

Terms of Reference

Strengthening HIV Expenditure Tracking for Decision-Making in the OECS

OECS Countries

Global Fund Technical Assistance — Latin America and the Caribbean Region

About Results for Development (R4D)

R4D is a leading non-profit global development partner. We collaborate with change agents around the world — government officials, civil society leaders, and social innovators — to create strong systems that support healthy, educated people. We help our partners move from knowing their goals to knowing how to reach them. We combine global expertise in health, education, and nutrition with analytic rigor, practical support for decision-making and implementation, and access to peer problem-solving networks. Together with our partners, we build self-sustaining systems that serve everyone and deliver lasting results.

Project Overview

R4D is currently working with the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) to contract and supervise technical assistance (TA) projects in the Latin American and Caribbean region aimed at improving financial sustainability and decision-making capacity for HIV, TB, malaria, and health systems.

This consultancy will support four OECS countries— Dominica, Grenada, Saint Lucia and Saint Vincent and the Grenadine —in strengthening HIV expenditure tracking for programmatic and financial decision-making. The engagement is grounded in the recognition that sustainable expenditure tracking requires not only the regular production of expenditure data, but also practical approaches, tools, and processes that countries can routinely use to generate and apply expenditure information for planning, prioritization, budgeting, and resource allocation decisions.

Context and Background

OECS countries are working to sustain their HIV responses in a context of changing donor priorities, declining external financing, and increasing expectations for domestic financing. As countries plan for greater financial sustainability, having reliable information on how much is being spent on HIV, where resources come from, how they are allocated, and which interventions they support is increasingly important for effective planning and resource allocation.

However, the availability, completeness, and comparability of HIV expenditure information varies across countries and data sources. Relevant information may be distributed across Ministry of Health and Ministry of Finance records, national HIV programs, donor and program reports, and other financing sources. These differences can make it difficult to routinely generate a clear picture of HIV financing and use expenditure information to inform planning and decision-making.



This consultancy will build on existing practices by first assessing how HIV financing and expenditures are currently tracked across the OECS, what data and institutional arrangements are in place, and how this information is used for planning and decision-making. The findings will inform the development of a practical, fit-for-purpose approach to strengthen routine HIV expenditure tracking across participating countries.

Scope of Work

To assess current HIV financing and expenditure-tracking practices across participating OECS countries and develop a practical, fit-for-purpose framework to strengthen routine HIV expenditure tracking and its use for planning and decision-making.

Consultant Role and Activities

The Consultant will work closely with the R4D and GF teams, as well as relevant national counterparts across 1. Dominica, 2. Grenada, 3. Saint Lucia and 4. Saint Vincent and the Grenadine. These may include Ministries of Health and Finance, national HIV programs, and other relevant stakeholders.

Activities will include:

- **Map the current HIV financing and expenditure-tracking landscape** across the four participating countries, including existing approaches and processes, financing sources, available expenditure data, institutional roles and responsibilities, and how expenditure information is currently used to inform planning and decision-making.
- **Review available documents and data sources and conduct targeted stakeholder consultations** (at least two per country) to understand current expenditure-tracking practices, data availability and quality, reporting processes, key challenges and opportunities for strengthening routine expenditure tracking.
- **Identify practical requirements and options for a fit-for-purpose HIV expenditure-tracking approach**, considering existing government financial management, planning, and reporting systems; available data and capacities; and relevant expenditure-tracking methodologies and standards.
- **Develop a practical HIV expenditure-tracking framework for the OECS**, including the proposed expenditure categories, minimum data requirements, data sources, institutional roles and responsibilities, reporting processes and frequency, templates, and data-quality and validation procedures needed to support routine implementation.
- **Validate and refine the proposed framework with national and regional stakeholders** and provide the final framework, editable tools/templates, and practical guidance to support its future implementation.

Deliverables

All deliverables are subject to review and approval by both the R4D technical lead and the Global Fund. Payment will only be rendered upon final approval from both parties. Reviews can take up to several weeks and may require revisions before being approved. Invoices may only be submitted once the final approval is received.



#	Deliverable	Description	Timeline
1	Deliverable 1: Inception report and work plan	A concise inception report confirming the approach, work plan, country engagement process, priority stakeholders, documents and data sources to be reviewed, and proposed approach for assessing HIV financing and expenditure-tracking practices across the four participating OECS countries. Submitted within 15 days of contract signing.	October
2	Deliverable 2: Mapping of HIV Financing and Expenditure-Tracking Practices	A mapping of the current HIV financing and expenditure-tracking landscape across the four countries, presenting country-specific findings and a cross-country synthesis of existing approaches and processes, financing sources, available expenditure data and systems, institutional roles and responsibilities, current uses of expenditure information for planning and decision-making, and key gaps and opportunities for strengthening routine expenditure tracking.	October
3	Deliverable 3: Draft OECS HIV Expenditure-Tracking Framework	A draft fit-for-purpose framework for routine HIV expenditure tracking, informed by the assessment and stakeholder consultations. The framework should define the proposed expenditure categories, minimum data requirements, data sources, institutional roles and responsibilities, reporting processes and frequency, templates, and data-quality and validation procedures.	November
4	Deliverable 4: Final OECS HIV Expenditure-Tracking Framework and Implementation Guidance	A final framework, provided as a written document and accompanying PowerPoint presentation, incorporating feedback from national and regional validation, together with editable tools/templates and practical guidance to support its implementation and routine use across participating OECS countries.	First week of December

As part of this work, the Consultant will be expected to routinely liaise with relevant national counterparts across the four participating OECS countries, as well as regional stakeholders, and the GF team.

Additional Notes

The consultant is expected to adhere to R4D's standards for quality, timeliness, and stakeholder engagement throughout this assignment. All deliverables must be submitted in English unless otherwise agreed with R4D and the Global Fund.

Application

Applicants should submit their CV and requested daily rate for this work.