



14th Executive Board
5-6 July 2011
Conference Centre Varembe
Geneva, Switzerland

Resolution n°11

Independent Steering Committee (ISC) of the 5-Year Evaluation (5YE) of UNITAID

The Executive Board endorses the Terms of Reference for the Independent Steering Committee (ISC) contained in Annex 1 and in document UNITAID/EB14/2011/7.

The Executive Board endorses the ISC Member nominees set forth in Annex 2, and requests the Secretariat to propose for endorsement by the PSC an additional two nominees with a particular focus on medicines and evaluation.

The Independent Steering Committee shall prepare detailed 5YE terms of reference for endorsement by the Executive Board.

The ISC shall report through the Secretariat on progress at the 15th regular Session of the Executive Board in 2011.

A handwritten signature in blue ink, appearing to read "Dr. P. Douste-Blazy".

Philippe Douste-Blazy

Draft Terms of Reference for the Independent Steering Committee (ISC)

1. Rationale:

- 1.1 When an evaluation is said to be external or independent, it means that the evaluation team stands outside the evaluated activities and has no stake in the outcome of the evaluation. An evaluation is regarded as independent when the organization that formulates the evaluation questions and recruits the evaluators is also independent of the evaluated activity. The credibility of an evaluation depends on the credibility of the evaluators: they must be accepted by all stakeholders and partners as impartial and unbiased. Second, the evaluators must be technically competent to deal with the questions raised by the evaluation. Finally, methods for data collection and analysis must be regarded as appropriate.
- 1.2 Independent evaluations are based on a clear and categorical line of demarcation between those who conduct the evaluation and those who are the object of evaluation. If stakeholders interfere with the evaluators' working methods or seek to prescribe how findings should be interpreted, the independence of the evaluation is put in jeopardy.
This is why it is recommended to form an independent steering committee (ISC).

2. Role of the ISC:

- 2.1 The ISC has the responsibility to ensure a credible and independent evaluation process, and a high quality, forward-looking report relevant to the future of UNITAID.

3. Criteria:

- 3.1 The members of the Independent Steering Committee should have high levels of credibility and relevant knowledge and experience in evaluation, public health and health economics. They will be drawn from government, academia, private sector foundations, NGO and other relevant sectors. They should be available for and commit to participate in meetings. Candidates will be appropriately screened to avoid conflicts of interest.

4. Selection and Composition:

- 4.1 The Executive Secretary will consult with other similarly situated organizations (e.g. the Global Fund, WHO and UNAIDS) to develop a preliminary shortlist of 10 candidates with the top 5 identified. The candidate shortlist will be drawn up on the basis of the criteria, experience and competencies noted in paragraph 3 above, with attention to geographic and gender considerations, and submitted to the Board for approval. A staff member from the Secretariat will be appointed to work with the ISC.

5. Reporting:

- 5.1 The ISC is created by, and made directly accountable to the Board. The ISC Chair has the responsibility to organize the flow of consultation and information between the Evaluation Team, the Executive Secretary and the Executive Board. The ISC, at its first meeting will establish the respective roles and responsibilities of the Committee, its Chair and Vice-Chair, and Secretariat contact point.

6. Meetings:

- 6.1 It is expected that the ISC will meet 3 to 4 times during the 5YE for 2 days each time. Most communication between meetings will be operated by phone and e-mail. The ISC meetings are especially needed at the beginning of the evaluation and at the end.

7. Responsibilities and functions:

- 7.1 The ISC will:
- a) Prepare the full 5YE terms of reference (ToR) for Board endorsement;



- b) Define the composition, roles and responsibilities of the Evaluation Team and prepare the terms of reference of the Evaluation Team;
- c) Establish an appropriate competitive process for selecting the Evaluation Team including the identification of the Evaluation Team leader;
- d) Review, comment on and approve the inception report prepared by the Evaluation Team, and finalize the budget proposal;
- e) Ensure that all stakeholders have opportunities to review and comment on the inception report;
- f) Monitor the implementation of the Evaluation to ensure that the Evaluation Team has complied with the plan of work as set out in its inception report;
- g) Review the draft 5YE report and provide comments to the Evaluation Team;
- h) Prepare an appraisal of the final report for the Board regarding the quality of the Evaluation, the appropriateness of the methods and the degree to which the findings of the report are founded in the analyses it contains.

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**First UNITAID Five-Year Evaluation (5YE)
Membership of Independent Steering Committee (ISC)**

Chair:

Dr Joy Phumaphi
(Botswana)

Members.

Prof. James Curran
(US)

Prof. Myung-Hwan Cho
(Republic of Korea)

