

TERMS OF REFERENCE

CCM Secretariat	
Job Description	
Job title: C19RM Coordination Officer	Supervisor: Executive Director of CCM Secretariat
Duration of contract: Short-term Position	Location: CCM Secretariat, Vientiane Capital
Overview	
<p>The COVID-19 pandemic is having a catastrophic impact on the most vulnerable communities worldwide and threatens progress against HIV, TB and malaria. The Global Fund is providing immediate funding to help countries fight COVID-19, mitigate the impacts on lifesaving HIV, TB and malaria programs, and prevent fragile health systems from being overwhelmed.</p> <p>Effective community and civil society engagement remain crucial for developing a robust response to the pandemic, including opportunities to support community-led initiatives both to mitigate the impact on HIV, TB and malaria services, and to strengthen the national COVID-19 response.</p>	
Key Aspects of the C19RM Application Process	
<ul style="list-style-type: none"> • C19RM allocation letters will be sent to eligible countries; • Countries will submit prioritized funding requests in defined submission windows as listed on the Global Fund website. Request for time-critical commodities can be sent first via a fast-track option); • CCMs need to ensure meaningful engagement and inclusive decision making; • Control and containment interventions need to be aligned with national response plans and be endorsed by the relevant COVID-19 Coordinating Body. 	
Objectives of the Position/Tasks	
<ol style="list-style-type: none"> 1. Support to coordinate all aspects of the planning and development of C19RM Funding Requests (in close collaboration with CCM Secretariats); 2. Ensure meaningful consultation and coordination (with Civil Society/communities, Technical Partners and national COVID-19 coordinating structures), documentation, good governance and inclusive decision-making in the development and submission of C19RM Funding Requests; 3. Ensure the timely endorsement and complete submission (either via the Fast-Track option or the appropriate window) of C19RM Funding Requests; 4. Support to oversight the implementation of C19RM grants. 	
Scope of Work	
<p>Operational Area 1: Support in coordination of the C19RM funding request planning and development process</p> <ul style="list-style-type: none"> • Maintain close collaboration with the CCM Executive Secretary, the CCM Chair/Vice (or Executive Committee) and any task force or committee setup to plan and develop the C19RM Funding Request; • Conduct a desk review of relevant C19RM application documents and guidance materials, which include but are not limited to: <ul style="list-style-type: none"> ○ The C19RM application package ○ The C19RM Technical Information Note ○ The Mitigation of COVID-19 Effects on HIV, TB and Malaria Services and Programs 	

Information Note

- The Technical Information Note on Community Systems and Responses
- Share relevant document and guidance materials with all stakeholders;
- Maintain close and constant communication with CCM members and structures, Country Teams, technical partners and COVID-19 national coordinating bodies throughout the funding request development process. This coordination includes involvement of stakeholders from initial communications and development of first drafts to review and approval of final versions;
- Provide regular bi-weekly updates on activities and progress to the CCM Executive Secretary, CCM members, Country Teams and the CCM Hub;
- Coordinate with the CCM Executive Secretary to ensure existing and additional resources to support inclusive dialogue (particularly to ensure community engagement) are available and can be utilized;
- Ensure the detail of planned activities and budgets are agreed with the CCM Hub/Country Team on an on-going basis.

Operational Area 2: Consultation, documentation and inclusive decision-making

- Support to organize, conduct and document comprehensive consultations with:
 - Civil Society constituencies, with Civil Society platforms beyond the CCM membership and communities most severely affected by COVID-19;
 - Technical Partners, and
 - COVID-19 National Coordinating Structures/Bodies
- The objective of these consultations is to discuss priority areas, needs for alignment and interventions following the guidance provided by the Global Fund;
- Ensure the results/feedback and recommendations of consultations are considered in the C19RM funding request development process;

Operational Area 3: Timely endorsement and complete submission of C19RM funding requests

- Ensure the C19RM funding request is endorsed by **all CCM members** using the appropriate materials/methods;
- Ensure that proposed COVID-19 control and containment interventions considered in funding requests are endorsed by **the COVID-19 national coordinating body**;
- Ensure the timely and complete submission of the C19RM funding request application materials following the guidance, method and timelines provided by the Global Fund.

Operational Area 4: Support to oversight the implementation of C19RM grant

To support the CCM and its committees and partners in oversee the implementation of the C19PM grant which include but are not limited to:

- Develop approaches for engaging CCM members and program partners, including CSOs and affected community in the oversight process;
- Gather information on program and grant implementation;
- Identify implementation progress, issues, challenges and bottlenecks;
- Provide guidance and recommendations to inform CCM decision making and further actions;

- Follow up on decisions made and recommended actions and report on results to CCM and program stakeholders.

Reporting and Communication Lines

The C19RM Coordination Officer reports to the CCM Executive Director of the CCM Secretariat and is accountable to the CCM Executive Committee and all CCM's Committees. In addition, the officer liaises and coordinates with the CCM Secretariat and the GF Country Team.

Qualifications, Experiences and Skills

Qualifications and experience

- Bachelor's degree required, with social sciences, public health, development orientation highly desirable;
- Postgraduate degree in any of the fields mentioned above;
- Familiarity with and knowledge of the national health sector and the development partner platforms/programs in country;
- Familiarity with national Civil Society platforms;
- Familiarity with the Global Fund Funding Request development process and the elements of the C19RM mechanism;
- At least 2 years of experience in project-level or state/national-level project planning;
- Familiarity with epidemiologic and programmatic indicators for COVID-19 and key financial indicators;
- General familiarity with COVID-19 control and containment interventions;
- Experience working in a multi-stakeholder governance environment;
- Experience in developing past Global Fund funding requests, desirable.

Skills

- Proficiency in data collection, triangulation and information analysis from different sources;
- Proficiency in the synthesis of financial, programmatic and management information;
- Proficiency in the use of Microsoft Office, particularly Microsoft Excel and Microsoft Project;
- Ability to work effectively with staff and organizational stakeholders;
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government (e.g., National Health Programs, Civil Society Organizations, UN agencies and the private sector);
- Strong writing, presentation, facilitation, coordination and communication skills;
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team;
- Fluency in English and the national language of the country (if different).