10 January

# 12 Components Monitoring and Evaluation System Strengthening Tool



UNAIDS
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS
UNHCR UNICEF WFP UNDP UNFPA UNODC ILO UNESCO WHO WORLD BANK
MERG
MONITORING & EVALUATION REFERENCE GROUP

# 12 Components Monitoring and Evaluation System Strengthening Tool

THE WORLD BANK

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# Instruction for Using the Tool

These instructions accompany the *12 Components Monitoring and Evaluation System Assessment Tool. Geneva: UNAIDS, March 2009.*

## 1. What is the purpose of these instructions?

The instructions provide further clarification about the individual questions in the 12 Components M&E System Strengthening Tool. They are intended to be used by the facilitator(s) of a national HIV M&E assessment as well as by individuals and organisations participating in the assessment. They aim to ensure that everyone understands what is being assessed in the same way. The assessment is intended to be a diagnostic exercise to identify strengths and weaknesses in the HIV M&E system and to agree on actions needed to enhance M&E system performance.

## 2. How does the assessment tool function?

*The 12 Components M&E System Strengthening Tool* is designed as a series of statements for which there are three response scales

1. a 5-point scale (Yes-completely, Mostly, Partly, No-not at all, Not Applicable)
2. a 3-point scale (Yes, No, Not Applicable)
3. numerical responses

For example, statement: "The frequency of data collection is stated for all indicators." If such frequency is stated for all indicators, the response is "**Yes-completely**". For at least 75% of indicators, the answer should be "**Mostly**". If less than 50% of indicators have frequencies of data collection, the response should be "**Partly**", and if no indicators have frequency indicated, the response should be "**No-not at all**". In cases in which the statement is not applicable, respondents should select "**Not Applicable**".

If the answer to a statement is anything other than "Yes-completely", respondents are requested to provide an explanation in the COMMENT box. This will provide important information to consider in discussing the necessary actions to take. If possible, any comments that help to identify and plan for strategic interventions should also be recorded under "proposed activities".

The electronic version of the tool is set up to facilitate selection of the response and summarizing the assessment results at the end of the assessment.

The appropriate response can be selected from a drop-down menu in the ANSWER column. The "**Yes-completely**" responses will appear in green, "**Mostly**" and "**Partly**" will appear in yellow, and "**No-not at all**" will appear in red. This visualization in color will help with summarizing the assessment results and with prioritizing actions. A SUMMARY DASHBOARD of the results will be automatically generated and display the distribution of scores overall and for each of the 12 components. It provides a visual representation of gaps in the HIV M&E system at different levels. A detailed review will help to prioritize the actions to be undertaken.

## 3. General comments about the tool

For group 1 (NACA), the title of the coordinating authority varies by country. Also, the location of the NACA varies (e.g. within the Prime Minister's office, in the Ministry of Health, independent trust or parastatal); and the NACA might represent more than one coordination structure (might be a NACA and a person/unit within president's office.

## Participant Information

| | |
|---|---|
| **Country** | |
| **Stakeholder Group** | |
| **Name of Workshop Facilitator** | |
| **Workshop Date** | |

| Participant List | | |
|---|---|---|
| **Name** | **Organisation** | **Title** |
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| Source Documents |
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## M&E System Component 1: Organisational Structures with HIV M&E Functions

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/directorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 1. | There is an M&E unit/Division/ Directorate within the entity | 📄 | | | | | | Please validate the response given by other groups | | |
| 2. | The number of full-time and/or part-time M&E posts (filled or vacant) | 📄 | | | | | | | | |
| 3. | Percentage of M&E full-time and/or part-time posts filled (people currently working) | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Check if there is an M&E unit/division/directorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 4. | Government M&E employees have permanent posts (i.e. establishment posts that are reflected in the entity's official organisational structure and budget) – whether filled or vacant posts | 📄 | | | | | | | | |
| 5. | There are an adequate number of epidemiologists, IT specialists and database managers in key agencies | 📄 | | | | | | | | |
| 6. | There are an adequate number of qualified data managers at district and provincial levels | 📄 | | | | | | | | |
| 7. | Each decentralised local government authority where the HIV response is coordinated has at least one qualified person who is dedicated full-time to data management | 📄 | | | | | | | | Please provide a commentary |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/di-rectorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| 8. | M&E responsibilities are clearly defined in job descriptions. | 📄 | | | | | | | | |
| 9. | External M&E technical support is required (at times) on an ongoing basis to fulfill routine M&E tasks usually the responsi-bility of government | 📄 | | | | | | | | |
| 10. | Recognizing that most enti-ties do not have the human resources needed to fulfill their mandate, the technical assist-ance is made available when and in the quantity needed and of the type needed | | | | | | | | | |
| 11. | The entity has the written mandate to execute its M&E functions | | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/di-rectorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
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| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| 12. | With or without technical assist-ance, the entity is fulfilling its M&E mandate by delivering the M&E services and deliverables for which it is responsible to suf-ficient quality | | | | | | | | | |
| 13. | Staff at the entity have in their job descriptions, specific re-sponsibilities related to: | | | | | | | | | |
| 13.1 | Component 1 : Organizational structure | 📄 | | | | | | | | |
| 13.2 | Component 2: Human capacity | 📄 | | | | | | | | |
| 13.3 | Component 3: Partnerships | 📄 | | | | | | | | |
| 13.4 | Component 4: National M&E plan | 📄 | | | | | | | | |
| 13.5 | Component 5: National M&E work plan | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/di-rectorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
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| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| 13.6 | Component 6: Advocacy, com-munication and culture | 📄 | | | | | | | | |
| 13.7 | Component 7: Routine monitor-ing | 📄 | | | | | | | | |
| 13.8 | Component 8: Surveys and surveillance | 📄 | | | | | | | | |
| 13.9 | Component 9: National and sub national databases | 📄 | | | | | | | | |
| 13.10 | Component 10: Supportive supervision and data auditing | 📄 | | | | | | | | |
| 13.11 | Component 11: Evaluation and research | 📄 | | | | | | | | |
| 13.12 | Component 12: Data dissemi-nation and use | 📄 | | | | | | | | |
| 14. | M&E staff are adequately mo-tivated through salary, benefits and career prospects and quali-fied staff can be recruited and retained | | | | | | | | | |

| | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/di-rectorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| | **Summary of Key Action Points:** | | | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |

## M&E System Component 2: Human Capacity for HIV M&E

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist: |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | 1. Check if there is an M&E unit/division/directorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 1. | The HIV M&E-related skills and competencies of the M&E staff at the entity have been assessed within the past 3 years | 📄 | | | | | | | | |
| 2. | Staff at the entity involved in M&E have the skills and competencies needed to fulfil the entity's HIV M&E mandate | 📄 | | | | | | | | |
| 3. | The GAPS in terms of the M&E-related skills and competencies required by the entity's staff responsible for M&E have been incorporated into the entity's Human Capacity Building Plan | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/di-rectorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| 4. | It is an under-funded priority and there are written plans to support pre-service training and/ or recruitment and retention of additional epidemiologists, IT specialists and database manag-ers in key entities | | | | | | | | | |
| 5. | There is nationally-endorsed M&E training curriculum (ap-propriate for personnel within or supported by your entity) | 📄 | | | | | | | | |
| 6. | M&E human capacity relative to the M&E system is being built through colleges, universities and/or technical schools | 📄 | | | | | | | | |
| 7. | M&E human capacity relative to M&E is being built through routine supervision and/or on-the-job training (OJT) and mentorship | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an M&E unit/division/di-rectorate at NACA and MoH<br>2. Number of full-time and/or part-time M&E POSTS (filled or vacant) at NACA and MoH<br>3. Number of M&E full-time and/or part-time posts filled (people currently working) at NACA and MoH |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| 8. | The HIV M&E human capacity building offered is coordinated to avoid duplication | 📄 | | | | | | | | |
| 9. | There is a national database or register of who is receiving M&E training to avoid duplication and assure complementarity | 📄 | | | | | | | | |
| 10. | There is a national database of trainers and other technical serv-ice providers capable of building M&E capacity | 📄 | | | | | | | | |

| | **Summary of Key Action Points:** |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

## M&E System Component 3: Partnerships to Plan, Coordinate and Manage the M&E System

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there are M&E TWGs/Committees coordinated by NAC or MoH<br>2. Check if there are TOR for TWGs coordinated by NACA and MoH; and compare if the TORs are in line with intended objectives of the respective TWGs<br>3. Check if there is an inventory of stakeholders for HIV M&E and whether it is periodically updated |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 1. | There is a national HIV M&E technical working group/committee coordinated by NACA | 📄 | | | | | | | | |
| 2. | The National M&E TWG/committee coordinated by NACA meets regularly | 📄 | | | | | | | | |
| 3. | The entity/ties partcipate/s actively in the M&E TWG/committee coordinated by NACA | 📄 | | | | | | | | |
| 4. | International development partners actively participate in the National M&E TWG/Committee coordinated by NACA | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Check if there are M&E TWGs/Committees coordinated by NAC or MoH<br>2. Check if there are TOR for TWGs coordinated by NACA and MoH; and compare if the TORs are in line with intended objectives of the respective TWGs<br>3. Check if there is an inventory of stakeholders for HIV M&E and whether it is periodically updated |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | Comments |
| 5. | TOR for the National M&E TWG coordinated by NACA clarifies the TWG's role in approving documents, providing technical leadership, and coordinating the HIV M&E system | 📄 | | | | | | | | |
| 6. | The National M&E TWG/committee coordinated by NACA makes decisions via a consusus building process | 📄 | | | | | | | | |
| 7. | There is a national M&E/HIS technical working group/Committee coordinated by MoH | 📄 | | | | | | | | |
| 8. | The National M&E TWG/committee coordinated by MOH meets regularly | 📄 | | | | | | | | |
| 9. | The entity/ties participate/s actively in the M&E TWG/committee coordinated by MOH | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Check if there are M&E TWGs/Committees coordinated by NAC or MoH<br>2. Check if there are TOR for TWGs coordinated by NACA and MoH; and compare if the TORs are in line with intended objectives of the respective TWGs<br>3. Check if there is an inventory of stakeholders for HIV M&E and whether it is periodically updated |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | Comments |
| 10. | International development partners actively participate in the National M&E TWG/Committee coordinated by MOH | 📄 | | | | | | | | |
| 11. | TOR for the National M&E TWG coordinated by MOH clarifies the TWG's role in approving documents, providing technical leadership, and coordinating the HIV M&E system | 📄 | | | | | | | | |
| 12. | The National M&E TWG/committee coordinated by MOH makes decisions via a consensus building process | 📄 | | | | | | | | |
| 13. | The national M&E/HIS TWG coordinated by MOH has been effective at promoting development of a national consensus on a set of practical forms for routine reporting of health data. | 📄 | | | | | | | | |

| | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there are M&E TWGs/Committees coordinated by NAC or MoH<br>2. Check if there are TOR for TWGs coordinated by NACA and MoH; and compare if the TORs are in line with intended objectives of the respective TWGs<br>3. Check if there is an inventory of stakeholders for HIV M&E and whether it is periodically updated |
|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 14. | An inventory of stakeholders for HIV M&E is periodically updated 📄 | | | | | | | | |
| 15. | There are well developed mechanisms (e.g. feedback reports, newsletters) to communicate about HIV M&E activities and decisions. 📄 | | | | | | | | |

| | **Summary of Key Action Points:** |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

## M&E System Component 4: National, Multi-sectoral HIV M&E Plan

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National Strategic Plan for HIV<br>2. Check if there is a National M&E Plan for HIV<br>3. Review the M&E Plan (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 1. | There is a national HIV multi-sectoral M&E plan | 📄 | | | | | | | | |
| 2. | Entities actively participated in development of the current national multi-sectoral HIV M&E Plan | 📄 | | | | | | | | |
| 3. | During the development of the National HIV M&E plan, the national set of indicators in the M&E plan was assessed, before finalisation, against global or national indicator standards. | 📄 | | | | | | | | |
| 4. | Entity-specific M&E plan(s) exist. | 📄 | | | | | | | | |
| 5. | Entity-specific M&E plans are linked to national M&E plan | 📄 | | | | | | | | |
| 6. | The assessment of the adequacy of the M&E plan, prepared by the facilitator and NAC M&E coordinator before the workshop and shared with all groups, is accurate | 📄 | | | | | | | | |

| | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National Strategic Plan for HIV<br>2. Check if there is a National M&E Plan for HIV<br>3. Review the M&E Plan (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| | **Summary of Key Action Points:** | | | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |

**Pre-assessment Checklist:**

1. Check if there is a National Strategic Plan for HIV
2. Check if there is a National M&E Plan for HIV
3. Review the M&E plan and check if:
   - » It describe all 12 components of an HIV M&E system?;
   - » All the building blocks of performance for each component are described
   - » The M&E plan has an estimate of the resources/budget required for M&E
   - » The time period of National M&E Plan is aligned with the time period of NSP
   - » It includes indicators to monitor progress & performance of the M&E system
   - » Indicators of the National M&E Plan are aligned with objectives of the NSP
   - » Data sources of indicator values are specified in the National M&E Plan
   - » Measurement of each indicator is defined in the National M&E Plan
   - » Frequencies of data collection for indicator values are specified
   - » Data use plan is described
   - » Baseline values are included for indicators
   - » Targets are set for each indicator
     - § Review the M&E plan, NSP or other relevant documents and calculate:
   - » Percentage of total HIV programme funding from government allocated for M&E plan
   - » Percentage of total HIV programme funding from development partners allocated for M&E plan

**National HIV M&E Plan Checklist**

1. This checklist is to be used in conjunction with the Component 4 assessment.
2. Its purpose is to rate the technical adequacy of the national HIV M&E plan by giving a rating to various aspects of the M&E plan. It requires a thorough reading of the National M&E Plan and its annexes.
3. The workshop facilitator and the national HIV M&E coordinator should study the National M&E Plan (if one is in existence) BEFORE the assessment workshop and answer the following questions about it
4. At the workshop, the facilitator then presents the results of the National M&E Plan assessment for validation by the different groups (see statement 5 of the Component 4 assessment page). This implies that copies of the completed checklist should be available at the workshop.

| | FROM (year) | TO (year) |
|---|---|---|
| Time period of the country's current HIV national strategic plan | | |
| Time period of the country's current HIV national monitoring and evaluation plan | | |

## Aspect of National HIV M&E Plan Being Assessed

| | | Criteria for adequacy | RATING: Is this part of the M&E plan adequate? | Reason / explanation for rating given | |
|---|---|---|---|---|---|
| **1. DEFINITIONS IN THE M&E PLAN OF WHAT TO MEASURE WITH THE M&E SYSTEM** | | | | | |
| 1.1 | Indicators in the HIV M&E plan are aligned with objectives of the NSP | 'Aligned with the objectives of the NSP' means that there are indicators to measure each of the main NSP objectives (or result statements)' and that there are no indicators that cannot directly be linked to one or more of the NSP objectives / results. Also, it means that the indicator is relevant to the NSP objective (i.e. if the NSP objective is to improve coverage of ART services, the indicator should not be about increased life expectancy of PLHIVs). | | | |
| 1.2 | Indicators are fully defined | A fully-defined indicator is one that has a clearly stated title, definition, purpose and rationale. Also, the method of measurement for the indicator should be clearly defined, including the description of the numerator, denominator and calculation, where applicable. Any relevant data disaggregation should be clearly defined, and guidelines to interpret and use data from this indicator should be included. Strengths, weaknesses and challenges in using the indicator are clearly stated. It is desirable to give the participants an example of a fully-defined indicator. | | | |
| 1.3 | The data collection method for the indicator is clearly stated | The data collection method is the monitoring process or evaluation tool that will be used to collect indicator values on a periodic basis, and may include routine programme monitoring forms, national survey data, or surveillance reports. | | | |

| | | Criteria for adequacy | RATING: Is this part of the M&E plan adequate? | Reason / explanation for rating given | |
|---|---|---|---|---|---|
| 1.4 | The measurement frequency for the indicator is clearly defined | It should be clear in the M&E plan how often indicator values for the indicators will be collected. The frequency of measurement impacts on the frequency with which the data needs to be collected, and therefore the frequency of routine programme monitoring data flow, surveys and surveillance processes. | | | |
| 1.5 | Indicators have baseline values | Baseline values are indicator values that were determined before the programme started. These values provide a basis from where to measure increases or decreases in indicator values over time (i.e. trend analysis). | | | |
| 1.6 | Indicators have midterm and end-of-NSP targets | In addition to having baseline values the national set of HIV indicators, given that these are meant to track progress with the NSP implementation, should have targets for the midterm NSP review/evaluation process and targets for the end-of-NSP evaluation. These targets will enable countries to objectively assess the extent to which the NSP objectives / results have been achieved. | | | |
| 1.7 | Indicators to monitor progress & performance of the M&E system (M&E of the M&E system) are included in the M&E plan | The national M&E plans should include a few indicators that will help to monitor the implementation and performance of the national HIV M&E system itself. | | | |

| | | Criteria for adequacy | RATING: Is this part of the M&E plan adequate? | Reason / explanation for rating given | |
|---|---|---|---|---|---|
| **2. DESCRIPTIONS IN THE M&E PLAN OF HOW THE M&E SYSTEM WILL FUNCTION** | | | | | |
| Assess whether each of the following aspects of a fully functional HIV M&E system is described in the national HIV M&E plan. In the 'Criteria' column, a description is given of what the M&E plan should have in order to give the M&E plan specific ratings: | | | | | |
| 2.1 | Component 1: Organisational structures for HIV M&E are described | For a '**Completely**' rating, the M&E plan should show an organisational structure with specific M&E posts, and define the roles and responsibilities of all M&E posts, entities with M&E responsibilities (i.e. their mandate), and committees responsible for the oversight of one or more aspects of the M&E system. | | | |
| 2.2 | Component 2: Processes for assessing and building human capacity for HIV M&E are defined | For a '**Completely**' rating, the institutions, curricula and capacity development processes should be identified, the need for databases of trainees and training service providers should be stipulated, and capacity assessment processes should be described. | | | |
| 2.3 | Component 3: Internal and external partnerships for HIV M&E are described | For a '**Completely**' rating, the nature of external and internal partnerships, mechanism to establish and strengthen them, should be described. | | | |
| 2.4 | Component 4: HIV M&E plan review and linkages are clearly described | For a '**Completely**' rating, the timeframes and procedures for the review of the M&E plan itself is included in the national HIV M&E plan, as well as procedures for how entity-level M&E plans should link to the national HIV M&E plan | | | |
| 2.5 | Component 5: Budgets, funding and resources for the national HIV M&E system are calculated and included in the HIV M&E plan | For a '**Completely**' rating, the National M&E Plan should include an estimate of the M&E resource/budget requirements, with a detailed costing and assignment of responsibilities for M&E functions (Component 5). | | | |

| | | Criteria for adequacy | RATING: Is this part of the M&E plan adequate? | Reason / explanation for rating given | |
|---|---|---|---|---|---|
| 2.6 | Component 6: Strategies to advocate for and communicate about HIV M&E and results are described | For a '**Completely**' rating, so as to create a demand for data and political will to keep the M&E system functional, procedures and strategies for advocacy and communication about HIV M&E and results should be stipulated. | | | |
| 2.7 | Component 7: In addition to stating routine monitoring as one of the types of data to be collected to measure, routine monitoring data flow, data collection forms and responsible institutions are described | For a '**Completely**' rating, the routine monitoring processes, forms and guidelines should be described, or referred to another guideline where this will be described. Linkages to the HIS should also be made clearly, so that overlap is avoided. Data use at the decentralised levels should be given special attention. | | | |
| 2.8 | Component 8: Survey and surveillance frequency, guidelines, protocols and governance structures for the surveys and surveillance are defined | In addition to identifying which surveys and surveillance are needed to provide indicator values (statement 1.3 of this checklist), it is necessary, for a '**Completely**' rating, to identify who will carry out surveys, which protocols they will use, how data will flow, and what are the minimum data requirements (i.e. cross tabulations) needed from surveys and surveillance to obtain indicator values as stipulated in the M&E plan. | | | |
| 2.9 | Component 9: How national and sub national databases with HIV-related information will link and be strengthened (where needed) is defined | For a '**Completely**' rating, a network diagram showing how different databases will link, the software used for each, and the need for new database development, should be stipulated. Alternatively, if the country has decided to use a paper-based M&E system and not use electronic databases, this should be stipulated in the M&E plan. | | | |

| | | Criteria for adequacy | RATING: Is this part of the M&E plan adequate? | Reason / explanation for rating given | |
|---|---|---|---|---|---|
| 2.10 | Component 10: Supportive supervision and data auditing procedures, guidelines and M&E posts responsible are defined | For a 'Completely' rating, the location and development of supervision and data auditing guidelines, principles for data auditing and supervision, responsibilities, and feedback mechanisms (to the decentralised and national levels) should be identified. | | | |
| 2.11 | Component 11: Biomedical and social science HIV-related evaluation and research processes and structures are defined | For a 'Completely' rating, the process of developing a national research agenda should be identified, the governance (coordination) structures for HIV-related research should be stipulated and the process of ethical approval of all types of HIV research should be identified. Procedures and guidelines for program evaluations by individual programmes should be described, as well as strategies to promote getting research / evaluation results into policy and practice. Finally, the involvement of and process for reviewing (evaluating) the national HIV response (i.e. NSP midterm reviews and end-of-NSP reviews) should be described (it is during these processes that the evidence generated by the M&E system will be used to assess the progress made with, outcomes and impacts of the national HIV response in the country) | | | |
| 2.12 | Component 12: Data analysis, information creation, information dissemination and use are clearly defined | For a 'Completely' rating, the way in which data will be analysed, which information products will be developed and how the information products will be disseminated, should specified. Strategies to improve data use should also be defined. | | | |

# M&E System Component 5: Annual, Costed, National HIV M&E Work Plan

| | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National M&E Work Plan for HIV/AIDS<br>2. Check if there is a work plan for the National HIV/AIDS program<br>3. Check if the National M&E Work Plan is costed, has timeline and responsible partners<br>4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|
| **For the national HIV M&E plan to be operationalised, an annual costed national M&E work plan needs to be developed that describes the priority M&E activities for the year with defined responsibilities for implementation, costs for each activity, identified funding, and a clear timeline for delivery of outputs.** | | | | | | | | | |
| NOTE: This Component needs to be assessed LAST, because the responses to statements 3.1 to 3.12 depend on a good understanding of the M&E system in the country | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| **1. EXISTENCE and FORMAT OF WORK PLANS** | | | | | | | | | |
| 1.1 | There is a National M&E Work Plan that includes the current year | | | | | | | | |
| 1.2 | Activities in the National M&E Work Plan have been costed for the current year | | | | | | | | |
| 1.3 | Activities in the National M&E Work Plan are allocated specific time frames for implementation | | | | | | | | |
| 1.4 | Activities in the National M&E Work Plan are allocated to at least one lead agency for implementation | | | | | | | | |

| | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National M&E Work Plan for HIV/AIDS<br>2. Check if there is a work plan for the National HIV/AIDS program<br>3. Check if the National M&E Work Plan is costed, has timeline and responsible partners<br>4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents (see below for more details) |
|---|---|---|---|---|---|---|---|---|
| **For the national HIV M&E plan to be operationalised, an annual costed national M&E work plan needs to be developed that describes the priority M&E activities for the year with defined responsibilities for implementation, costs for each activity, identified funding, and a clear timeline for delivery of outputs.** | | | | | | | | |
| NOTE: This Component needs to be assessed LAST, because the responses to statements 3.1 to 3.12 depend on a good understanding of the M&E system in the country | | | | | | | | |

| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.5 | The costs of the M&E work plan are included in the official government budget (e.g. Medium Term Expenditure Framework of Government) | 📄 | | | | | | | | |
| 1.6 | Entity-specific costed M&E work plans (including the current year) exist | 📄 | | | | | | | | |
| 1.7 | Entity-specific costed M&E work plans (including the current year) is aligned with national M&E work plan | 📄 | | | | | | | | |
| 1.8 | Resources are available to meet agency-specific M&E work plan requirements | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Check if there is a National M&E Work Plan for HIV/AIDS<br>2. Check if there is a work plan for the National HIV/AIDS program<br>3. Check if the National M&E Work Plan is costed, has timeline and responsible partners<br>4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| **For the national HIV M&E plan to be operationalised, an annual costed national M&E work plan needs to be developed that describes the priority M&E activities for the year with defined responsibilities for implementation, costs for each activity, identified funding, and a clear timeline for delivery of outputs.** | | | | | | | | | | |
| NOTE: This Component needs to be assessed LAST, because the responses to statements 3.1 to 3.12 depend on a good understanding of the M&E system in the country | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| **2. DEVELOPMENT OF THE WORK PLAN** | | | | | | | | | | |
| 2.1 | The M&E work plan containing the current year was developed or modified based on the achievements (progress) against the previous year's activities. | 📄 | | | | | | | | |
| 2.2 | Entities participated in the development of the current year national, costed M&E work plan | 📄 | | | | | | | | |
| **3. CONTENTS OF THE WORK PLAN** | | | | **COMMENTS** | | | | | | |
| 3.1 | Component 1 : Organizational structures for HIV M&E | 📄 | | | | | | | | |
| 3.2 | Component 2: Human capacity for HIV M&E | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National M&E Work Plan for HIV/AIDS<br>2. Check if there is a work plan for the National HIV/AIDS program<br>3. Check if the National M&E Work Plan is costed, has timeline and responsible partners<br>4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: Statements in section 3 and in section 4 needs to be answered jointly in plenary NOT in the smaller groups | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 3.3 | Component 3: Partnerships around HIV M&E | 📄 | | | | | | | | |
| 3.4 | Component 4: National M&E plan | 📄 | | | | | | | | |
| 3.5 | Component 5: National M&E Work Plan reviews | 📄 | | | | | | | | |
| 3.6 | Component 6: Advocacy, communications and culture | 📄 | | | | | | | | |
| 3.7 | Component 7: Routine monitoring | 📄 | | | | | | | | |
| 3.8 | Component 8: Surveys and surveillance | 📄 | | | | | | | | |
| 3.9 | Component 9: National and sub national databases | 📄 | | | | | | | | |
| 3.10 | Component 10: Supportive supervision and data auditing | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National M&E Work Plan for HIV/AIDS<br>2. Check if there is a work plan for the National HIV/AIDS program<br>3. Check if the National M&E Work Plan is costed, has timeline and responsible partners<br>4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: Statements in section 3 and in section 4 needs to be answered jointly in plenary NOT in the smaller groups | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Co-ordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 3.11 | Component 11: Evaluation and research | 📄 | | | | | | | | |
| 3.12 | Component 12: Data dissemination and use | 📄 | | | | | | | | |
| **4. RESOURCES TO IMPLEMENT THE WORK PLAN** | | | **COMMENTS and CALCULATIONS** | | | | | | | |
| 4.1 | Total cost of the current year National M&E Work Plan for the current year (US Dollars) | 📄 | | | | | | | | |
| 4.2 | Percentage of total cost of the current year National M&E Work Plan which has been secured | 📄 | | | | | | | | |
| 4.3 | Percentage of total budget for the current year National M&E Work Plan which will be funded by government | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is a National M&E Work Plan for HIV/AIDS<br>2. Check if there is a work plan for the National HIV/AIDS program<br>3. Check if the National M&E Work Plan is costed, has timeline and responsible partners<br>4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: Statements in section 3 and in section 4 needs to be answered jointly in plenary NOT in the smaller groups | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 4.4 | Percentage of total HIV programme funding from development partners allocated for M&E plan | 📄 | | | | | | | | |
| 4.5 | Percentage of total HIV programme funding from all sources (government and development partners) allocated for M&E plan | 📄 | | | | | | | | |

| | **Summary of Key Action Points:** |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

**Pre-assessment Checklist:**

1. Check if there is a National M&E Work Plan for HIV/AIDS
2. Check if there is a work plan for the National HIV/AIDS program
3. Check if the National M&E Work Plan is costed, has timeline for implementation, responsible partners are identified for implementation of each activity
4. Review the M&E work plan, HIV/AIDS Program work plan or other relevant documents and calculate:
   - » Percentage of total HIV programme funding from government allocated for M&E work plan
   - » Percentage of total HIV programme funding from development partners allocated for M&E work plan
   - » Percentage of total HIV programme funding from all sources (government and development partners) allocated for M&E work plan

## M&E System Component 6: Communication, Advocacy and Culture for HIV M&E

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if the HIV/AIDS Policy, NSP or other similar document includes M&E policy issues and strategies |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 1. | There are people who strongly advocate for and support M&E within the agency/organization | | | | | | | | | |
| 2. | Frequency with which the performance of the M&E system is communicated/reported to you | 📄 | | | | | | | | |
| 3. | National M&E system information products (reports, website content, emails, newsletters, maps, tables, charts, etc) are useful | 📄 | | | | | | | | |
| 4. | Directors and managers are interested and supportive of HIV M&E activities | 📄 | | | | | | | | |
| 5. | Directors and managers request HIV related information before and/or during HIV review, planning and costing processes | 📄 | | | | | | | | |
| 6. | M&E personnel are part of the management and planning team | 📄 | | | | | | | | |
| 7. | M&E personnel have opportunities for lateral and vertical career moves within the entity | 📄 | | | | | | | | |
| 8. | M&E policy and strategies are included in national HIV policy and NSP | 📄 | | | | | | | | |

| | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if the HIV/AIDS Policy, NSP or other similar document includes M&E policy issues and strategies |
|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | National AIDS Co-ordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| | **Summary of Key Action Points:** | | | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |

## M&E System Component 7: Routine HIV Programme Monitoring

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Identify the main program areas (e.g., VCT, PMTCT, ARV, Condoms, Care & Support) in the country<br>2. For each program area, check if there are guidelines on on data recording, collecting, collating and reporting |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: For this component, the participants will be put into different groups; 7-8 groups should be formed for different programme areas. These programme areas will vary by country and should be identified before the workshop. The list of participants should also be reviewed and the composition of these groups should be decided before the workshop. Some services are implemented in the community, others at health facilities. Both types should be assessed here. | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>Type program area in column headings at right (over-write "Program Area") (Click on the statement icon below (📄) for statement-specific guidance.) | | | **Program Area 1:** | **Program Area 2:** | **Program Area 3:** | **Program Area 4:** | **Program Area 5:** | **Program Area 6:** | **Program Area 7:** | **Comments** |
| 1. | National guidelines exist that document the procedures for recording, collecting, collating and reporting programme monitoring data from **health information system, and therefore the procedures for managing routine data that is part of program areas 1, 2, 3, 4 or 5)** | 📄 | | | | | | | | |
| 2. | National guidelines exist that document the procedures for recording, collecting, collating and reporting routine programme monitoring data from **civil society/community-based systems for data about program areas 6 or 7** | 📄 | | | | | | | | |
| 3. | National guidelines exist that provide instructions on how data quality should be maintained from **the health information system(s) and therefore the quality of data in program areas 1, 2, 3, 4 or 5** | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Identify the main program areas (e.g., VCT, PMTCT, ARV, Condoms, Care & Support) in the country<br>2. For each program area, check if there are guidelines on on data recording, collecting, collating and reporting |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: For this component, the participants will be put into different groups; 7-8 groups should be formed for different programme areas. These programme areas will vary by country and should be identified before the workshop. The list of participants should also be reviewed and the composition of these groups should be decided before the workshop. Some services are implemented in the community, others at health facilities. Both types should be assessed here. | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>Type program area in column headings at right (over-write "Program Area") (Click on the statement icon below (📄) for statement-specific guidance.) | | | **Program Area 1:** | **Program Area 2:** | **Program Area 3:** | **Program Area 4:** | **Program Area 5:** | **Program Area 6:** | **Program Area 7:** | **Comments** |
| 4. | National guidelines exist that provide instructions on how data quality should be maintained (e.g., avoiding double counting, assure reliability and validity) **from civil society/community-based systems (and therefore data for program area 6 or 7)** | 📄 | | | | | | | | |
| 5. | National guidelines and a system exist for monitoring and managing the supply of drugs related to program areas 1, 2, 3, 4 or 5 | 📄 | | | | | | | | |
| 6. | National guidelines exist to assure that individual medical records support quality and continuity of health care related to program areas 1, 2, 3, 4 or 5) | 📄 | | | | | | | | |
| 7. | National guidelines exist to support reporting of health data by private sector health facilities related to program areas 1, 2, 3, 4 or 5 | 📄 | | | | | | | | |
| 8. | The same operational definitions of routine monitoring (program output) indicators (from the national M&E system) are systematically used by all groups delivering services in program areas 1, 2, 3, 4, 5, 6 or 7 | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Identify the main program areas (e.g., VCT, PMTCT, ARV, Condoms, Care & Support) in the country<br>2. For each program area, check if there are guidelines on on data recording, collecting, collating and reporting |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: For this component, the participants will be put into different groups; 7-8 groups should be formed for different programme areas. These programme areas will vary by country and should be identified before the workshop. The list of participants should also be reviewed and the composition of these groups should be decided before the workshop. Some services are implemented in the community, others at health facilities. Both types should be assessed here. | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>Type program area in column headings at right (over-write "Program Area") (Click on the statement icon below (📄) for statement-specific guidance.) | | | **Program Area 1:** | **Program Area 2:** | **Program Area 3:** | **Program Area 4:** | **Program Area 5:** | **Program Area 6:** | **Program Area 7:** | **Comments** |
| 9. | Supplies and equipment are available for routine program monitoring of program areas 1, 2, 3, 4, 5, 6 or 7 | 📄 | | | | | | | | |
| 10. | Entities delivering the same services use standardized data collection forms | 📄 | | | | | | | | |
| 11. | Entities delivering the same services use standardized reporting forms | 📄 | | | | | | | | |
| 12. | People with assigned responsibilities have been assuring data quality prior to submission to the next level | 📄 | | | | | | | | |
| 13. | During previous data auditing visits, all source documents (e.g., completed forms) have been available for auditing purposes | 📄 | | | | | | | | |
| 14. | Officers responsible for receiving reports from lower levels, systematically verify their completeness, timeliness and identify obvious mistakes before aggregating the data. | | | | | | | | | |
| 15. | Mechanisms/procedures are in place to reconcile discrepancies in reports and to provide systematic feedback, including reconciliation of discrepancies in reports, etc. | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Identify the main program areas (e.g., VCT, PMTCT, ARV, Condoms, Care & Support) in the country<br>2. For each program area, check if there are guidelines on on data recording, collecting, collating and reporting |
|---|---|---|---|---|---|---|---|---|---|---|
| NOTE: For this component, the participants will be put into different groups; 7-8 groups should be formed for different programme areas. These programme areas will vary by country and should be identified before the workshop. The list of participants should also be reviewed and the composition of these groups should be decided before the workshop. Some services are implemented in the community, others at health facilities. Both types should be assessed here. | | | | | | | | | | |
| **Respond to each statement following the instructions given**<br>Type program area in column headings at right (over-write "Program Area") (Click on the statement icon below (📄) for statement-specific guidance.) | | | **Program Area 1:** | **Program Area 2:** | **Program Area 3:** | **Program Area 4:** | **Program Area 5:** | **Program Area 6:** | **Program Area 7:** | **Comments** |
| 16. | Outputs of routine program monitoring contribute to the indicators as defined in the national M&E plan | | | | | | | | | |
| 17. | Financial resources/investments for HIV are monitored and reported to the NACA and MOH | | | | | | | | | |

| | **Summary of Key Action Points:** | |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

## M&E System Component 8: Surveys and Surveillance

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an inventory of HIV related surveys conducted in the country<br>2. If existing, check when the inventory was last updated<br>3. Prepare a summary on how frequently surveys are conducted in the country: (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Co-ordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 1. | An inventory of all HIV related surveys and surveillance conducted already (and to be conducted) in the country has been updated within past 12 months | 📄 | | | | | | | | |
| 2. | Surveys and surveillance conducted to date have contributed to measuring indicators in the national M&E plan | | | | | | | | | |
| 3. | Biological surveillance targeting the appropriate populations is conducted every 1-2 years | 📄 | | | | | | | | |
| 4. | National surveys or surveillance with behavioral component in the general population are conducted every 2-3 years , | 📄 | | | | | | | | |
| 5. | National workplace surveys (public and private sectors) are conducted every 1-2 years | 📄 | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an inventory of HIV related surveys conducted in the country<br>2. If existing, check when the inventory was last updated<br>3. Prepare a summary on how frequently surveys are conducted in the country: (see below for more details) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below ( ) for statement-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 6. | Health facility surveys at HIV-related service delivery points are conducted every 2-3 years | | | | | | | | | |
| 7. | Second generation surveillance (secondary analysis of existing biological and behavioural surveillance data, and programme monitoring data) is undertaken every 2-3 years | | | | | | | | | |
| 8. | National surveys on condom availability and use are conducted every 1-2 years | | | | | | | | | |
| | **Summary of Key Action Points:** | | | | | | | | | |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |

### Review Inventory (if existing) of HIV Related Surveys Conducted in the Country

Gather specific survey and surveillance reports (including Biological and behavioral surveillance, work place surveys, school based surveys, health facility surveys, second generation surveillance; and surveys on condom availability/use)

### Pre-assessment Checklist

1. Review inventory (if existing) of HIV related surveys conducted in the country
2. Gather specific survey and surveillance reports (including Biological and behavioral surveillance, work place surveys, school based surveys, health facility surveys, second generation surveillance; and surveys on condom availability/use)
   - » Check if there is an inventory of HIV related surveys conducted in the country
   - » If existing, check when the inventory was last updated
   - » Prepare a summary on how frequently each of the following surveys are conducted in the country:
     - § Biological surveillance
     - § National surveys or surveillance with behavioral component in the general population
     - § National level workplace surveys
     - § National level school-based survey
     - § Health facility surveys in HIV-related services
     - § Second generation surveillance
     - § Survey on condom availability and use

## M&E System Component 9: National and Sub-national HIV Databases

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist: 1. None |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given** (Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| 1. | Database/s for electronically capturing and storing data generated for/by the national HIV M&E system is functional | 📄 | | | | | | | | |
| 2. | There is a functional integrated database for electronically capturing and storing data on a wide range of health services (possibly including but not limited to HIV/AIDS services | | | | | | | | | |
| 3. | Structures, mechanisms procedures and time frame for transmitting, entering, extracting, merging and transferring data between databases that support the national HIV M&E system exist | 📄 | | | | | | | | |
| 4. | IT equipment and supplies are available for maintaining the national and sub national HIV databases | | | | | | | | | |
| 5. | Quality control mechanisms are in place to ensure that data are accuratedly captured | 📄 | | | | | | | | |
| 6. | Human resources for maintaining and updating the national and sub national HIV databases are adequate | | | | | | | | | |
| 7. | Human resources for maintaining and updating the IT equipment and infrastructure are adequate | | | | | | | | | |
| | **Summary of Key Action Points:** | | | | | | | | | |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |

## M&E System Component 10: Supportive Supervision and Data Auditing

| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Note which stakeholders have guidelines and tools on supportive supervision and data auditing |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 1. | National guidelines and tools for supportive supervision on M&E exist (as standalone or as a chapter/module of more comprehensive supervision guidelines) | | | | | | | | | |
| 2. | Supportive supervision was conducted as per the national protocols, in the past 6 months | 📄 | | | | | | | | |
| 3. | Supportive supervision results have been recorded and feedback provided to supervisees | 📄 | | | | | | | | |
| 4. | Entities can access supervision and data auditing results, and follow up on recommendations made during supervision visits | | | | | | | | | |
| 5. | A protocol for auditing routine HIV service data from health service delivery points exists | | | | | | | | | |
| 6. | A protocol for auditing routine HIV service data from civil society/community-based programmes exists | | | | | | | | | |

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Note which stakeholders have guidelines and tools on supportive supervision and data auditing |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Co-ordinating Authority | Ministry of Health AIDS Con-trol Pro-gramme | HIV/AIDS Umbrella organisations (each one com-pletes separate sheet) | Other Gov-ernment Ministries/ Sectors | Local Govern-ment Authori-ties / AIDS Coordinating Authorities | Health Facilities | Other implement-ers of HIV services | **Comments** |
| 7. | National protocol for auditing data used in the national set of HIV indica-tor values exists | | | | | | | | | |
| 8. | Data auditing is conducted as per the time frames stipulated in the national data auditing protocol | 📄 | | | | | | | | |
| 9. | Data auditing results have been recorded and feedback provided to those entities whose data were audited | 📄 | | | | | | | | |
| | **Summary of Key Action Points:** | | | | | | | | | |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |

## M&E System Component 11: HIV Evaluation and Research Agenda

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an inventory of HIV related research and evaluation activities (completed, proposed and active)<br>2. If existing, check when the inventory was last updated<br>3. Check if there a document on procedures (strategy) for coordinating and approving (new) HIV research and evaluations |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Co-ordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| **1. EXISTENCE and USE OF NATIONAL HIV RESEARCH AND EVALUATION AGENDA** | | | | | | | | | | |
| 1.1 | An inventory (register/database) exists of HIV research, and evaluation institutions and their activities in the country (completed, proposed and active) and has been updated in past 12 months | 📄 | | | | | | | | |
| 1.2 | A mandated national team/committee and procedures exists which is responsible for coordinating and approving (new) HIV research and evaluations. | 📄 | | | | | | | | |
| 1.3 | The team/committee mandated for coordinating and approving HIV research and evaluations has met as scheduled in the last 12 months | 📄 | | | | | | | | |

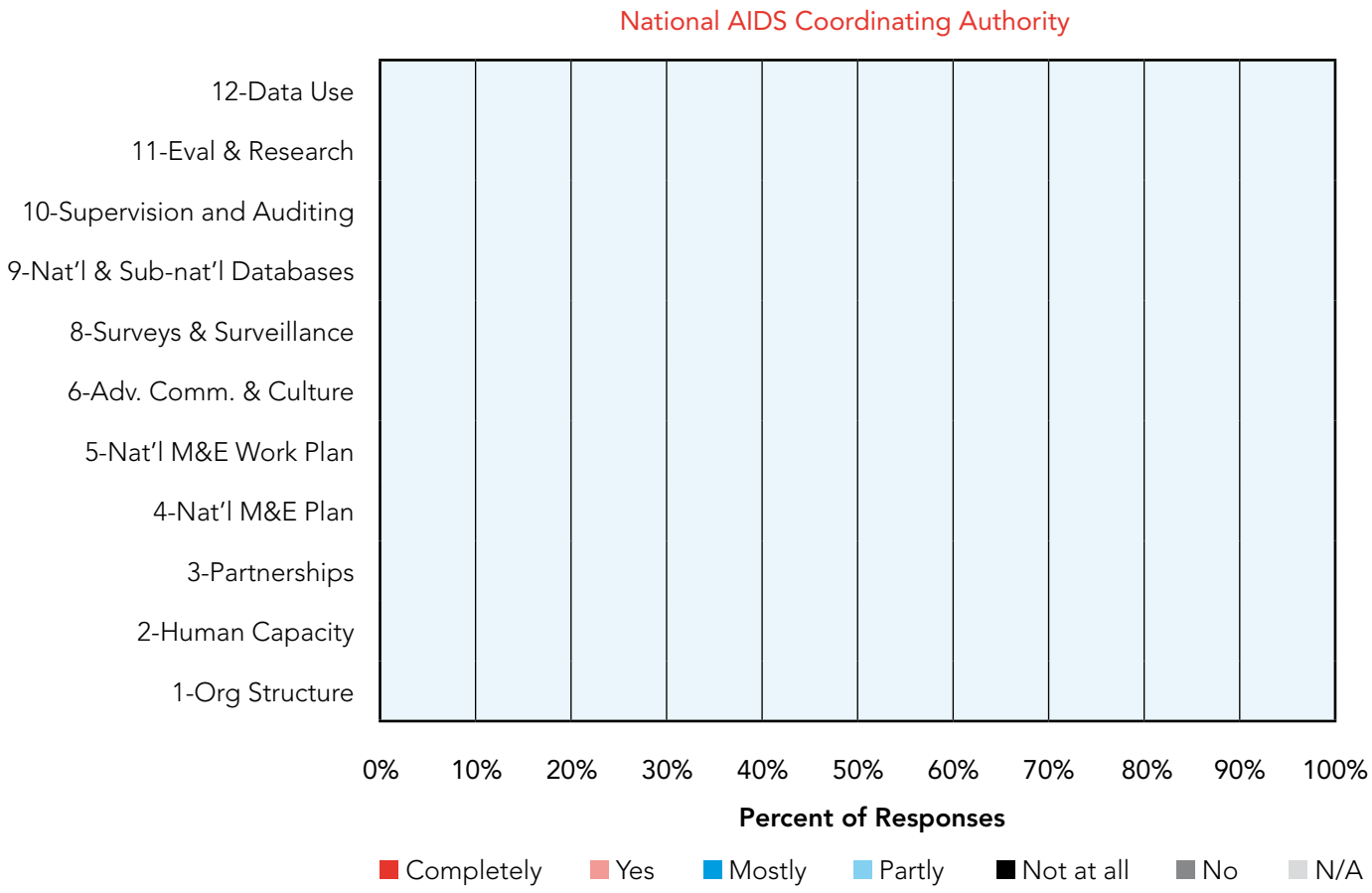
| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is an inventory of HIV related research and evaluation activities (completed, proposed and active)<br>2. If existing, check when the inventory was last updated<br>3. Check if there a document on procedures (strategy) for coordinating and approving (new) HIV research and evaluations |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | National AIDS Coordinating Authority | Ministry of Health AIDS Control Programme | HIV/AIDS Umbrella organisations (each one completes separate sheet) | Other Government Ministries/ Sectors | Local Government Authorities / AIDS Coordinating Authorities | Health Facilities | Other implementers of HIV services | **Comments** |
| 1.4 | Procedures exist for the mandated team/committee to coordinate (new) HIV research and evaluation | 📄 | | | | | | | | |
| 1.5 | An HIV research and evaluation agenda exists that directs future HIV research and evaluation | | | | | | | | | |
| 1.6 | The HIV research and evaluation agenda has been prioritised based on input from key HIV and research stakeholders | 📄 | | | | | | | | |
| 1.7 | The HIV research and evaluations agenda is being used to approve new studies . | 📄 | | | | | | | | |
| 1.8 | The HIV research and evaluations findings are being used in policy formulation, planning and implementation | 📄 | | | | | | | | |
| 1.9 | Research and evaluation findings are regularly disseminated and discussed | 📄 | | | | | | | | |
| 1.10 | Financial resources are earmarked/available for conducting planned research and evaluations | 📄 | | | | | | | | |

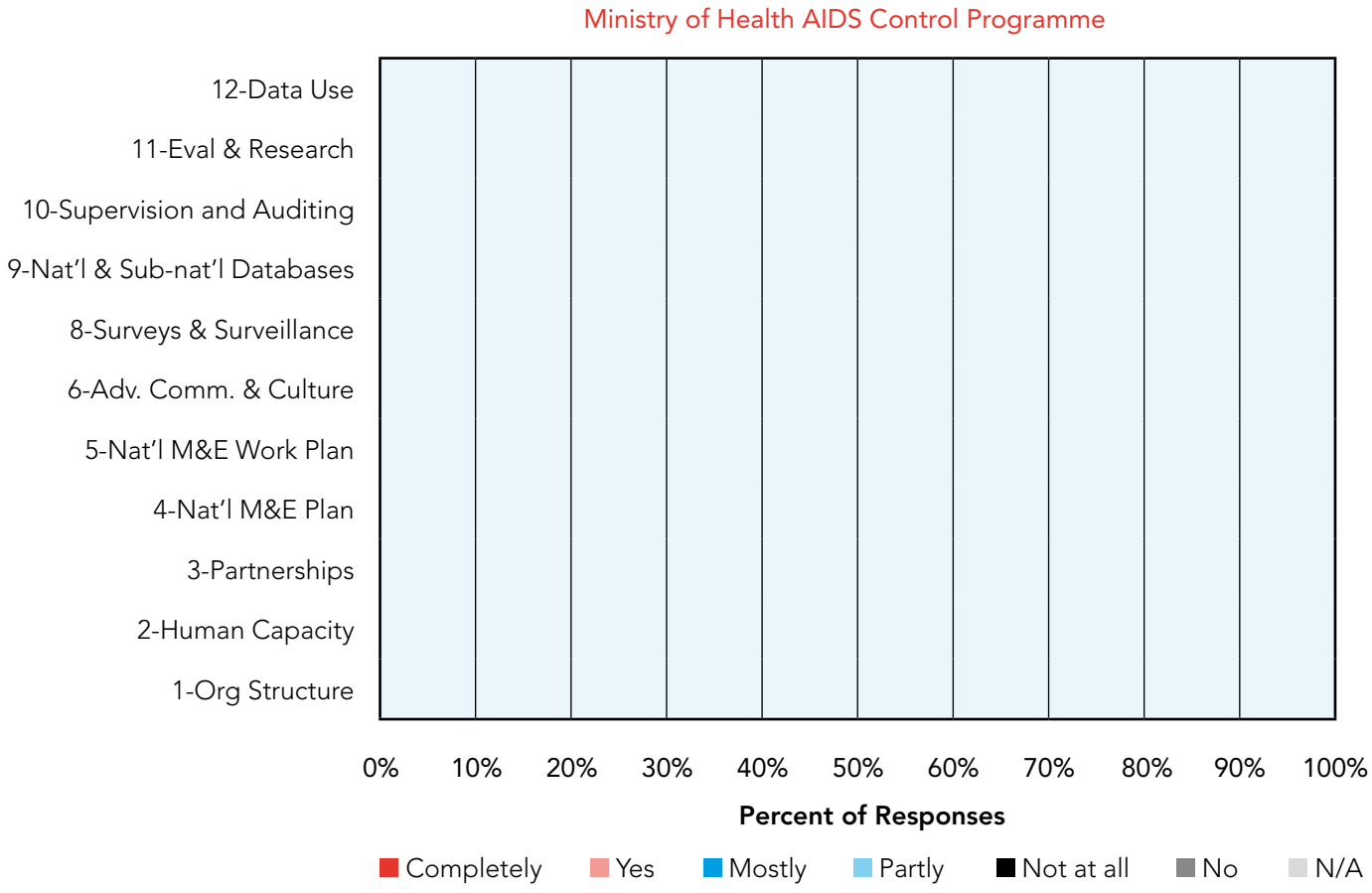
| | | | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Check if there is an inventory of HIV related research and evaluation activities (completed, proposed and active)<br>2. If existing, check when the inventory was last updated<br>3. Check if there a document on procedures (strategy) for coordinating and approving (new) HIV research and evaluations |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | | | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| **2. JOINT HIV RESPONSE REVIEWS**<br>(This is an evaluation of the national HIV strategy and thus grouped here with HIV research and evaluations. Other program, outcome and process evaluations still need to be carried out by individual projects.) | | | | | | | | | | |
| 2.1 | Joint reviews of the HIV response takes place during annual reporting, mid-term and end-of term NSP reviews | 📄 | | | | | | | | |
| 2.2 | International partners actively participate in joint HIV Program Reviews | 📄 | | | | | | | | |
| 2.3 | Country-level stakeholders actively participate in joint HIV Program Reviews | 📄 | | | | | | | | |
| | **Summary of Key Action Points:** | | | | | | | | | |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |

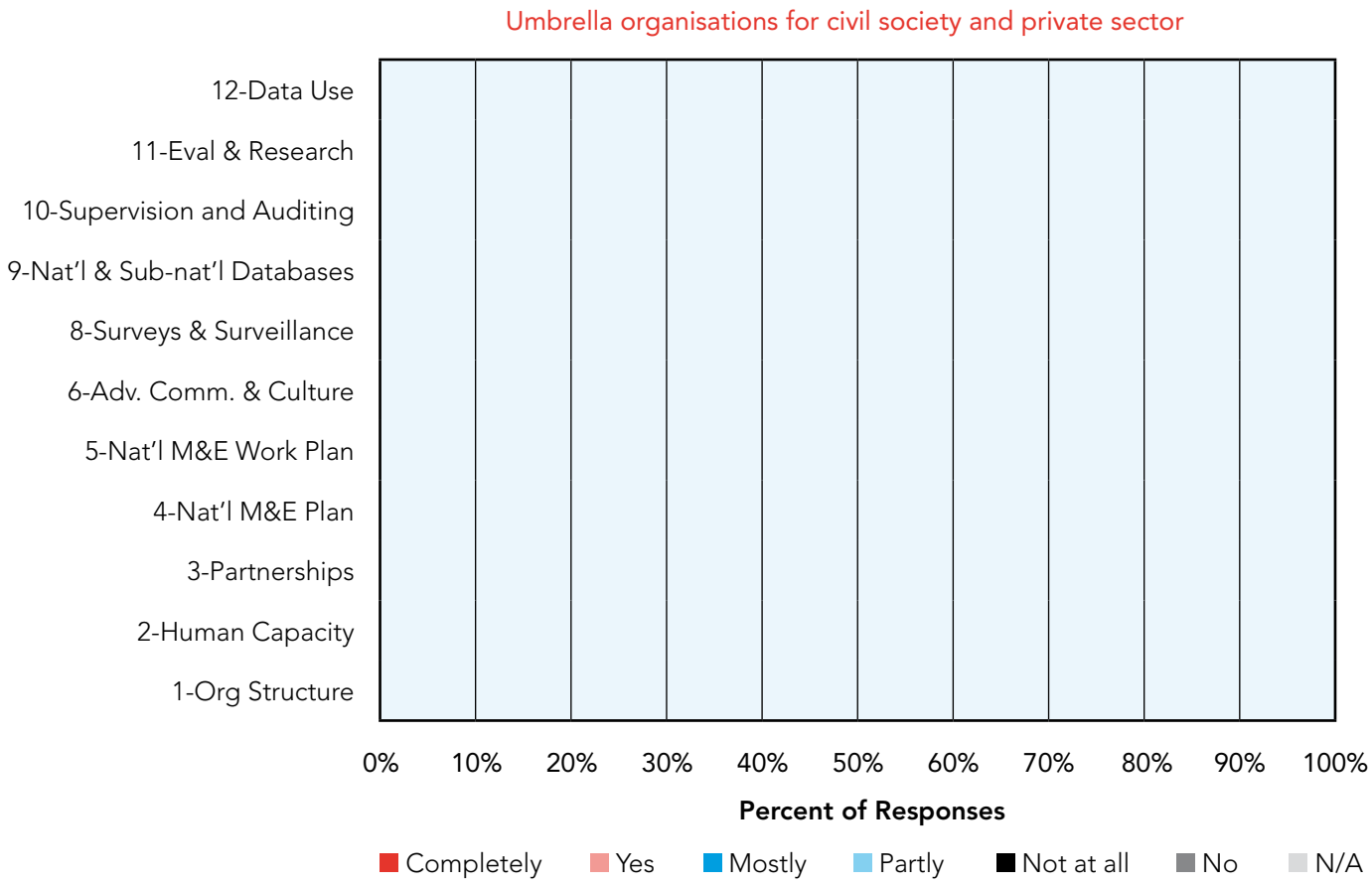
## M&E System Component 12: Data Dissemination and Use

| | | | National Level | National Level | National Level | National Level | Sub Nation-al Level | Sub National Level | Sub National Level | **Pre-assessment Checklist:**<br>1. Check if there is information dissemi-nation strategy/plan or if it is included in the National M&E Plan or Work Plan |
|---|---|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the in-structions given**<br>(Click on the statement icon below (📄) for state-ment-specific guidance.) | | | **National AIDS Co-ordinating Authority** | **Ministry of Health AIDS Con-trol Pro-gramme** | **HIV/AIDS Umbrella organisations (each one com-pletes separate sheet)** | **Other Gov-ernment Ministries/ Sectors** | **Local Govern-ment Authori-ties / AIDS Coordinating Authorities** | **Health Facilities** | **Other implement-ers of HIV services** | **Comments** |
| 1. | HIV stakeholder information needs have been assessed | 📄 | | | | | | | | |
| 2. | Information products are regularly dissemi-nated to the data providers. | 📄 | | | | | | | | |
| 3. | Information products are regularly sent to a wide variety of stakeholders- other than the data providers | 📄 | | | | | | | | |
| 4. | National and sub national information products meet HIV stakeholders' information needs | 📄 | | | | | | | | |
| 5. | There are guidelines to support the analysis, presentation and use of data (e.g. graphs on walls showing cumulative coverage) at facility level | | | | | | | | | |
| 6. | Stakeholders have access to the data/informa-tion products in the public domain (on line or central info center) | | | | | | | | | |

| | National Level | National Level | National Level | National Level | Sub National Level | Sub National Level | Sub National Level | Pre-assessment Checklist:<br>1. Check if there is information dissemination strategy/plan or if it is included in the National M&E Plan or Work Plan |
|---|---|---|---|---|---|---|---|---|
| **Respond to each statement following the instructions given**<br>(Click on the statement icon below (📄) for statement-specific guidance.) | **National AIDS Coordinating Authority** | **Ministry of Health AIDS Control Programme** | **HIV/AIDS Umbrella organisations (each one completes separate sheet)** | **Other Government Ministries/ Sectors** | **Local Government Authorities / AIDS Coordinating Authorities** | **Health Facilities** | **Other implementers of HIV services** | **Comments** |
| | **Summary of Key Action Points:** | | | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |


National AIDS Coordinating Authority
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Ministry of Health AIDS Control Programme
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Umbrella organisations for civil society and private sector
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
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20%
30%
40%
50%
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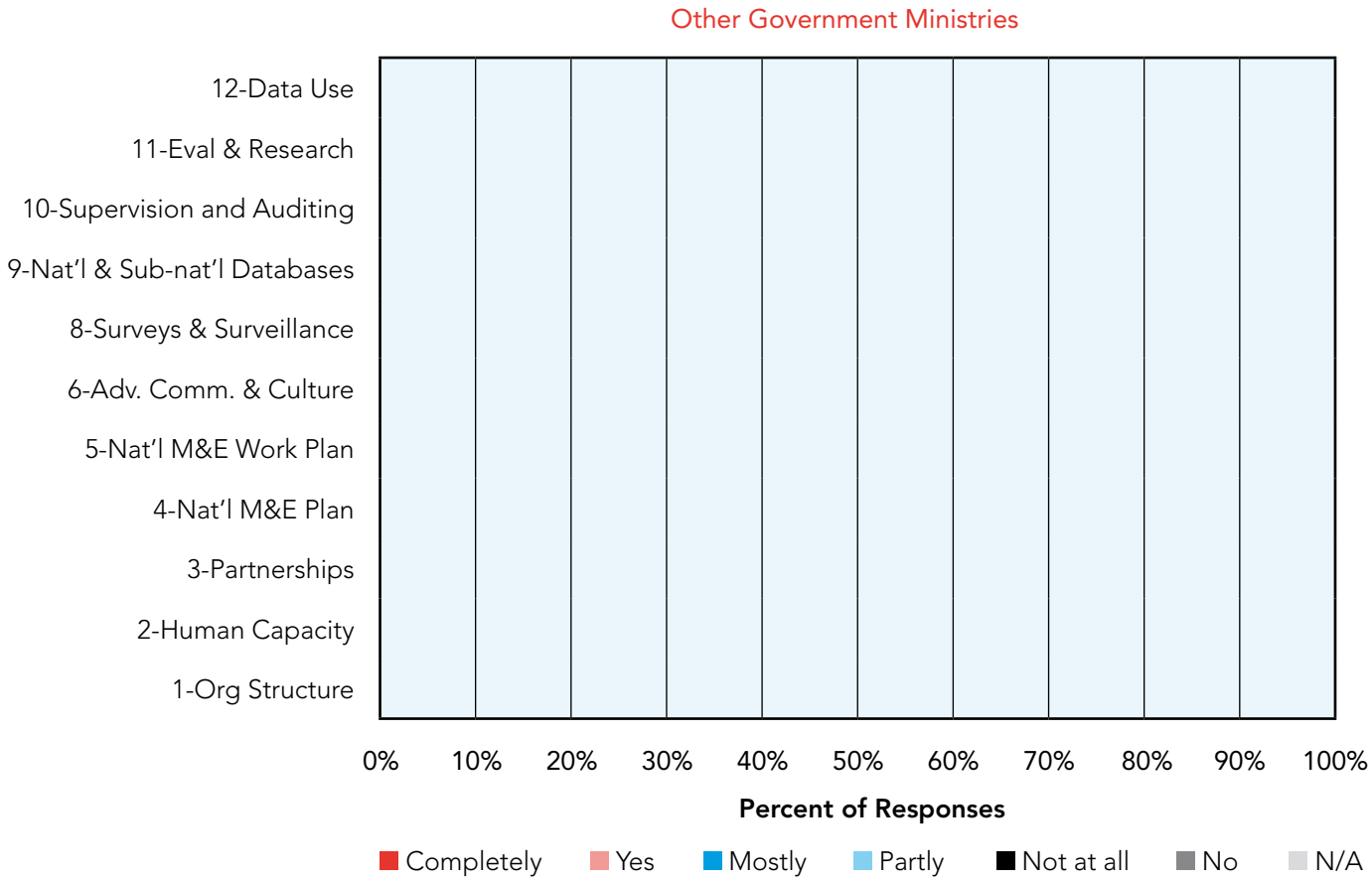
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Other Government Ministries
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
10%
20%
30%
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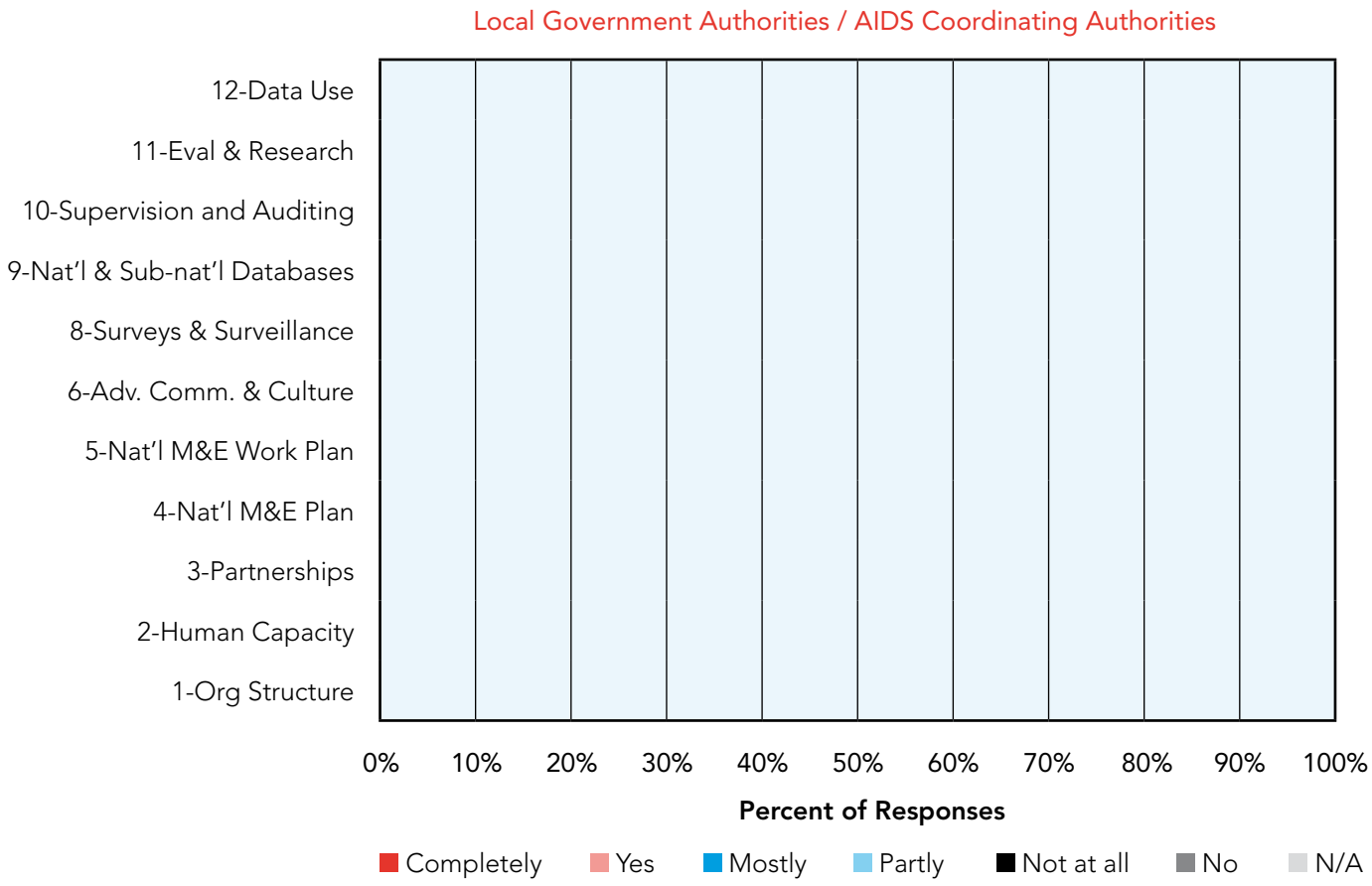
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Local Government Authorities / AIDS Coordinating Authorities
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
10%
20%
30%
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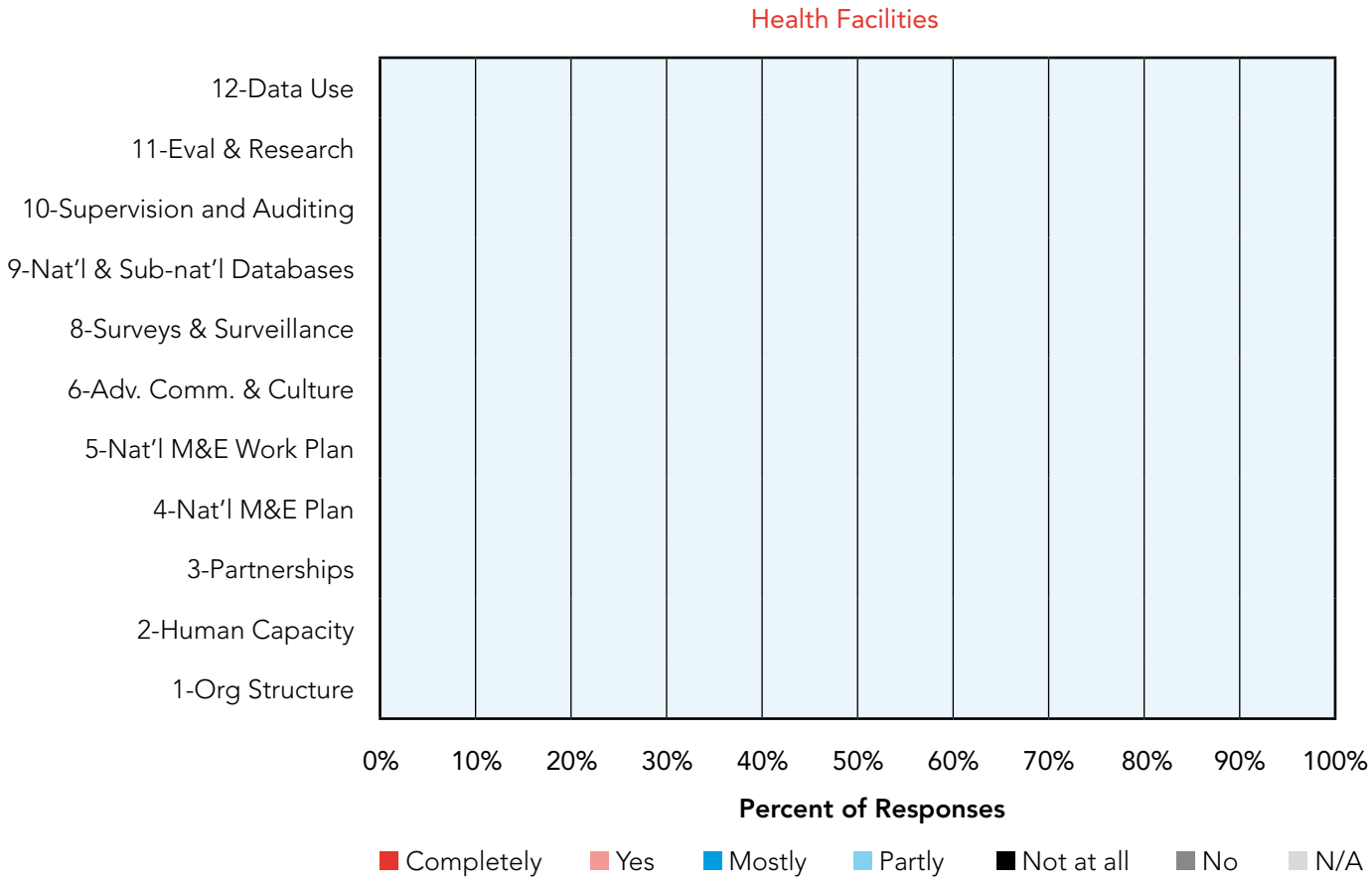
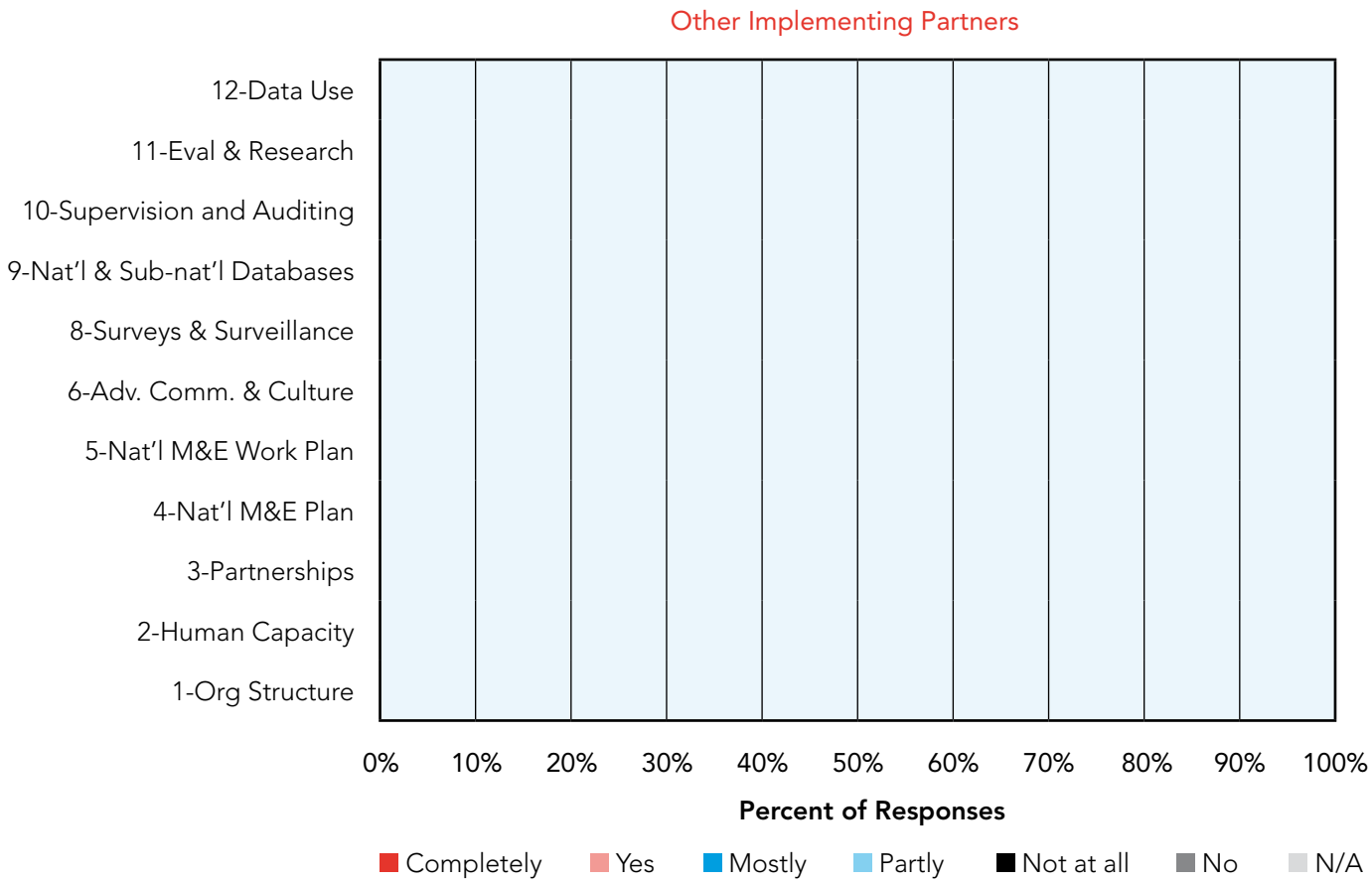
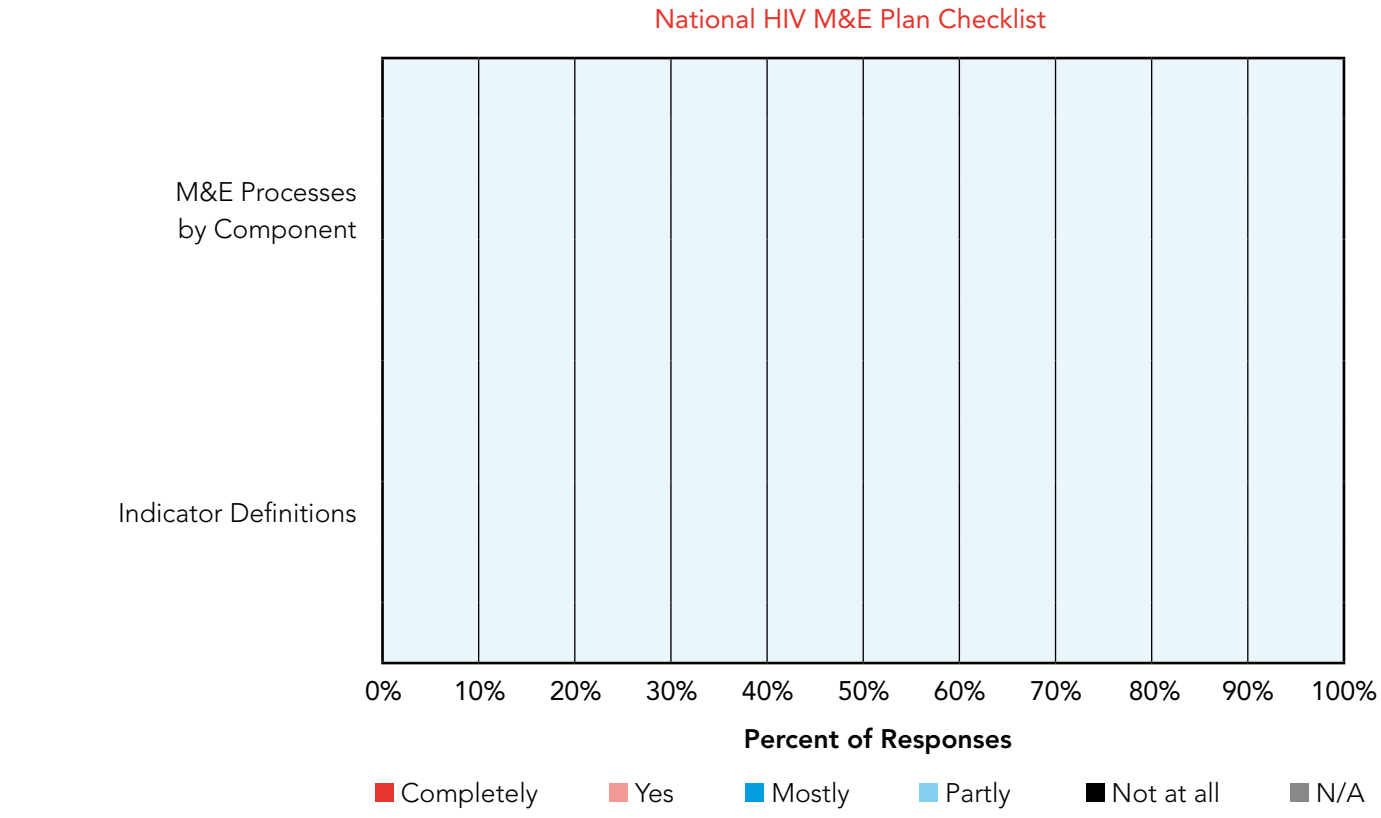
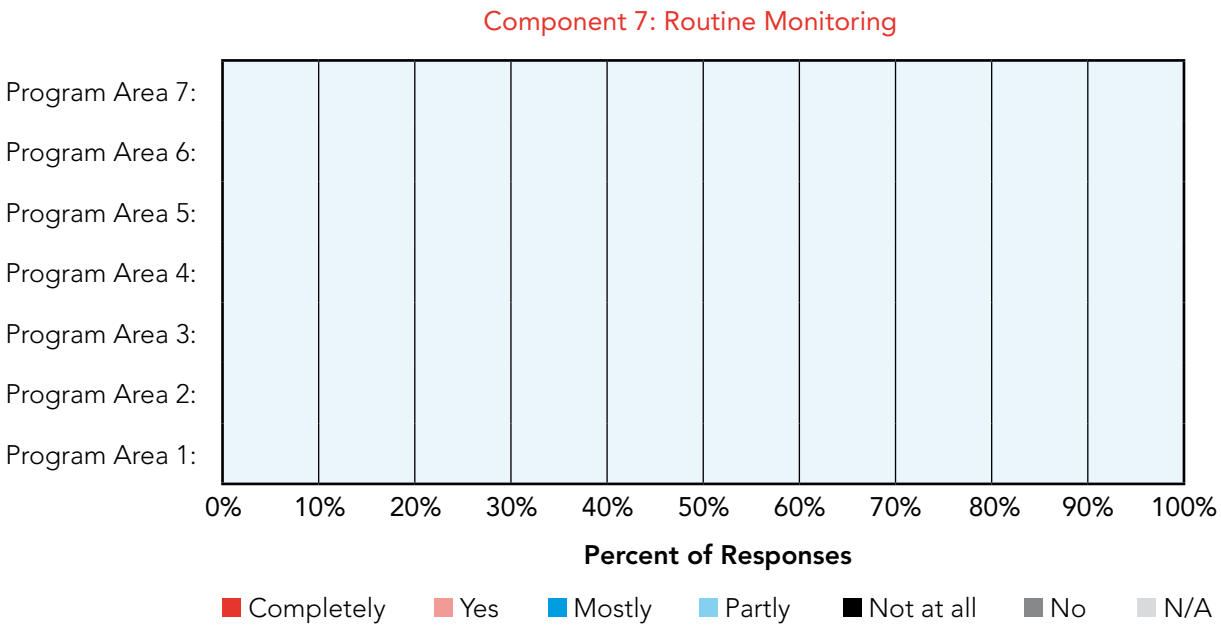
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Health Facilities
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Other Implementing Partners
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


National HIV M&E Plan Checklist
M&E Processes by Component
Indicator Definitions
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
N/A


Component 7: Routine Monitoring
Program Area 7:
Program Area 6:
Program Area 5:
Program Area 4:
Program Area 3:
Program Area 2:
Program Area 1:
0%
10%
20%
30%
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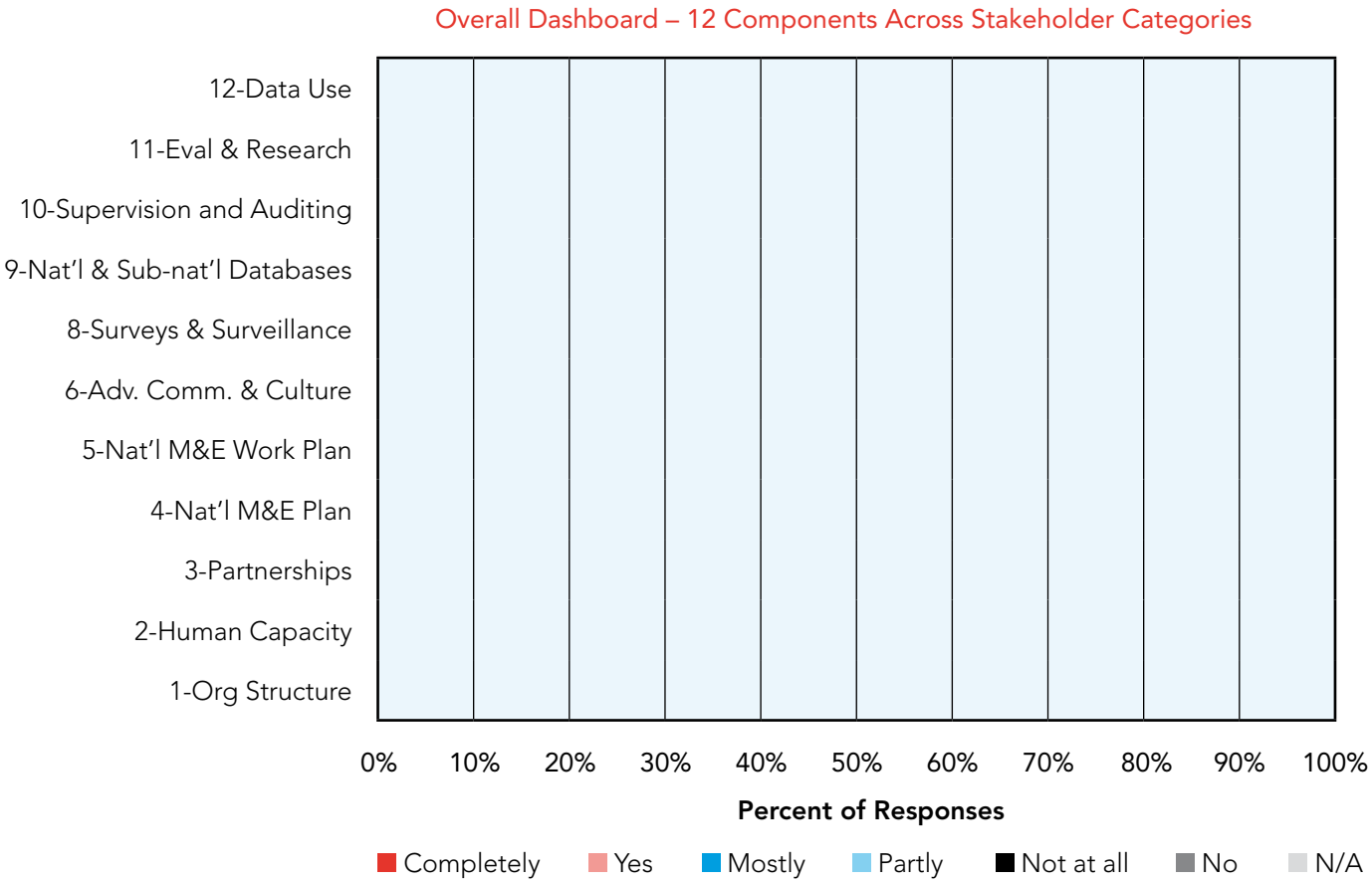
80%
90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A


Overall Dashboard – 12 Components Across Stakeholder Categories
12-Data Use
11-Eval & Research
10-Supervision and Auditing
9-Nat'l & Sub-nat'l Databases
8-Surveys & Surveillance
6-Adv. Comm. & Culture
5-Nat'l M&E Work Plan
4-Nat'l M&E Plan
3-Partnerships
2-Human Capacity
1-Org Structure
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90%
100%
Percent of Responses
Completely
Yes
Mostly
Partly
Not at all
No
N/A

| Component | Summary of Action Points |
|---|---|
| 1. Organizational Structure | |
| 2. Human Capacity | |
| 3. Partnerships | |
| 4. National M&E Plan | |
| 5. National M&E Costed Workplan | |
| 6. Advocacy, Communication and Culture | |
| 7. Routine Monitoring | |
| 8. Surveys and Surveillance | |
| 9. National and Subnational databases | |
| 10. Supervision and Data Auditing | |
| 11. Evaluation and Research | |
| 12. Data Use | |

## List of ALL MERG Documents 2007-2009

1. **A Framework for Monitoring and Evaluating HIV Prevention Programmes for Most-At-Risk Populations (2007):** Provides an overview of M&E methods and approaches for most at-risk populations; it covers the use of strategic information for programme planning, M&E. Its focus is on the M&E of targeted HIV prevention programmeM&E. Its focus is on the M&E of targeted HIV prevention programme
2. **Additional Recommended Indicators. Addendum to UNGASS Monitoring the Declaration of Commitment on HIV/AIDS, Guidelines on Construction of Core Indicators (2008):** Presents the 40 core national indicators that provide minimum necessary information for national-level monitoring of the HIV epidemic and response, and to provide detailed specifications and guidance on the 15 indicators recommended in addition to the 25 UNGASS indicators
3. **Organizing Framework for a Functional National HIV M&E System (2008):** This framework describes 12 main M&E system components and defines a performance goal and results for each component. The framework helps countries to define an agreed set of national performance objectives and measures for the HIV M&E system and to guide strategies for building capacity, where needed, to reach these objectives.
4. **Glossary of M&E Terminology (2008):** contains an alphabetical listing of M&E terms and their definitions often with more in-depth explanations than would customarily be provided by dictionary definitions. The Glossary will facilitate and improve dialogue and understanding among all those who are involved in M&E of development activities. It should also serve as a valuable reference guide in M&E training. The selection of terms and their definitions in the attached glossary have been carefully discussed and endorsed by the Global UNAIDS Monitoring and Evaluation Reference Group (MERG)
5. **Indicator Standards and Assessment Tool (2009):** consists of a set of agreed indicator standards that are relevant at the national level for program managers and service providers, who need to select, revise and use indicators to monitor, manage and implement their country's response to the epidemic effectively monitor. This will ensure that indicators provide decision-makers and key stakeholders with useful, feasible and relevant information. An additional aim is to reduce the burden of global reporting on countries by harmonising global level indicators across multilateral and bilateral organisations
6. **Planning Tool for Developing a Digital Library of M&E Resources (2009):** A Planning Tool to help assure that users of a digital library can successfully locate resources and can make informed decisions regarding the quality of the materials. The Planning Tool has two purposes: 1) To provide guidance to current owners and future developers of a digital library on the range of issues to be addressed in usability and user-friendliness of the library and 2) To provide a list of questions to help organizations brainstorm if they can and should invest their resources in developing a digital library
7. **Guidance HIV Monitoring and Evaluation Capacity-building (2009):** provides practical advice for national AIDS programmes that are planning and implementing capacity building activities as part of their effort to develop a unified and effective national HIV monitoring and evaluation (M&E) system. The Guidance is relevant to the wide range of individuals and organisations involved in the national HIV M&E system; it is particularly relevant for the health sector, given its central role in M&E of HIV.
8. **12 Components Monitoring and Evaluation System Assessment – Guidelines to support preparation, implementation and follow-up activities (2009):** These Guidelines provide information on the preparation for and implementation of an assessment of the national HIV monitoring and evaluation (M&E) system. It also includes key steps to take after an assessment to facilitate implementation of M&E system strengthening activities. The Guidelines are built around the 12 main components of the HIV M&E system, which define the Organizing Framework for a Functional National HIV Monitoring and Evaluation System (UNAIDS, 2008). Consequently, the Guidelines also focus on using the 12 Components Monitoring and Evaluation System Strengthening Tool (Geneva: UNAIDS, 2009a) to ensure a comprehensive and successful assessment.
9. **12 Components Monitoring and Evaluation System Strengthening Tool (2009):** Is a tool is for assessing how well each of the 12 components of a national HIV M&E system is functioning. The tool facilitates the identification of strengths and weaknesses in the national HIV M&E system and the prioritization of system strengthening activities.
10. **Guidelines for Developing Terms of Reference for Prevention Evaluation (2009):** The Guidelines aim to foster a systematic approach to the evaluation of prevention programs by focusing on an often overlooked yet critical step in evaluation planning: the preparation of terms of reference (TOR). It can be used to facilitate the planning of evaluations for HIV prevention, discussions on the design of these evaluations, and the drafting of TOR to guide such assessments. It is intended for use by anyone who prepares or reviews TOR for evaluations of HIV and AIDS prevention programs and projects.

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