

TERMS OF REFERENCE

CCM Secretariat	
Job Description	
Job title: Oversight and Transition Officer	Supervisor: Executive Director of CCM Secretariat
Duration of contract: 12 months	Location: CCM Secretariat, Vientiane Capital
Overview	
<p>Oversight is a key function of the Country Coordinating Mechanism (CCM), focusing on the essential financial, programmatic and management aspects of the grant portfolio. Global Fund supported interventions contribute to the broader national health response via an enhanced use of strategic information and a risk management approach. The CCM Secretariat (particularly through the Oversight and Transition Officer) plays a key support role for this function, which ranges from facilitating logistical arrangements and coordination with the oversight committee to information synthesis and analysis. This document can be used when an oversight and transition officer is part of the staff of the CCM Secretariat or in cases where an Executive Secretary is directly supporting the implementation of oversight activities for the CCM. The document also considers specific tasks for countries currently preparing for or already going through transition-related processes.</p>	
Objectives of the Position	
<ol style="list-style-type: none"> 1. Provide support to oversight planning and implementation. 2. Provide technical and administrative support to the CCM oversight committee. 3. Facilitate and support analytical data-driven discussions and decision-making. 	
Scope of Work	
<p>Operational Area 1: Support Oversight Planning and Implementation</p> <ul style="list-style-type: none"> • Update the CCM oversight plan in coordination with the Executive Secretary and the oversight committee and obtain full endorsement for this plan by the CCM. The Oversight and Transition Officer will then ensure the plan details specific activities, tools and methods for data collection, analysis and reporting, individual and/or constituency responsibilities, relevant elements and indicators related to risk management, issues related to sustainability or transition (where relevant), and realization of co-financing commitments / co-financing tracking (if possible, based on country context). The Oversight and Transition Officer then ensures the plan, tailored to the country’s grant objectives and priorities, is implemented. • Assist the oversight committee in the implementation of the annual oversight work plan. Ensure the implementation of activities of the oversight process (i.e. collection of information, analysis, provision of recommendations to the CCM General Assembly, following up on actions decided by the CCM and sharing oversight information with the Global Fund on a frequent basis). • Communicate/coordinate with Principal Recipients (PRs) in the preparation and presentation of oversight reports (based on key insights from progress update/disbursement requests (PUDRs), Grant Management letters, and/or other reporting tools available). <ul style="list-style-type: none"> ○ If dashboards are available, manage and lead their generation, presentation and analysis. ○ If dashboards are not available, develop and provide appropriate templates and liaise with PRs to establish clear procedures and formats for frequent information sharing. • In transition preparedness settings: <ul style="list-style-type: none"> ○ Support the oversight of the implementation of a transition plan. ○ Conduct oversight of agreed actions to strengthen sustainability of the national response and/or health systems. ○ Support CCMs to identify key sustainability, transition and co-financing priorities for targeted efforts. 	

- Share and disseminate knowledge on sustainability, transition and co-financing priorities.
- In countries with transition grants (i.e., that are transitioning from Global Fund financing):
 - Ensure adequate oversight of implementation of activities detailed in the transition grant and transition plan.

Operational Area 2: Provide Technical and Administrative Support to the CCM Oversight Committee

- Support the oversight committee in the implementation of oversight activities throughout the Global Fund’s grant life cycle (i.e., funding request preparation, grant-making, implementation and closure).
- Support the preparation and implementation of quarterly oversight committee meetings, ensuring all relevant information is adequately synthesized and organized to facilitate discussions.
- Support the oversight committee in the preparation and implementation of information collection activities, including meetings with PRs, site visits, consultations with specific groups (e.g., community-based monitoring initiatives, where these exist).
- Develop and share procedures and templates to conduct site visits and support the oversight committee in their implementation. Whenever possible, leveraging other in-country field visits (e.g. field visits organized by the Ministry of Health and other donors, etc.). Specific tasks include:
 - Analysis of issues to be explored during the site visit.
 - Documentation of the site visit team’s findings and recommendations.
 - Submission of the site visit findings and recommendations to the oversight committee.
- Ensure that all oversight committee members are informed about Global Fund oversight policies, guidelines and tools.
- Develop minutes of oversight committee meetings, including recommendations provided and actions agreed.
- Track CCM decisions and actions based on the oversight committee’s recommendations.
- Carry out additional tasks under this operational area as requested by the CCM chair.

Operational Area 3: Facilitate and support analytical data-driven discussions and decisions

- Synthesize and analyze relevant information from different sources to support data-driven discussions of the CCM and its committees.
- Analyze data and triangulate with site visit reports to identify critical implementation and risk mitigation challenges of PRs.
- Summarize critical grant implementation issues and present them to the oversight committee using the available formats/tools.
- Ensure that all key processes are driven by strategic information drawn from in-country sources and Global Fund-specific-supported interventions.
- Work with the Global Fund Country Team, PRs, and the oversight committee to hold and maintain ongoing data-driven dialogue for grant performance purposes. The data-driven dialogue includes the identification and analysis of key financial, programmatic, management and risk-related issues/information contained in PR reporting tools and/or available oversight tools. An important aspect of analysis is the assessment of consistency of financial and programmatic data as well as the potential effect of identified risks on grant performance and on national program performance.
- Support the CCM (through the oversight committee) to actively oversee and manage risks, by ensuring that they are adequately identified and mitigated. This includes taking part in the development of risk assurance planning and validation processes.
- Support the oversight committee in tracking the status of co-financing commitments using available tools or procedures.
- Oversee timely and accurate updates of reporting tools (e.g. dashboards, where these exist) and support the oversight committee presentations to the CCM.
- Ensure that information from community-based monitoring initiatives (where these exist in the country) is considered and incorporated in the oversight assessments and reports.

Reporting and Communication Lines

The Oversight and Transition Officer reports to the CCM Executive Director and is accountable to the CCM General Assembly. In addition, the Oversight and Transition Officer liaises and coordinates with the CCM Oversight Committee, CCM Secretariat Staff, CCM Executive Committee, the Country Team (when possible

and during country visits), and Principal Recipients.

Period of Performance

The period of performance and expected duration of the contract is 12 months.

Qualifications, experience and skills

Qualifications and experience

- Bachelor's degree required, with social science, public health, population studies orientation highly desirable and advanced degree preferred.
- At least 2 years of experience in monitoring & evaluation or oversight of projects/programs.
- Experience in project-level or state/national-level monitoring and evaluation system implementation.
- Familiarity with the Global Fund CCM Policy and Oversight Function is desirable.
- In transition preparedness settings: familiarity with Global Fund transition-related processes and the Global Fund's sustainability, transition and co-financing guidance (desirable).
- Familiarity with the country's health system structures.
- Familiarity with epidemiologic indicators for HIV, TB and malaria and financial indicators.
- Experience working in a multi-stakeholder governance environment.

Skills

- Proficiency in data collection, triangulation and information analysis from different sources.
- Policy decision-support, strategic analysis and reporting.
- 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, NGOs, UN agencies and the private sector.
- Strong writing, presentation, facilitation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.