

**TERMS OF REFERENCE**

|  |
| --- |
| **CCM Secretariat** |
| **Job Description** |
| **Job title**: Local Consultant to Support CCM Positioning | **Supervisor:** Executive Director of CCM Secretariat |
| **Duration of contract:**Short-term Position | **Location:** CCM Secretariat, Vientiane Capital |
| **Context** |
| The Global Fund’s CCM Policy outlines that the CCM should be positioned at the highest level responsible for multi-partner and multi-sectorial development planning in a country. The Global Fund encourages all countries to build on their national structures, wherever possible, and to position the CCM and/or CCM functions within existing health platforms to contribute to central coordination of health programs and investments. Mapping existing health governance bodies in a country is the first step towards institutionalizing CCM functions.  |
| **Scope/ Objective** |
| The local consultant will identify existing national health structures, governance mechanisms and platforms responsible for coordinating the health sector and disease specific issues. (S)He will map their position within the national systems, and in relation to the CCM, and will support the CCM developing a Positioning plan, updating the current CCM Terms of Reference, and renewal CCM membership process based on three main phases [Positioning Guidance Note](https://www.theglobalfund.org/media/10182/ccm_positioning_guidance_en.pdf)):* Knowledge
* Coordination
* Sustainable Structure
 |
| **Tasks and Metrics** |
| **Task** | **SMART Metric** |
| Understand and become familiar with the principle of Positioning | Positioning e-Learning module and review of Positioning Guidance Note completed |
| Undertake a desk review of relevant documents | 1. Governance documents of up to 10 health governance bodies reviewed (CCM included)
2. When available, Sustainability and Transition assessment reviewed
 |
| Interview key stakeholders at the national level | At least one stakeholder per governance body interviewed, including one high-level government official |
| Map existing national health structures | Organigram showing the positions and relations of up to 10 health governance bodies (CCM included). The organigram can be completed manually or using a software solution provided by the Global Fund (Visio).  |
| Develop a summary report | Report built (2 - 4 pages) with thematic tables and analysis on:* Mandate
* Composition
* Structure
* Legal Status
* Anchorage level to the national system.
 |
| Support the CCM Evolution Task Force organizing an in-country consultation meeting | 1. Presentation on key results
2. Moderated sessions on the following phases of CCM Positioning journey: Coordination and Sustainable Structure. The consultation should bring together stakeholders on coordinating and aligning platforms and include the civil society voice.
 |
| Support the CCM Evolution Task Force in developing a CCM Positioning plan, updating the current CCM Terms of Reference, and renewal CCM membership process | 1. Proposal developed on the appropriate positioning of the CCM. It should include:
* Necessary linkages and alignment with other significant coordinating platforms in the country
* Long-term embedment of CCM functions within existing or emerging health platforms, including ensuring strong inclusion of civil society and participating in efforts to strengthen sustainability of Global Fund investments.
1. The current CCM Terms of Reference updated which linkage and alignment with other significant coordinating platforms in the country.
2. Renewal CCM membership completed based on the new updated CCM Terms of Reference.
 |
| **Deliverables** |
| **Deliverable** | **Content** |
| Mapping of existing national health platforms | The map should show the national structures and their relationship within the national health sector. |
| Brief summary report  (2-4 pages) | An executive summary of key findings, conclusions, options and next steps (including activities for inclusion in baseline assessment work plan – optional based on country context). |
| Power Point Presentation  | Key findings and conclusions from the mapping exercise. |
| Positioning plan, updated CCM Terms of Reference and renewal CCM membership  | 1. Plan with cleared outlined deliverables, steps and timeline.
2. Updated CCM Terms of Reference which linkage and alignment with other significant coordinating platforms in the country.
3. Renewal CCM membership completed based on the new updated CCM Terms of Reference
 |
| **Reporting and Communication Lines** |
| The Local Consultant reports to the CCM Executive Director of the CCM Secretariat and is accountable to the CCM Executive Committee, the CCM Evolution Task Force and all CCM’s Committees. In addition, the Local Consultant liaises and coordinates with the CCM Secretariatand the GF CCM Hub and Country Team. |
| **Qualifications, Experiences and Skills** |
| **A. Qualifications** **Essential:*** Advanced degree in public health, finance, public administration or business administration, or related field.

**B. Experience** **Essential:*** Solid experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international level.
* Rich professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
* Solid understanding and experience of strategic, organizational, financial and management issues.
* Solid understanding of Global Fund processes and its funding model.
* Excellent written and verbal communication skills.

**Desirable:*** At least 3 years of professional experience (international or national) working in planning, and management in the humanitarian sector.
* Experience in public health and disease program management with focus on HIV/AIDS, tuberculosis and malaria.
* Documented experience of managing a team.

**C. Competencies** **Languages:*** Working level of English as well as knowledge of the local language (particularly the one most widely-spoken by key population representatives) are a requirement for this role.

**Technical skills:*** Proficient in Microsoft Office applications especially Excel / Access, email, internet and websites essential.
* Robust knowledge of the software Visio
* Robust understanding of governance matters.
* High degree of organization, initiative and political awareness.
* Knowledge of public health issues.
* Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
* Strong writing, presentation and communication skills and IT competences are essential.
* Ability to lead a team and set priorities while handling multiple tasks simultaneously.
* Previous development experience and/or background with government or private sector desirable.
 |