

Terms of Reference (ToR)

Title of consultancy: Facilitate the induction and training of CCM members

1. Background

The Bhutan Country Coordinating Mechanism (Bhutan CCM) is a multi-stakeholder partnership which includes representatives from both the public and private sectors, including governments, multilateral/bilateral agencies, non-governmental organizations, academic institutions, private businesses, and people living with the diseases. The Bhutan CCM is central to the Global Fund's commitment to local ownership and participatory decision-making. For each grant, the CCM nominates one or more public or private organizations to serve as Principal Recipients.

In line with provision of CCM governance manual, the Bhutan CCM was restructured in 2011, oversee the Global Fund supported activities in the country with total 20 members (5 from the Government, 7 Non-Governmental Organizations, 2 from multilateral partners, and 1 each from faith-based organization, academic, private sector, people living with the disease, key affected population and bilateral partners) for two years term.

Since, the nominated/elected members on the CCM board will successfully come to an end of two years tenure. The proposal to renew/nominate/elect, will depend on the decision of the CCM.

Thus, to strengthen the capacity of newly elected/nominated members the technical support is sought on following areas;

1. Induction/orientation to new members on
 - CCM Governance,
 - Members' roles and Responsibilities
 - Effective grant Oversight
 - Conflict of Interest,
 - TGF Eligibility Requirements
 - Introduction to CCM eligibility and performance assessment tool
 - New Funding Model
 - Intro to PUDR and EFR
 - Brief information on grant oversight tool - Dashboard

2. Outcome, output(s), activity(ies), and indicator(s) of the consultancy

Level	Indicators
Outcome Improve Global Fund grant performance through effective grant oversight by CCM members	Will be measured through grant performance rating

Level	Indicators
<p>Output 1 Newly elected members are oriented and inducted.</p>	<ul style="list-style-type: none"> • Conduct post evaluation by simple questionnaire to ensure all members has filled correct answers on following areas; <ul style="list-style-type: none"> ▪ CCM Governance, ▪ Members' roles and Responsibilities ▪ Effective grant Oversight ▪ Conflict of Interest, ▪ TGF Eligibility Requirements ▪ Introduction to CCM eligibility and performance assessment tool ▪ New Funding Model ▪ Intro to PUDR and EFR ▪ Brief information on grant oversight tool - Dashboard
<p>Major activities</p> <ul style="list-style-type: none"> • Develop orientation reference material • Develop pre and post questionnaires • Conduct pre and post evaluation • Orientation and induction to newly elected CCM members on the mentioned topics above 	

3. Specific tasks

No.

Task/activity (Please list and describe each task/activity individually)

Remarks

No. of reimbursable days

Selection of Consultants and signing of contact agreement

1

Development of orientation/training reference materials:

Based on the working arrangement modalities of previous CCM, the local consultant will develop need assessment after consulting with outgoing CCM member, the findings will be incorporated.

The consultant will develop orientation/training material in close consultation with the CCM Secretariat. In-country