 **TERMS OF REFERENCE**

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| **CCM Secretariat** |
| **Job Description**  |
| **Job title:** National Officer to Support CCM Engagement andC19RM Coordination | **Supervisor:** Executive Director of CCM Secretariat |
| **Duration of contract:** Full-Time Position | **Location:** CCM Secretariat, Vientiane Capital |
| **Overview** |
| Engagement of key populations, people living with and/or affected by the three diseases, civil society and community representatives is a key principle that guides the activities of a CCM. Such engagement should continue throughout the grant life cycle to provide valuable input to strengthen the delivery of programs and achievement of targets. Each CCM should establish a mechanism to engage with these constituencies in a way that allows their input and voices to be heard. 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. 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. To amplify the participation and voice of a CCM’s key populations, civil society and people living with and/or affected by the three diseases constituencies, this assignment will enhance their preparation and participation both prior to and following CCM (and relevant CCM Committee) meetings. The planned support will be provided by a national officer hired independently by the CCM. |
| **Objectives of the Position/Tasks** |
| 1. Amplify the participation and voice of representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases in CCM meetings and related decision-making forums (e.g. CCM sub-committees), and more generally in governance and stewardship of national HIV, TB, malaria and Covid-19 responses.
2. Build capacity among the civil society constituencies to effectively prepare for and participate in CCM meetings.
3. Enhance bi-directional feedback mechanisms between CCM representatives and their constituencies.
4. Enhance coordination among CCM constituencies and key stakeholders in implementation of C19RM grants and other related Global Fund grants.

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| **Scope of Work** |
| **CCM Engagement Support** * Understand the principle of Engagement and its relationship to the other Evolution principles such as Positioning and Oversight.
* Review relevant CCM documentation (bylaws, conflict of interest management policies, CCM positioning plan, civil society communication/ engagement plans, contact information of civil society constituencies, calendar of activities, etc.).
* Liaise with relevant CCM members to discuss the scope of work, timelines and to gather background for the assignment and input into the process.
* Support the CCM, particularly the civil society constituencies in preparation and participation in quarterly CCM meetings, oversight committee, other sub-committees, technical meetings, etc.).
	+ Support CSO representatives to prepare for meetings by helping them review and understand agenda items and key documents in advance.
	+ Facilitate consultation process with their constituency to obtain input (e.g. qualitative or quantitative data) and positions on the agenda and any emerging issues requiring governance attention.
	+ Help define and articulate the constituency’s position for the CCM meeting, ensuring clarity, evidence-based and data-driven arguments and analysis. This should specifically highlight the differentiated needs of populations most vulnerable to and affected by HIV, TB and malaria and community representatives.
	+ Outline desired outcome of meetings and proceedings at CCM meetings, ensuring views of diverse stakeholders are taken into consideration.
	+ Coordinate the development of speaking notes and other supporting materials to use during CCM meetings.
	+ Facilitate and support analytical data-driven discussions and decisions.
* Facilitate debriefs from CCM meetings.
	+ Conduct a facilitated discussion of the results achieved /decisions made during CCM meetings by the CCM civil society and community members and/or alternates.
	+ Discuss and finalize the agendas to be raised in the next CCM meeting.
* Develop engagement or communication plan, tools, and/or templates for rapid sharing of data/information by CCM representatives of key and vulnerable populations, civil society, and/or communities living with and affected by the three diseases to their constituencies – based on needs of constituencies and their representatives.
* Develop a summary report with key findings, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.

**C19RM Coordination** * Enhance coordination among CCM constituencies and key stakeholders in implementation of C19RM grants and other related Global Fund grants, 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 programs and grants implementation;
	+ Analyse and identify the program and grants implementation progress, issues, challenges and bottlenecks;
	+ Provide summary reports of the program and grants implementation 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.
* Support the CCM Secretariat in overall CCM operational function as requires.
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| **Reporting and Communication Lines** |
| The National Offer to Support CCM Engagement andC19RM Coordinationreports to the CCM Executive Director of the CCM Secretariat and is accountable to the CCM, Executive Committee and all CCM’s Committees. The National Officer will be based in the CCM Secretariat and will work in close collaboration with the CCM representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases and national and development partners.   |
| **Level of Effort (LoE)** |
| Since this position will be funded from different funding sources, the National Officer shall put his/her level of effort to work equally in support of both CCM Engagement andC19RM Coordination.  |
| **Key Deliverables** |
| * Preparation of documents and speaking notes summarizing the position(s) of representatives of key and vulnerable populations, civil society, and communities living with and/or affected by the three diseases.
* Quarterly reports (prior to CCM meetings) summarizing decisions made at CCM meetings and follow-up actions by representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases.
* Evidence of functional and effective bi-directional accountability/feedback communication channels and tools for rapid sharing of data/information by representatives of key and vulnerable populations, civil society, and/or communities living with and affected by the three diseases to their constituencies.
* Summary report, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.
* Summary report of meaningful consultation and coordination (with Civil Society/communities, Technical Partners and national COVID-19 coordinating structures) and proper documentation of good governance and inclusive decision-making in the implementation of C19RM Funding Requests.

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| **Qualifications, Experiences and Competencies**  |
| **Qualifications** * Bachelor's degree required, with social science, public health, population studies orientation highly desirable.
* Postgraduate degree in any of the fields mentioned above will be advantage;

**Experiences*** At least 3 years of experience in project coordination and working with key populations, people living with and/or affected by the three diseases, civil society and community groups.
* Experience working in a multi-stakeholder governance environment;
* Demonstrated expertise and experience of consulting with multi-stakeholder bodies in the areas of civil society organizations engagement, management, capacity development, and/or rights advocacy of populations most vulnerable to and/or affected by HIV, TB and malaria and community groups.
* Demonstrated commitment to the role of communities in responses to HIV and AIDS, TB and malaria, and the principles of meaningful community engagement and participation.
* Familiarity with and knowledge of the national health sector and the development partner platforms/programs in country;
* Familiarity with epidemiologic and programmatic indicators for COVID-19 and key financial indicators;
* General familiarity with COVID-19 control and containment interventions;

**Optional qualifications and competencies** * Demonstrated knowledge/experience of the Global Fund grant architecture and management process.
* Demonstrated knowledge/experience of CCM governance related issues.
* Demonstrated understanding of civil society constituencies’ role in the Global Fund
* Ability to engage populations most vulnerable to and/or affected by HIV, TB and malaria and community representatives, encourage participation, keep people’s attention and keep the discussion moving.
* Proficiency in data collection, triangulation and information analysis from different sources;
* Proficiency in the synthesis of financial, programmatic and management information;
* Strong writing, presentation, facilitation, coordination and communication skills;
* Proficiency in English writing and the use of Microsoft Office, particularly Microsoft Excel and Microsoft Project;
* Strong inter-personal skills and proven ability to communicate and interact with the government and non-government sectors (e.g., National Health Programs, Civil Society Organizations, UN agencies and the private sector;
* Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.

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