

Terms of Reference

Title : CCM Coordinator, CCM Secretariat for the Global Fund
Time period : 2 years (Extension based on performance)
Position level : P3-A
Location : CCM Secretariat, Ministry of Health building, Thimphu.

Background

Bhutan Country Coordinating Mechanisms (CCM) is comprised of members representing government, private, civil society, people living with diseases, faith based organizations, and multilateral and bilateral partners. A CCM is responsible for submitting proposals for GFATM financing, nominating the PRs and overseeing grant implementation. The CCM was reorganised and more formally established in March 2011 in keeping with GFATM guidelines, and has 20 members and 20 alternate members, a majority of whom represent civil society organizations. As a prerequisite to accessing funds from the GFATM, every country is obliged to organize itself through the establishment of a CCM. An independent CCM Secretariat under the supervision of the CCM Chairperson handles the day-to-day functions of the CCM.

Since the advent of GFATM in Bhutan (April 2005), the Ministry of Health (MoH) has been the Principal Recipient (PR), implementing the grants to fight the three diseases.

The Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM) is a multi-billion dollar international financing mechanism formed in 2002 to scale up financing in lower income countries. The Global Fund Secretariat based in Geneva, Switzerland manages the grant portfolios, including screening of proposals, authorizing disbursement of funds and ensuring that grant approvals are performance-based. More generally, the Secretariat is tasked with executing Board policies; resource mobilization; providing strategic, policy, financial, legal and administrative support; and overseeing monitoring and evaluation.

Overall objectives

The CCM Secretariat headed by a CCM Coordinator executes the day-to-day functions as delegated by the Executive Committee, CCM Chair / Vice Chair and the CCM. The CCM Coordinator and the CCM Secretariat supports the decision-making and other functions of the CCM.

The CCM Secretariat is the primary point of communication for the CCM, and shall receive and allocate communications received for consideration and action under the direction of the CCM members.

The CCM Coordinator of the CCM Secretariat attends meetings of the CCM but is not a voting member. The CCM Secretariat will support the CCM by:

a. Supporting CCM organisation and management:

- i. Making arrangements CCM meetings, including preparation and distribution of the agenda, and the issuing of meeting notices;
- ii. Establishing and updating CCM foundation documents and committee / working party terms of reference;
- iii. Facilitating selection / election and appointment of CCM members from constituency groups;
- iv. Facilitating processes for election of CCM Officer Bearers;
- v. Facilitating appointment of CCM and non-CCM members to committees and working parties in accordance with approved terms of reference;
- vi. Facilitating creation of expert pools to support CCM activities;
- vii. Coordinating CCM member orientation and capacity building activities;
- viii. Other duties delegated by the CCM Chair and/or Executive Committee.

b. Supporting harmonization:

- i. Assisting the Proposal Development Committee in liaising with national and non-government agencies and development partners to ensure Global Fund activities are developed and implemented in close alignment with other efforts and to ensure that information for robust gap analysis is available;
- ii. Providing information to support harmonization endeavors and the inclusion of Global Fund activities in national results;
- iii. Identifying and investigating opportunities for resource mobilization to support CCM activities.

c. Supporting proposal development:

- i. Providing administrative support to Proposal Development Committee;
- ii. Accessing and providing to Committee members relevant Global Fund guidelines for proposals;
- iii. Facilitating a transparent Principal Recipient selection process through calls for expression of interest and transparent review and assessment of such;
- iv. Facilitating Sub-Recipient selection in consultation with nominated Principal Recipients;
- v. Establishing and maintaining a consultant/technical assistance roster including support from development partners to facilitate proposal writing process;
- vi. Providing communication support for submission of proposals for CCM approval, for submission of endorsed proposals to the Global Fund, and for timely responses by the CCM to questions and comments regarding the proposals.

d. Supporting oversight of grant implementation:

- i. Providing administrative and technical support to the Oversight Committee;
- ii. Collection of relevant information on in-country grant performance from principal recipients, the Global Fund and other information sources;
- iii. Undertaking preliminary analysis of programmatic and financial information on grant performance;
- iv. Synthesising or repackaging grant performance information to support identification by Oversight Committee members of key issues, trends and elements requiring CCM intervention;
- v. Coordinating CCM oversight site visits;

vi. Facilitating reporting by the Oversight Committee to the CCM on grant performance, and communication and implementation of CCM decisions on oversight.

e. Supporting documentation and communication:

- i. Maintaining and archiving all records of the CCM, its committees and working parties, including minutes and correspondence arising from decisions and deliberations of the CCM and its committees;
- ii. Maintaining and archiving all documentation regarding selection / election and appointment of CCM members from constituency groups;
- iii. Maintaining and archiving all communication by the CCM regarding development of proposals including details of consultants used in proposal development;
- iv. Maintaining and archiving all documentation regarding calls for expressions of interest in principal recipient roles and other implementation partners and selection thereof;
- v. Maintaining and archiving all financial records of the CCM and its activities;
- vi. Providing advice on availability of, and, where appropriate, repackaging information on Global Fund rules, regulations and guidelines and in-country program activities and performance for CCM members and development partners both in Dzongkha and English.

Required qualification, skills and experience

- A minimum of 5-8 years of demonstrated experience successfully managing a project related to health with a minimum qualification of Bachelors degree, preferably Masters Degree in Public Health / Financial Management/ Business Administration/ Commerce or with experience in related field.
- Previous experience of organizing large-scale meetings (40+) with international participants from a wide range of backgrounds, i.e., government, donors, civil society, health care professionals, academics, etc.
- Skilled coordinator, preferably with experience in managing multi-location teams
- Well-organized with capacity to prioritize as required
- Ability to identify emerging problems and seek solutions
- Ability to make right decisions weighing the pros and the cons, ensuring the decision is just and equitable.
- Excellent communicator, both oral and written
- Knowledge of finance issues, detail oriented, excellent math skills to ensure accuracy of financial reports.
- Ability to travel

For more information on the CCM and the Secretariat, please visit bhutanccm.org

If you would like to apply for this position, please send your CV along with your degree certificates to suneeta.chhetri@bhutanccm.org/ chhetri.suneeta@gmail.com by 4:00 p.m. 10 February 2016. Contact CCM Secretariat at +975 2 331751 for more information.