

## Terms of Reference

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**Title** : Asst. Monitoring and Evaluation Officer, CCM Secretariat  
**Time period** : Sept 2016 (One year contract extendable based on performance)  
**Position level** : P5-A (8)  
**Location** : CCM (Ministry of Health building, Kawajangsa, 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 reorganized and more formally established in March 2011 in keeping with GFATM guidelines, and has 20 members and 20 alternate members, a majority of who 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 is the primary point of communication for the CCM members and the CCM and supports the decision-making and other functions. The staff of the CCM Secretariat attends meetings of the CCM but is not a voting member.

The CCM Secretariat executes the day-to-day functions delegated by the Executive Committee, CCM Chair / Vice Chair, as outlined below:

### **a. Supporting CCM organization and management:**

- Assist in making arrangements CCM meetings, including preparation and distribution of the agenda, and the issuing of meeting notices;
- Assist in establishing and updating CCM foundation documents and committee / working party terms of reference
- Assist in facilitating selection / election and appointment of CCM members from constituency groups
- Assist in facilitating processes for election of CCM Officer Bearers
- Assist in facilitating appointment of CCM and non-CCM members to committees and working parties in accordance with approved terms of reference.
- Assist in facilitating creation of expert pools to support CCM activities.
- Assist in coordinating CCM member orientation and capacity building activities.
- Other duties delegated by the CCM Coordinator, CCM Chair and/or Executive Committee.

### **b. Supporting harmonization:**

- 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.
- Assist in providing information to support harmonization endeavors and the inclusion of Global Fund activities in national results.
- Assist in identifying and investigating opportunities for resource mobilization to support CCM activities.

**c. Supporting proposal development:**

- Providing administrative support to Proposal Development Committee
- Assist in accessing and providing to Committee members relevant Global Fund guidelines for proposals
- Assist in facilitating a transparent Principal Recipient selection process through calls for expression of interest and transparent review and assessment of such
- Assist in facilitating Sub-Recipient selection in consultation with nominated Principal Recipients
- Assist in establishing and maintaining a consultant/technical assistance roster including support from development partners to facilitate proposal writing process.
- Assist in 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:**

- Assist in providing administrative and technical support to the Oversight Committee;
- Collection of relevant information on in-country grants performance from principal recipients, the Global Fund and other information sources.
- Undertaking preliminary analysis of programmatic and financial information on grant performance.
- Synthesizing or repackaging grant performance information to support identification by Oversight Committee members of key issues, trends and elements requiring CCM intervention.
- Coordinating CCM oversight site visits.
- 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:**

- 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.

- Maintaining and archiving all documentation regarding selection / election and appointment of CCM members from constituency groups.
- Maintaining and archiving all communication by the CCM regarding development of proposals including details of consultants used in proposal development.
- Maintaining and archiving all documentation regarding calls for expressions of interest in principal recipient roles and other implementation partners and selection thereof.
- Maintaining and archiving all financial records of the CCM and its activities.
- 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 (if necessary) and in English.

**Required qualification, skills and experience:**

- A minimum qualification of a degree in Commerce / Economic / Business Administration.
- A minimum of 3-4 years of demonstrated experience in a project related to health or any other related field.
- With good knowledge of Tally v 9.1
- Well-organized with capacity to prioritize as required.
- Ability to identify emerging problems and seek solutions.
- Excellent communicator, both oral and written.
- Ability to make right decisions weighing the pros and the cons, ensuring the decision is just and equitable.
- Knowledge of finance issues, detailed oriented, excellent math skills to ensure accuracy of financial reports.

**Remunerations:**

- Starting Basic Salary of Nu.17, 495-350-22,745 plus 30% contract allowance and other benefits as per the BSCR Contract terms and regulations.

**For information on the organization, please visit [bhutanccm.org](http://bhutanccm.org)**

If you would like to apply for this position, please submit your CV with a cover letter and necessary academic certificates to **Bhutan Country Coordinating Mechanism (CCM) Secretariat, c/o Ministry of Health, Kawajangsa, Tel: 331751, Thimphu** latest by 12 noon, 29<sup>th</sup> August 2016.