User advisory group terms of reference

Below is a sample of the terms of reference that was developed for the user advisory groups that participated in the design and testing of the data quality and data use interventions as part of the BID Initiative in Tanzania and Zambia. We are sharing this document so that other countries that are designing, testing, and implementing the data quality and data use interventions may use it as a reference and adapt it to create and engage a user advisory group throughout the process.

*Those who use this sample should replace references to the BID Initiative with their program or project name.*

BID Initiative User Advisory Group terms of reference

BID Initiative overview [REPLACE WITH YOUR PROJECT OVERVIEW]

The BID Initiative’s vision is to empower countries to enhance immunization and overall health service delivery through improved data collection, quality, and use. If we are successful, a true tipping point will occur—one in which countries can access, analyze, and act upon accurate immunization data anytime, anywhere. This will result in improved immunization outcomes.

BID’s strategy is based on the premise that better data, plus better decisions, equals better health outcomes. It is designed to shine a light on the challenges surrounding data collection, quality, and use, and to identify practical, country-owned, country-led solutions in immunization that could spread to other health interventions. While improved health outcomes may take decades, the strategy is to develop an intervention that will produce better data collection products (i.e., information technology tools built on existing software where possible) and package them together with a set of interventions that create an environment that is conducive to data use in decision-making (e.g., modules to address policy and practices). The BID strategy also will demonstrate these tools and interventions at scale.

User Advisory Group charter

The User Advisory Group will play a critical role in the design and iteration of proposed solutions and interventions to improve immunization data quality and use and to address the various challenges identified by the immunization program and other stakeholders. The role of the User Advisory Group will be to provide valuable input and feedback that will strengthen the interventions, as well as to prioritize the set of interventions that will be rolled out across all health facilities.

The User Advisory Group will achieve its goal by:

* Sharing existing information and knowledge to help with the design of different interventions to address immunization data quality and use.
* Providing expertise and strategic advice to the BID Initiative team.
* Meeting regularly to learn of the testing and implementation process and provide feedback on the learnings documented to help with further iterations of the interventions.
* Recommending user-friendly interventions to be packaged.

User Advisory Group structure and responsibilities

The User Advisory Group will consist of six to eight members. It will be co-chaired by the regional- or provincial-level immunization officers and the BID Initiative coordinator. This User Advisory Group will function during the development, testing, and roll-out phase of the data quality and data use interventions. The members of the User Advisory Group will be composed of a variety of staff (e.g., those who work in the areas of monitoring and evaluation, as well as information and communication technology) who work in various of levels of the health system in immunization. They will have expertise at the regional/provincial, district/county, facility and community levels. They will provide input from the perspective of various domains—supply chain, data collection, service delivery, and community involvement. They also will facilitate the dissemination of the interventions throughout the health worker community and general public, facilitate implementation of the interventions within their mandated area of work, and champion cross-facility learning exchanges.

The members should, at minimum, consist of the following people:

* Regional/provincial immunization officers.
* District/county immunization officers.
* Heads of facilities or facility in-charges.
* Nurses.
* Village leaders/community(neighborhood) health representatives.

The User Advisory Group will meet in person every two weeks throughout the process of developing the interventions, and then monthly after that. They may participate in periodic telephone calls to get their feedback in between meetings. Meetings and teleconferences will be designed to be efficient uses of User Advisory Group members’ time.

User Advisory Group compensation

Participation in the User Advisory Group is voluntary. However, meeting-related costs, including members’ travel expenses and any other payment per the government guidelines, will be reimbursed by the BID Initiative/PATH. In addition, the BID Initiative/PATH will provide the User Advisory Group with staff support; support staff will be responsible for providing meeting logistics (including refreshments) and other support.