

Terms of Reference (ToR)

Title of consultancy: Facilitate the induction and training of OSC members to effectively conduct grant oversight, and training on use of Oversight tool to OSC members, PRs, SRs, and implementing partners.

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**, to 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 OSC will come to end by two years, and 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 OSC 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
 - PUDR and EFR
2. Training on grant oversight tool – Dashboard using PUDR and EFR

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

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

Level	Indicators
Output 1 Newly elected members are oriented and inducted.	<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
Major activities <ul style="list-style-type: none"> • Develop orientation reference manual • Develop questionnaires, evaluation and assessment. • Orientation and induction to newly elected CCM members on the mentioned topics above 	
Output 2 <ul style="list-style-type: none"> • Understanding and use of dashboard 	<ul style="list-style-type: none"> • The oversight tool-dashboard will be efficiently and effectively used in the future • Practical test shall be conducted in groups and make each groups to present using the latest Progress reports of all three diseases to ensure strong understanding of the tool
Major activities <ul style="list-style-type: none"> • Valid dashboard tool circulated to all participants prior to the training. • Conduct Re-fresher Training • Conduct final test in working groups and presentation 	
Major activities <ul style="list-style-type: none"> • Identify the parts of the user manual • Development of the user manual 	

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

Development of orientation/training module:

The consultant will prepare orientation/training reference in consultation with the CCM Secretariat.

In-country