

Terms of Reference of Oversight Committee

1. Purpose

The Oversight Committee is responsible for contributing to effective oversight of all Global Fund financed programs and related processes in Bhutan, in accordance with the functions delegated to it by the Bhutan Country Coordinating Mechanism for the Global Fund (“the CCM”) as defined in the CCM Governance Manual and these Terms of Reference. The Committee assists the CCM to fulfill its responsibility to hold Principal Recipients accountable for resources given to the country: “CCMs are required to put in place and maintain a transparent, documented process to oversee program implementation”.¹

2. Membership

The Oversight Committee shall consist of a Chair, a Vice-Chair, and four Ordinary Members, appointed by the CCM. Membership of the CCM is not a prerequisite for membership of the Oversight Committee with the exception of the positions of Chair and Vice-Chair of the Oversight Committee. Members of the oversight committee shall not be representatives of Principal Recipients nor Sub Recipient nor Sub Recipient institutions. The Oversight Committee shall have one member with Financial Management expertise.

The CCM shall nominate members of the Oversight Committee. Candidates who are non-CCM members will be required to complete the same conflict of interest declarations prepared by all CCM members. The CCM will determine whether, based on the non-CCM candidate’s declaration, he/she meets the standard for conflict of interest required for members of the Oversight Committee.

3. Meeting Frequency

The Oversight Committee shall meet at least quarterly, and may meet more frequently as circumstances require. Meetings shall take place at least 2 weeks prior to each regular quarterly CCM meeting, so that Committee deliberations may be reported to the CCM.

4. Roles and Responsibilities of Oversight Committee

- a. The Oversight Committee is empowered to deliberate and make recommendations on all oversight issues in accordance with these Terms of Reference and its workplan, or on any matter referred to it by the CCM.
- b. The Oversight Committee shall table all recommendations at the next meeting of the CCM following the making of the recommendations.
- c. In consultation with the CCM, the Oversight Committee shall lead or contribute to the following oversight processes:
 - i. Grant implementation;
 - ii. Grant Continuations ;
 - iii. Donor coordination and alignment with the national health systems;
 - iv. Grant closure.

¹ *Guideline on the Purpose, Structure, Composition and Funding of Country Coordinating Mechanisms and Requirements for Grant Eligibility*, Global Fund website:

www.theglobalfund.org/documents/ccm/Guidelines_CCMPurposeStructureComposition_en.pdf, page 4.

- d. The Oversight Committee shall ensure that it performs its oversight functions in relation to the following areas associated with Global Fund financed programs and activities in Bhutan:
 - i. Finance, including tax exemption,
 - ii. Grant management by the PR;
 - iii. Procurement;
 - iv. Implementation;
 - v. PR/SR partnership;
 - vi. Results;
 - vii. Reporting;
 - viii. Technical assistance.

1. Technical Working Groups

- a. The Oversight Committee shall utilize four Technical Working Groups (TWGs) to provide expert knowledge and advice to the Oversight Committee on matters of program implementation, management and evaluation.
- b. The four TWGs shall be:
 - i. AIDS Technical Working Group
 - ii. TB Technical Working Group
 - iii. Malaria Technical Working Group
 - iv. Health System Strengthening Technical Working Group.
- c. Composition of the TWGs
 - i. Members will be appointed on the basis of their technical or program management knowledge and expertise for each TWG
 - ii. The CCM will nominate members to the TWGs. The Chairman of the Oversight Committee is responsible for recommending to the CCM suitable persons for the TWGs.
 - iii. The TWG members may come from any organization, including PRs, SRs, SSRs or development partners. However they will not take part in, nor be present at the decision-making by the Oversight Committee.