

## **Mandate and terms of reference of the Independent Review Committee (Monitoring)**

### **1. Background**

Since its inception, the structure and composition of GAVI's Independent Review Committee for monitoring has been emulated by other partnerships and organisations. The GAVI IRC model has been successful thanks to three characteristics:

- 1) The committee relies upon **a wide range of experts** in public health, epidemiology, development, finance and economics. This means that performance measurement of every Annual Progress Report is undertaken against different yet equally important parameters;
- 2) The committee is based on a **system of peer review**. Not only are IRC members experts in a variety of fields related to immunization and health systems, they have practical experience working in or with developing country governments;
- 3) The committee is **independent**. It makes its recommendations in an environment free from political considerations.

Each year, all GAVI alliance eligible countries are required to send an Annual Progress Report (APR) to the GAVI secretariat by May 15th. This report is reviewed by the monitoring Independent Review Committee (IRC) which meets in June and September. Although the submission deadline is May 15<sup>th</sup>, there are two reviews undertaken by the monitoring IRC. An additional review in September facilitates late or delayed submission of APRs and also facilitates ISS assessment with the availability of WHO/UNICEF coverage estimates. The submission of an APR is intended to be beneficial to both government and external partners to GAVI. It is submitted annually together with the WHO/UNICEF Joint Reporting Form (JRF). The JRF is an annual global monitoring requirement of WHO and UNICEF and provides a measure of progress against a set of standard performance and quality indicators. Together, the APR and the JRF provide a comprehensive country overview of the previous year's performance including the attainment of annual targets. The APR also provides an opportunity for countries to make requests for continuing support.

### **2 Accountability:**

The monitoring Independent Review Committee will communicate its recommendations directly to the GAVI Alliance Executive Committee, which is accountable to the GAVI Alliance Board. The GAVI Alliance Board will make the ultimate decision on whether to approve funding of any new country support. The GAVI Alliance Board also has the responsibility for communicating its decision to countries, via the GAVI Secretariat.

### **3 Discharging its mandate:**

- a) The IRC monitoring team carries out its mandate primarily through the review of country annual reports (the committee will compare country-approved plans with activities reported in the progress reports and special attention will be given to coverage achievements), DQA reports, and if necessary other relevant documentation such as WHO/UNICEF JRFs, audit reports and reports from pre-screening;
- b) The IRC is provided with two pre-screening reports by UNICEF (in relation to vaccine procurement, delivery and reporting in the APR) and by WHO (noting discrepancies between JRF data and APR data, discrepancies between coverage estimates, information on other survey data);
- c) The IRC monitoring team formulates its recommendations, which are then be forwarded to the GAVI Board for its decision;
- d) The committee may recommend conducting specific studies in order to assess activities, tools, and impact of GAVI;
- e) Upon conclusion of the review, the IRC monitoring team is expected to provide individual country reports together with an overall report. These reports can include clear recommendations based on the review process.

#### **4 Terms of reference of the 2009 monitoring IRC:**

- a) Review country reported performance as reported in the APR and endorsed by partners, and inform the Board on performance and progress towards the GAVI strategic objectives and milestones that relate to the support provided;
- b) Make recommendations regarding continuation in 2010 of annual requests for support to new vaccines, injection safety supplies and Health Systems Strengthening, according to GAVI Board policies, and as articulated in the proposal guidelines and procurement policy. In particular, the IRC will assess changes in targets, wastage rate, and proportion of GAVI support and baseline data;
- c) Make recommendations regarding ISS reward allocations to countries based on the country's reported achievements in their APR and the WHO/UNICEF country estimate;
- d) Report to the GAVI Board on specific issues, and challenges in reporting by countries in their progress reports. Based on major issues recognized, the IRC may suggest specific global analyses, evaluations or actions to be performed by the GAVI entities;
- e) Report to the GAVI Board any relevant findings through the review process;
- f) Make recommendations on improvement of the monitoring process and any possible changes to introduce in relation to GAVI policies or processes.

## 5 Outputs and implications emerging from the 2009 process

At the end of each review, the monitoring IRC will provide:

- a. One detailed country report for each APR submitted. These country reports will accompany the decision letter to be sent to countries following board approval;
- b. The monitoring IRC also provides one overall report for submission to the Executive Committee. The overall report will include a qualitative and quantitative analysis of the APRs submitted and will also include any recommendations for improving the IRC review and country APR processes;
- c. The IRC will make one of three possible recommendations to the board resulting from the review of each APR. These recommendations are summarised below:

<b>Recommendations</b>	<b>Definition</b>
<i>Approval</i>	The Annual Progress Report has met all the performance measurement criteria and is approved for further GAVI support.
<i>Approval with clarification:</i>	The Annual Progress Report lacked some specific pieces of data, which must be provided (generally) within a month. The requested data must be received before the Annual Progress Report is considered officially approved for further GAVI support, but the APR does not need to be reviewed again by the monitoring IRC.
<i>Insufficient information:</i>	The Annual Progress Report does not fulfil specific or significant requirements and the information provided is deemed insufficient to assess performance or approve further support.