situation to be addressed by the programme and serve as the starting point for measuring the performance of that programme. A baseline study would be the analysis describing the situation prior to receiving assistance, which is used to determine the results and accomplishments of an activity, and which serves as an important reference for evaluation.
20. Baseline values are determined based on existing available information in the country (health information system or surveys). The more recent data and information should be used. If data is not available for national level or the programme specific area, the country should explain so. The baselines for impact and outcome indicators should be defined before the completion of phase I. If different (and contradicting) data exists, the country should justify why a specific source is selected.
21. In most cases targets should exclude the baseline, unless the services to these people are carried over.

Budgeting for Monitoring and Evaluation

22. In a disease specific proposal, the budget should include the costs in order to collect the required data to report on programme management, monitoring and evaluation, as per agreed in the programme and the yearly attachments. As a guideline the Global Fund suggests 7-10% of the grant budget is allocated to Monitoring and Evaluation.
23. In a Health Systems Strengthening proposal, the budget should include all the costs relative to the monitoring and evaluation and health systems information strengthening.