

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

TERMS OF REFERENCE
For
Resource Mobilization Committee
Country Coordinating Mechanism

By
Country Coordinating Mechanism
2014

1. General Provision

1.1 Goal and Objectives

A fundamental function of the country coordinating mechanism (CCM) is to coordinate the funding request for each of the three diseases to be sent to the Global Fund (GF) for approval. The CCM selects principal recipients (PRs) to ensure that they will have the potential to reach the established targets for the programs that they will be in charge of implementing.

According to Requirement 1 of the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) guidelines for CCMs, each CCM is required to:

- i) Coordinate the development of all funding applications through transparent and documented processes that engage a broad range of stakeholders - including CCM members and non-members - in the solicitation and the review of activities to be included in the application and
- ii) Clearly document efforts to engage key population groups in the development of funding applications, including most-at-risk populations.

In addition Requirement 2 of the Global Fund requests that each CCM:

- iii) Nominate one or more PR(s) at the time of submission of their application for funding.
- iv) Document a transparent process for the nomination of all new and continuing PRs based on clearly defined and objective criteria.
- v) Document the management of any potential conflicts of interest that may affect the PR nomination process.

To coordinate the funding request in an open, transparent and inclusive manner, the Lao PDR CCM delegates this function to a standing committee, the Resource Mobilization Committee (RMC) that will serve in this role and be accountable to the whole CCM.

The RMC is a permanent CCM committee whose purpose is to coordinate funding requests to different funders and selection process of PRs on behalf of the CCM. Its goal is to ensure the funding requests reflect the needs of the people affected and infected by the three diseases, does not duplicate any other funding, is aligned with the Lao PDR funding cycle and that the selected PRs have the capacities to implement future grants.

To reach its goal, the RMC fulfills the following objectives:

- Ensure coordination of the CCM's funding requests and harmonization functions.
- Promote and organize country dialogue and translate its outcomes into the Global Fund concept note.
- Ensure development of the concept notes along the CCM choices in a timely manner according to a CCM approved calendar.
- Develop the best effort to be as inclusive as possible of AIDS, TB and Malaria affected populations in the design of concept notes.
- Design and follow an open and transparent process to select the most appropriate PR to implement the future grants.
- Follow up on the Technical Review Panel (TRP) and GF secretariat requests and remarks until the concept note becomes a grant agreement.
- Seek for other sources of funding to fulfill the needs of people affected by AIDS, TB and malaria in Lao PDR.
- Contribute with the CCM Sec to the elaboration of a sound and feasible CCM work plan and budget that will further be endorsed by the CCM.
- Optimize the CCM secretariat (CCM Sec) functioning.

1.2 RMC Role

The RMC plays a key role in coordination of funding request by ensuring the country dialogues have been processed in open, transparent and inclusive manner.

The RMC is not a decision-making body. The committee's role is to provide information and informed recommendations to guide the CCM in its oversight deliberations and decision making.

1.3 RMC Mandate

The CCM authorizes the Resource Mobilization Committee to organize the country dialogue, develop the concept notes along with the guidance of the CCM, follow up on the GF secretariat and TRP inputs to the concept notes, develop and implement the PR selection process in accordance to the CCM manual of procedures, seek for other sources of funding for the fight against the 3 diseases and elaborate alongside the CCM and CCM Sec yearly work plan and functioning budget.

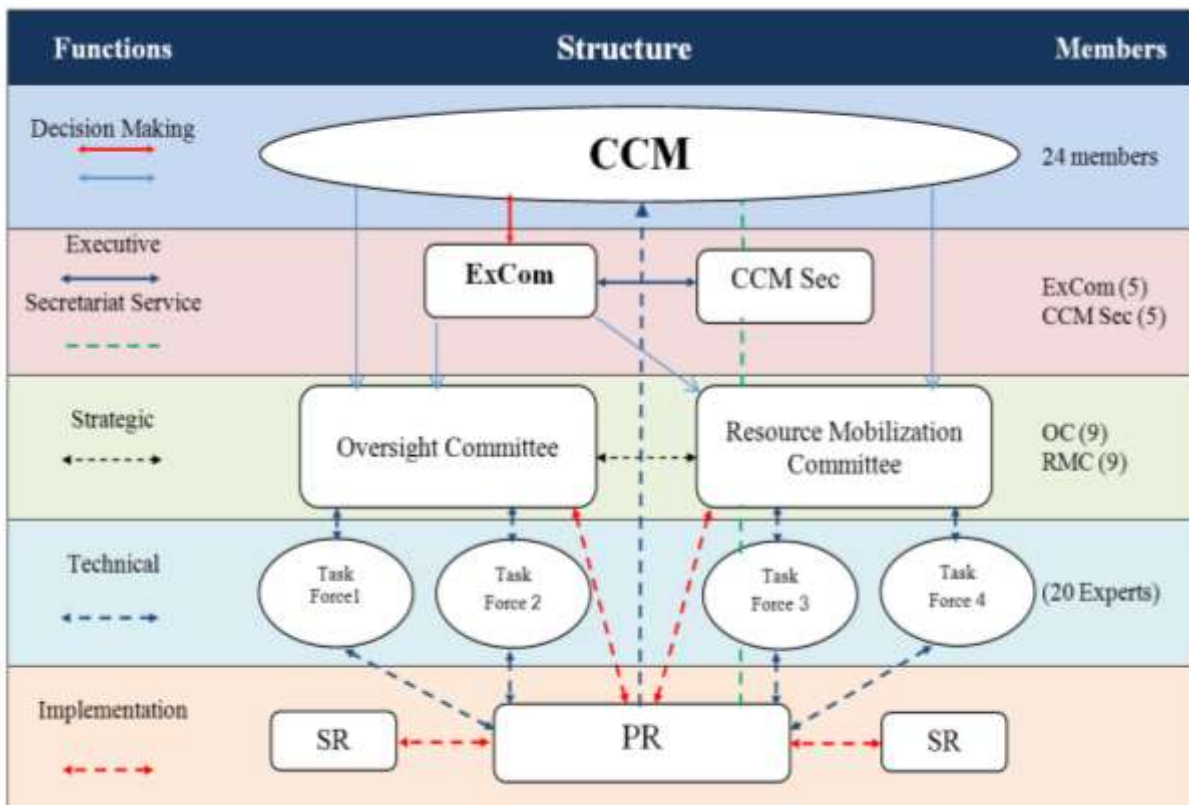
2. Structure and Composition

2.1 Structure

The RMC is a standing committee of the Lao PDR CCM structure and has a strategic role as a consultative function to the whole CCM to which it directly reports back.

The RMC works in coordination with the Oversight Committee (OC) under the direction of the CCM and the Executive Committee (ExCom). The RMC chair is a member of both CCM and ExCom.

The RMC's works has been technically supported by the 4 Task Forces and executively supported by the CCM Secretariat.



2.2 Composition

2.2.1 Membership

The RMC has 9 members that are elected or selected by the CCM. Five members of RMC are current CCM representatives (either member or alternate), and four other members are coming from the task forces.

The RMC elects one of its members to serve as committee chair and the CCM approves of the election results.

The RMC members include representatives of the following constituencies:

- People living with the three Global Fund diseases or People who are at risk of these diseases (mandatory presence in regard to requirements 4).
- Bilateral and multilateral partner organizations.
- Public sector.
- Non-governmental organizations, private sector, or both.

CCM members can nominate candidates or candidates can nominate themselves. Voting takes place during a CCM meeting and requires a quorum.

2.2.2 Service Term

Committee members serve a term of 3 years (except for 6 of them at the beginning of the implementation of these ToRs in order to allow a staggering process in membership, i.e. 3 will have a 1 year tenure, 3 other a 2 year tenure). The CCM replaces, reappoints, or reelects 3 members of RMC members every year. The CCM may reelect or reappoint RMC members once.

A RMC member's term ends when one of the following occurs:

- Service on the committee for the maximum number of years (6).
- A permanent conflict of interest.
- Personal request to resign that the CCM has approved.
- Poor performance or recurrent absences on the RMC as determined by the CCM.
- For RMC members who are CCM representatives, termination of CCM membership due to poor performance as determined by the CCM.

2.2.3 Competencies

To fulfill their responsibilities on RMC members must be ready to dedicate a substantial portion of time to committee activities.

Ideally, members collectively have experience and skills in the following areas:

- HIV/AIDS, tuberculosis, and malaria program management and service delivery, monitoring, and evaluation.
- Strategies for assessing target groups' needs and experience advocating for target group interests.
- Epidemiology of the three Global Fund diseases and the dynamics of these diseases in the country.
- Financial planning and management.
- Procurement and supply management.
- Communication and advocacy.

A lack of expertise and experience in these areas does not preclude a CCM member from membership on the RMC because RMC members have to have access to technical support.

2.2.4 Member Responsibilities

Members of the RMC have the following responsibilities:

2.2.4.1 Concept note development

- Advise and design a strategy to enhance “Country dialogue” prior to the development of concept notes.
- Ensure that input from broad consultations under “Country dialogue” are collected and shaped for inputting into future concept notes.
- Design and monitor a process and timeline for the elaboration and endorsement of the concept note.
- Seek for documented advice from disease specific TF for the purpose of concept note development.
- Make sure that harmonization of funding and alignment with government budget constraints are addressed by the TF.
- Ensure the conditions for broad and meaningful participation of key affected populations (KAP) in the design of the concept notes.
- Announce Call for Expressions of Interest (EoIs) to broad range stakeholders to identify potential implementing partners.
- Design a PR selection process to be endorsed by the CCM.
- Monitor the implementation and documentation of the PR selection process.
- Receive preliminary drafts from TF, review and manage a broad and strategic discussion with full CCM before final endorsement of CCM members.
- Review all eligibility criteria prior to sending concept note and on a yearly basis. Propose to full CCM all necessary adjustments for full compliance.
- Respond to requests from TRP and GF secretariat for clarifications or amendments of concept notes.

2.2.4.2 Advocacy

- Increase the awareness of all government agencies and other stakeholders about the activities of Global Fund have been carried out and achieved in Lao PDR.
- Advocate for the full participation of key affected populations in CCM activities as well as in Global Fund’s funded interventions, ensuring the reduction or elimination of stigmatization and discrimination against those infected and affected by the three diseases, women and youth and ethnic groups.
- Document the real needs of the most affected populations in line with prioritized public health problems.
- Show evidence of the impact of addressing discrimination, stigmatization, and gender balance on health outcomes.
- Coordinate advocacy with civil society and international organizations.

2.2.4.3 Other resource mobilization activities

- Based on strategic advocacy activities, develop or increase relationships with public and private donors, and design innovative financing arrangements for expansion of grant funding and for CCM budget.
- Advocate for having a sustained and incremental growth in government contribution to the programs funded by the GF in the fight against the three diseases.

2.2.4.4 Elaboration with the CCM sec of the CCM work plan and budget

- Based on CCM functioning and CCM members' capacity building needs to fulfill eligibility criteria, the RMC will support the elaboration of a transparent and sound CCM work plan and budget.
- Make sure that CCM performance indicators linked to the work plan and budget agreed with the GF are reached.
- Seek for other sources of funding if necessary.

2.2.5 Chair Responsibilities

RMC members elect a committee chair at the first meeting after the election or appointment of new committee members, the reelection or reappointment of committee members, or when the previous chair's term has ended. Committee members elect a chair for a term of 3 years with a possibility of one reelection. The CCM must formally approve the appointment of the newly elected chair.

The chair of the RMC is a member of the Executive committee. In case of absence he/she can delegate one member of the RMC to replace him/her at Ex Com meetings in order to allow a good coordination of committee work.

In addition to having at least some of the competencies described above, the RMC chair should have the following skills:

- Coordinating and facilitating meetings and activities
- Communicating and interacting with various in-country stakeholders
- Networking and planning
- Analyzing, reporting, and presenting
- Understanding Global Fund processes and requirements

2.3 Technical Resources and Outsourced Expertise

The RMC may call on external experts on a regular basis or for specific activities. The CCM secretariat maintains a database of external experts and assists the RMC in identifying appropriate experts when needed.

The CCM or the RMC decides when to consult an external expert depending on the magnitude or the specificity of the issue and the anticipated scope of work. The CCM and RMC should first try to find to seek advice from the TF, and in case of necessity rely on external experts who are willing to consult with the RMC on a voluntary basis. The CCM must approve all decisions to hire an external consultant at a plenary session or delegate this activity to the Ex Com.

3 Conflicts of Interest

The potential for conflicts of interest for RMC members can be considerable because the CCM's members include Global Fund grant implementers.

The **Lao CCM's conflict-of-interest mitigation policy** provides clear procedures on identification, declaration, documentation, and management of conflicts of interest.

Members of the RMC must follow carefully the conflict of interest policy of the Lao PDR CCM.

4 Communication and Decision Making

The RMC will inform on a regular basis the Ex Com about its analysis and recommendations through its chair as member of the Ex Com and will get endorsement from the CCM.

There are 2 ways of endorsement by the CCM, through regular CCM meetings or in case of tight deadlines and other time-constraints; the CCM secretariat will circulate recommendations for endorsement through E-mail to all CCM members on a “no-objection” basis.

The CCM Secretariat will organize RMC meetings and keep minutes of all RMC meetings. These minutes (in both English and Lao languages) must be available to all CCM members on request, and must be available during CCM meetings.

Recommendations by the RMC have to be based on a consensus, if no consensus is reached by the RMC, the issue is referred to the CCM.

5 Meetings

The RMC shall meet whenever necessary to carry out its work. It can be expected that the RMC will meet often during the concept note elaboration period.

Notice:

All RMC members must receive by email, fax or letter, at least 1-week prior notice of all meetings of the RMC. The agenda and related background documents are distributed by the CCM Secretariat at least 3 working days in advance of the meeting. The agenda may be modified and must be approved at the start of each meeting.