

Terms of Reference

Tanzania Joint Annual Health Sector Review 2009

091001

Introduction

Every year a joint review is undertaken of health sector progress, constraints and future priorities. This process is led by the Ministry of Health & Social Welfare and PMORALG, with close collaboration of other parts of government, development partners, other health sector stakeholders and civil society organizations.

The Main Review is preceded by a Technical Review, which goes through the important reports and strategies to highlight issues and options to be tabled in the main review meeting. A focused stakeholder field visit will be carried out ahead of the Technical Review.

This year's Review marks the tenth anniversary of the SWAp, and the final year of implementation of the extended Second Health Sector Strategic Plan.

The review takes place in early October to align with the budget cycle and to provide input to the annual MKUKUTA and General Budget Support Reviews.

This year's Joint Annual Health Sector Review (JAHSR) will provide all stakeholders with an opportunity to discuss how to translate the Third Health Sector Strategic Plan 2009-15 at district level and beyond.

Objectives

1. **Review progress** in implementation of the last year of the extended HSSP II
 - a. Assess progress against 2008/9 milestones
 - b. Report upon service delivery performance since the October 2008 JAHSR (using the health sector performance profile, MKUKUTA Monitoring Report, HMIS/routine data system, and reports from health programs)
 - c. Budget execution (PER update 2007/8)
 - d. Status of the health facilities rehabilitated and constructed under the MMAM and the Health Window.
2. **Share important policy developments** (The 2009/2010 budget of the MOHSW and PMO RALG, Public Health act, and any other information as may deem necessary).
3. Develop and agree on concrete steps to ensure that the implementation of **the Health Sector Strategic Plan III** (2009-15) can deliver the expected results.
4. Agree upon specific budget **priorities for the fiscal year 2010/2011**.
5. Agree upon the Milestones for 2009/2010.

Process and Preparation

1. A desk study will be commissioned to review all relevant documents for the implementation of the HSSP III at district level and beyond. The findings of this study will feed into the discussion of the TRM and Main review.
2. A Joint Field Mission. The findings of this mission will be presented and discussed at the Technical Review Meeting.
3. The Technical Review Meeting
4. The Main Review meeting.

The Health Sector Reform Secretariat, with support from the organizing task force, will take overall responsibility for the planning, preparation and co-ordination of the Review and will draw upon other SWAp Technical Committee members as necessary.

MOHSW and PMORALG staff will be asked to prepare implementation, progress report against milestones and other reports and inputs to the JAHSR.

Deliverables

1. The final output of the whole Review Process will be a Main Report, which will capture the proceedings of the Review, conclusions reached and milestones agreed for the year ahead. This Main Report will be supported by the documents tabled for discussion at the Review.
2. Next steps for the translation of the Health Sector Strategic Plan III (2009-2015) at district level and below endorsed.

TOR for a Desk Study in Preparation of the JAHSR 2009

1. Background and Aim of the Study

The “Joint External Evaluation of the Health Sector” (2007) provided a thorough analysis of the progresses made by the health sector in Tanzania between 1999 and 2006. The report has provided major inputs into the definition of the new Health Sector Strategic Plan III (2009-2015) of the MoHSW and PMO RALG.

The HSSP III has been endorsed by the JAHSR 2008, and will start being implemented in July 2009. The translation of this HSSP III into the priorities and work plans at regional, district and facility level is a crucial step to ensure the plan can produce the expected results and thus allow Tanzania to reach the health related MDGs.

In the past 5 years, a lot of strategies, guidelines, studies, evaluations and researches have been done. All these documents feature information and recommendations which may be useful for the translation of the HSSP III at regional, district and facility level.

In the view of the revision of the Comprehensive Council Health Planning Guidelines, which is planned to take place this FY and in order to have a baseline what needs to be done on a decision-making level in order to facilitate the HSSP III transformation into practice, an overview of the existing guiding documents and analysis is needed.

The aim of the study is to contribute to the translation of the HSSP III at regional, district and facility level by making use of all existing studies, evaluations and researches.

The main activities of the study will be to retrieve and compile all useful information from existing documents, identify key issues and open questions, propose options and make recommendations where and how the decision makers have to take action in order to guarantee a smooth implementation of the HSSP III at regional, district level and beyond.

In order to know the needs and their assessment of the study results, some selected DMOs and RMOs should be consulted before the report is finalised.

The study findings will be reviewed by the Health Sector Stakeholders during the Technical Review Meeting, the results of which will feed into the JAHSR for policy decisions.

2. Specific Objectives of the study

For each of the eleven strategies, the three other important issues and the four crosscutting issues of the HSSP III, the study team will:

1. identify the main relevant documents (strategies, guidelines, studies, researches, evaluations)
2. review them and extract the useful findings, key issues and open questions,
3. Formulate options and recommendations for the implementation of HSSP III at regional, district and facility level.

HSSP III Strategies and related documents to review

- HSSP III,
- Joint External Evaluation of the Health Sector,
- MMAM
- Implementation Plan of the MKUKUTA

Focus Area I: HRH management

- HRH Strategic plan 2008-2013
- ZRC (Zoro/NETTS team report; MoHSW/WHO review report)
- Equity and Efficiency in Service Delivery: Human Resources
- Service Availability Mapping
- Reports from the Field Visits (if available)

Focus Area II: health financing and fiscal decentralisation

- Challenges to the effective financing of the Health Sector (Jamie Boex 2008)
- PER updates
- National Health Account
- Fiscal Decentralisation and the Financing of Local Health Services in Tanzania (Jamie Boex)
- CHF Act and National Health Insurance Fund Act
- Feasibility study for the introduction of TIKA in Dar es Salaam
- Budget speech 2009

Focus Area III: Service delivery and quality

District and Regional Health Services

- MMAM,
- CCHP guidelines
- One Plan for Maternal Newborn and Child Health (MNCH)
- Service Availability Mapping
- RHMT role and functions
- Hospital reforms programme
- RRH guidelines
- THMIS 2007/08
- P4P
- Assessment of Availability and Accessibility of Adolescent Sexual reproductive Health Services in Tanzania Mainland – Study conducted by UMATI 2007/2008
- FP Costed Implementation Plan (still under preparation)
- Adolescent Reproductive Health Strategy 2009-2015 (in draft)
- Special Programmes strategic guideline documents (e.g. T.B. and Malaria)

Focus Area IV: Public private partnership

- Service agreement
- PPP draft strategy
- Strategies for Service Providers (CSSC, APHFTA)
- MMAM implementation and PPP, also compare PPP chapters in May 2007 and Final Print of MMAM document (STRICT document review)

Focus Area V: Community ownership, equity and gender

- Technical Review of Council Health Service Boards and Health Facility Committees in Tanzania
- MMAM
- Draft CBHI guidelines
- CHSB Guidelines, HFGC guidelines
- Gender Strategy
- Draft bill on disabilities

4. Process and deadline

It is proposed to sub-contract this study to the to higher learning and research Institutions.

Interested institutions will be short listed for the selection and procurement process .

The expected deliverable will be in the form of a main report, approximately 20 pages, and should include clear options and recommendations.

The report should be made available not later than two weeks before the TRM for distribution to the Stakeholders (including a group of selected DMOs and RMOs who will take part in the MTR).

5. Budget

To be defined (a budget proposal is needed to be able to move forwards)

TOR for stakeholder Field Visit ahead of JASHR 2009

I. Introduction

The Ministry of Health and Social Welfare (MOHSW) in collaboration with PMO-RALG has been implementing the Health Sector Reform in the country by using a Sector Wide Approach since 1999. Development Partners support the reforms in various ways including technical assistance, capacity building, consulting and financing through the Health Basket Fund and other funding modalities. Progress of the sector is jointly reviewed on an annual basis to assess achievements, challenges, and opportunities and to analyze the findings and set priorities for the following year. This year's Joint Annual Health Sector Review (JAHSR 2009) consists of four main components, sequentially 1) a desk study; 2) a joint field mission to selected Regions and Districts; 3) a technical review meeting; and 4) the main review meeting. The events are coordinated by the Health Sector Reform Secretariat with involvement and support from the stakeholders.

Joint field visits to the districts is an important component of the review process as they provide opportunities for stakeholders in the health sector at the national level to interact directly with the regional and district level implementers, providing an opportunity for a reality check and inputs for enhanced health sector learning. Joint field missions also help to provide real-time evidence to stimulate and guide realistic discussions during technical and main reviews. Because of its importance, the joint field visit was identified by stakeholders as a key milestone for the sector in this fiscal year.

II. Purpose

To foster the interaction between health sector stakeholders at national, regional and district levels in order to assess the implementation and impact from different initiatives in the health sector, including the health sector reforms. This will feed into the Joint Annual Health Sector Review meetings.

III. Objectives

- To assess on the ground the progress and outcomes of implementing different components of health systems and health sector reform program.
- To discuss with health sector stakeholders from all levels of the health system the constraints and challenges faced in the course of implementation.
- To discuss lessons learnt and seek a common understanding on progress and predicaments in the sector.

IV. Thematic areas of focus

Unlike the previous mission which only looked at HRH and district funding flow, this year's mission will take a broader scope, looking at different aspects of the health systems. Nevertheless, focus will be maintained to ensure in-depth examination of the selected issues. Assessments will focus but will not be limited to the following issues:

- Management processes including planning, monitoring, supervising, and decision making in health sector.
- Implementation of plans and funding flows.
- Type and quality of health management information systems available at health facilities and at the district level.
- Availability of essential health services according to the essential health package guidelines.
- Availability of medical supplies, including vaccines, medicines and other basic medical equipments.
- The situation and trend of Human Resources for Health in the districts and the impact from recent [and ongoing] recruitment initiatives.
- Status of health infrastructure, including staff housing especially at the dispensaries and health centres.
- Status of implementation of different components of the health sector reforms, such as PPP, D by D, bottom up planning etc.

Discussions and consultations will be made by the field mission organizing team to agree on the final list of thematic areas, taking into consideration the already ongoing HRH-focused field missions.

V. Tools

Each team will adapt the Hospital Reform Task Force field visit guidelines (and possibly other existing tools) to arrive at a guiding task list appropriate for the individual team.

VI. Teams

Districts will be visited by teams made up of a balanced mix of different stakeholders, including government, development partners, civil society and the private sector.

VII. Regions to be visited

Efforts will be made to ensure that remote, underserved regions are visited. The service availability mapping report may be used to guide the process of selecting the regions. Regions that have not been visited recently will be given priority.

VIII. Outputs

Each team will work out a descriptive report, with recommendations that will feed into the Technical Review Meeting scheduled for 15th to 17th September 2009.

IX. Timing of the trip

The Field Visit will take three days. The Field Visit will take place from Monday 7th to Wednesday 9th September 2009 ahead of the Technical Review Meeting planned for 15th to 17th September.

X. Logistics and budget

Travel will mainly be by road, sharing vehicles among participants. Development partners will cover costs of their representatives and Government representatives. Support may be available to support participation of representatives from the civil society.

Terms of Reference

TECHNICAL REVIEW MEETING

Chaired by CMO, September Tuesday 15th to Thursday 17th, 2009

The Technical Review will include technical staff from the GOT (central, regional and district level), Development Partners and civil society who are responsible for and/or bring expertise to discussions around the technical components of the HSSP.

Following a presentation on the sector performance in the past year (Performance Assessment Report, Update on Milestones, Public Expenditure Review, MKUKUTA review process), parallel working groups will be charged with considering various aspects of the sector performance, assessing progress and identifying priorities for the year ahead, FY10/11 MTEF.

Timetable - TECHNICAL REVIEW MEETING – 15-17 September

Day 1 will focus on Health Sector Performance and MKUKUTA review

Day 2 will focus on Translation of HSSP III at district level and beyond

Day 3 will focus on recommendations and financial priorities

	Tuesday 15 September	Wednesday 16 September	Thursday 17 September
9 am to 12:30	<p>PLENARY: Welcome address by the CMO Presentation of programme and practical modalities by Presentations (15 minutes + 10 minutes for clarifications)</p> <ol style="list-style-type: none"> 1. Performance Assessment Report 2. Summary status of Milestones 3. Public Expenditure Review 4. Summary CCHP and RHMT reports plans 5. MKUKUTA review process 6. Presentation of Field Visit Findings (general and specific HRH field visits) 	<p>PLENARY</p> <ol style="list-style-type: none"> 1. Presentation of the study results, HSSP III and CCHP planning 2010 Priorities by Peter Kilima, 2. Reaction of the respective Directors & Head of Agencies 3. Reaction of the DMOs and RMOs 4. Feedback based on the field visit findings (group VI day 1) 5. Reaction of CSO/FBO/Private Sector 6. General discussion 	<p>PLENARY:</p> <ol style="list-style-type: none"> 1. Presentation of recommendations made by the Groups of day 2 2. Setting priorities for FY 2010/2011 MTEF. <ul style="list-style-type: none"> • Presentation by HSRS • Discussion • Conclusion
12:30-2:00pm	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
2:00pm to 5:00pm	<p>Group work (2 hours incl. tea break + 1 hour presentations)</p> <p>Group I: Discussion of Performance Assessment report.</p> <p>Group II: Discussion of PER</p> <p>Group III: Milestones. Small group assigned to identify and suggest appropriate milestones for FY 2009/2010. The group will continue this work throughout the TRM in close consultation with DPP/HSRS.</p> <p>Group IV: Discussion of CCHP and RHMT reports and plans</p> <p>Group V: MKUKUTA review process</p> <p>Group VI: How to translate Field Visit findings into recommendation for HSSP III implementation</p> <p>Presentation of the results of group work (10' group)</p>	<p>Group work</p> <p>Group I: HRH management</p> <p>Group II: health financing and fiscal decentralisation</p> <p>Group III: Service delivery including update on the Public health Act</p> <p>Group IV: Public private partnership</p> <p>Group V: Governance and role of the communities</p>	<p>Meeting of the JAHSR Task Force to consolidate the results and prepare the report (recommendations and milestones) for the Main Review</p>

TOR for Working Groups at Technical Review Meeting

Tuesday 15th AFTERNOON => EXPECTED OUTCOME FROM WORKING GROUPS

Participation to the technical working group must be guided by the technical expertise / experience brought by the Participants. In each group there should be representatives from the central ministries (MoHSW, PMO RALG; MoFEA, POPSM), DMOs and RMOs , DPs, Civil Society and private sector...

1. Assess the progress and challenges
2. Define priorities for health sector planning
3. Discuss and agree on FY2010/2011 MTEF priorities and possible JAHSR milestones.
4. Report to the Plenary + prepare recommendations for the Main review (short one page report as well as points for a presentation).

GROUPS AND SPECIFIC TOPICS TO PRESENT/DISCUSS

Preparation and roles: relevant background documents and up-to-date information will be made available to the groups in advance of the technical review meeting to ensure adequate time for reading and analysis. Group will be chaired by MoHSW and/or PMO RALG representatives.

The Secretary will be selected by the group members and will ensure that key issues and agreements as outlined above are captured and reported during the technical review and during the JAHSR as required.

DELIVERABLE

Maximum 5 slides to be presented in plenary

1. Key issues / Challenges
2. Possible Milestones for FY 2009/2010
3. Options/recommendations to be presented to the main review

Each working group will produce a brief consensus report (max. one page to be submitted to the Health Sector Reform Secretariat) including the main findings and recommendations which will serve as a base for discussion at the main meeting of the JAHSR.

Wednesday 16th AFTERNOON=> EXPECTED OUTCOME FROM WORKING GROUPS

Participation to the technical working group must be guided by the technical expertise/experience brought by the Participants. The Chair of the working group will be a representative from the MoHSW and/or PMO RALG (if possible the Chair from the concerned TWG under the TC SWAp). The Secretary will be selected by the group members.

In each group there should be representatives from the central ministries (MoHSW, PMO RALG, POPSM, MOFEA), DMOs and RMOs , DPs, Civil Society, FBOs and private sector...

1. Discuss the specific issues and recommendations of the study,
2. Identify two or three concrete measures to be presented at the JAHSR (those measures can be for the district, regional and/or central level, it can be in the form of inputs for the CHHP guidelines revision or proposals for milestones).
3. Discuss and agree on FY2010/2011 MTEF priorities.

Report to the Plenary + prepare recommendations for the Main review (short one page report as well as points for a presentation).

DELIVERABLE

Maximum 5 slides to be presented in plenary

1. Key issues / Challenges for the translation of HSSP III at district level and beyond
2. Possible Milestones for 2009/10
3. Suggestions for the amendment of the CCHP guidelines 2007
4. Key issues to be presented to the Main review

Each working group will produce a brief consensus report (approx. one page to be submitted to the Health Sector Reform Secretariat) including the main findings and recommendations which will serve as a base for discussion at the main meeting of the JAHSR.

EXPECTED OUTCOME OF THE TECHNICAL REVIEW MEETING

1. A short report summarising the main findings and listing the agreed upon recommendations of the Technical Review for policy decision at the JAHSR.

List of necessary documents to be provided to the Participants one week before the TRM date.

1. Final Draft Performance Profile Report
2. Final PER update Report 07-08
3. Update on MKUKUTA review process
4. Analysis of CCHP and RHMT reports and plans
5. Results of the study commissioned on the translation of HSSP III at district and region level
6. Short report of the Field Visits

Joint Annual Health Sector Review Main Meeting - 7th to 9th October 2009

The three day main review will invite a wider range of Health Sector Stakeholders and will be opened by the Honourable Minister of Health and Social Welfare, chaired by Permanent Secretary, Ministry of Health & Social Welfare; co-chaired by Permanent Secretary, PMO-RALG; DP representative; Civil Society and private sector Representative.

The JAHSR will be briefed about the Performance Assessment Report including the sector performance indicators, Summary status of Milestones, Public Expenditure Review; and conclusions of the technical review meeting.

JASHR will discuss these findings and agree on a statement to describe the health sector progress. The JASHR will be briefed about major strategic sector developments that have emerged during the past year. Finally, the Review will agree on priorities for the MTEF 20010/11 sector plan and on the milestones to be achieved during FY 2009/10.

Time Table – JOINT ANNUAL HEALTH SECTOR REVIEW - 2009

Wednesday 7th October 2009		
Time	Session	Min.
08:00-08:45	Registration	30
08:45-09:00	Introduction by Chair	15
09:00-09:10	Welcome Note	10
09:10-10:30	Opening statements by: <ul style="list-style-type: none"> - Civil Society representative - Private Sector representative - Development Partner representative Remarks by: <ul style="list-style-type: none"> - P.S. Key note address by Hon. Minister for Health and Social Welfare	80
10:30-11:00	Tea Break	30
11:00-13:00	Presentation of the results of TRM <ul style="list-style-type: none"> - Health Sector Performance Profile - CCHP & RHMT reports and plans - Field Visit Report & Recommendations - Milestones 08/09 Discussion	(120) 20 20 10+10 20 40
13:00-14:00	Lunch Break	60
14:00-15:30	Presentation of the results of TRM <ul style="list-style-type: none"> - MKUKUTA review process - Public Expenditure Review - Income and expenditure statement Discussion	(75) 15 15 15 30
15:15-15:45	Tea Break	30
15:45-17:00	Presentation of the results of TRM <ul style="list-style-type: none"> - Presentation of MoHSW MTEF 2009/2010 - Presentation of PMO-RALG MTEF 2009/10 Discussion	(75) 20 20 35
Thursday 8th October 2009		
08.30-10.00	Presentation of the results of TRM Translation of HSSP III at district level and beyond Questions for clarification <ul style="list-style-type: none"> - Health financing & fiscal decentralisation – health financing strategy, NHIF, CHF - HRH management 	(90) 30 15 25 20
10:00-10.30	Tea Break	30
10.30-12.00	<ul style="list-style-type: none"> - PPP - Role of communities 	(90) 25 25

	- Service delivery with special focus on Maternal & Child Health Questions for clarification	25 15
12.00-13:30	Lunch Break	90
13:30-15:00	- General remark by DMO - General remark by RMO - Perspectives from other DMOs/RMOs	20 20 30
15:00-15:30	Tea break	30
15:30-17:00	Discussion of all presentations on 8 th	90
Friday 9th October		
08.30-10.00	Discussion on strategic priority areas FY 20010/2011 MTEF	90
10:00-10:30	Tea Break	30
10:30-12:30	Agreement on milestones Official Closing	90 30
12.30-14:00	Lunch Break	

Timeline for Joint Annual Health Sector Review 2009 Preparation			
Month	Activity	Dead-line	Responsible
July 2009	Finalise draft TOR for JAHSR 2009 (except Field visit). Estimate budget to carry out all 4 elements of JAHSR. Identify available resources to carry out JAHSR. If necessary - estimate resource gap and work out solution to fill the gap. Divide responsibilities in JAHSR-OTF for tasks related to completing JAHSR 2009 (e.g. sub-groups for Field Visit, TRM, JAHSR Main Meeting, Drafting Group)	20/7	JAHSR Organizing Task Force (JASHR-OTF)
	Completion of TOR for Desk Study that will identify relevant documents, review and extract useful information.	04/8	JAHSR-OTF
	Identify and Contract local institution to conduct JAHSR Desk Study.	24/7	HSRS - SDC
	Selected Research institution undertakes JAHSR Desk Study	06/8-30/8	Team leader reporting to Head HSR Sec.
	Plan timing, venue, and list of participants for Technical Review Meeting (TRM) and JAHSR Main Meeting.	14/8	HSRS
	Plan Field Visit and Invite participants for Field Visit	14/8	JAHSR-OTF group
August 2009	Desk Study Research Team mid-way briefing meeting with JAHSR-OTF	19/8	
	Send Invitations to Technical Review Meeting participants	27/8	HSRS
	Research Institution undertaking desk study presents the report to JAHSR-OTF. JAHSR-CO to review documents proposed to be distributed for TRM.	27/8	Team leader of study team and JAHSR-OTF
	Send first batch of key documents to be discussed at TRM	28/8	HSRS
September 2009	Field Visit	7/9 to 9/9	JAHSR-OTF Group
	Invitations for main review	01/9	HSR S
	Draft Field Visit reports submitted	01/9	Field Visit Groups
	Send second batch of key documents to be discussed at TRM	7/9	HSRS
	Technical Review Meeting	15/9-17/9	DPP
	Draft TRM report submitted to JAHSR-OTF	21/9	Drafting Group
	Papers and documents to be presented at JAHSR Main Meeting distributed to participants	30/9	
October 2009	JAHSR Main Meeting	07/10-09/10	DPP