

## Terms of Reference

<b>Position Title</b>	: Oversight Officer
<b>Contract duration</b>	: November 2022-June 2023
<b>Position level</b>	: P5A
<b>Basic Pay Scale</b>	: Nu. 20645- 415 - 26870
<b>Contract Type</b>	: Regular Contract
<b>Probation period</b>	: 2 months (Continuation of service based on the performance)
<b>Placement</b>	: Bhutan CCM Secretariat, Ministry of Health building, Kawajangsa, Thimphu

### 1. Background

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 fund represents a new approach to international health financing through a public-private partnership.

Country Coordinating Mechanisms (CCM) is a national governing body. As a prerequisite to accessing funds from the GFATM, every recipient country is obliged to organize itself through the establishment of a Country Coordinating Mechanism as the central pillar to the Global Fund's commitment to local ownership and participatory decision-making. The country-level multi-stakeholder partnerships develop and submit grant proposals to the Global Fund based on priority needs at the national level and oversee grants on behalf of their countries.

The Country Coordinating Mechanisms includes representatives of all sectors involved in the response to the diseases: academic institutions, civil society, faith-based organizations, government, multilateral and bilateral agencies, nongovernmental organizations, and people living with the diseases, the private sector and technical agencies. They are a key element of the Global Fund partnership to perform following functions:

- Coordinates the development of the national request for funding
- Nominates the Principal Recipient
- Oversees the implementation of approved grants
- Approves any reprogramming requests
- Ensures linkages and consistency between Global Fund grants and other national health and development programs

The Bhutan CCM was reorganized and more formally established in March 2011 in keeping with GFATM guidelines. The CCM Secretariat executes the day-to-day functions as delegated by the CCM and CCM Chair / Vice Chair. The CCM Secretariat supports the decision-making and other functions of the CCM. The CCM Secretariat is the primary point of communication for consideration and action under the direction of the CCM members

Oversight is one of the core areas of responsibility for the Country Coordinating Mechanism, focusing on key financial, programmatic and management aspects of the grant portfolio and their contribution to the national health response. This function, which looks at the vital signs or high-level elements of the Global Fund investments, aims to verify that grants are performing according to agreed plans and targets.

Oversight corresponds to **CCM eligibility requirement 3**, requiring the development of an oversight plan. Oversight is not grant monitoring, which is the day-to-day responsibility of Principal Recipients. This function is an opportunity to support Principal Recipients in identifying and addressing key implementation bottlenecks. The core principle of oversight is to ensure that resources are being used efficiently and effectively to end the diseases and help ensure resilient and sustainable systems for health.

## 2. Objectives

- a. Provide support to oversight planning and implementation.
  - b. Facilitate and support analytical data-driven discussions and decision-making.
  - c. Provide technical and administrative support to the CCM Oversight committee.
- Refer to the Global Funds' Oversight Guidance notes:  
<https://www.theglobalfund.org/en/country-coordinating-mechanism/evolution/oversight/>

## 3. Scope of the Work

Sl.#	Scope of work/ Operational Area	
3.1	<b>Support Oversight Planning and Implementation</b>	<ul style="list-style-type: none"> <li>● Update the CCM oversight plan in coordination with the Executive Secretary and the oversight committee and obtain full endorsement for this plan by the CCM. The oversight TA will then ensure the plan details specific activities, tools and methods for data collection, analysis and reporting, individual and/or constituency responsibilities, relevant elements and indicators related to risk management, issues related to sustainability or transition (where relevant), and realization of co-financing commitments / co-financing tracking (if possible based on country context). The oversight TA then ensures the plan, tailored to the country's grant objectives and priorities, is implemented.</li> <li>● Assist the oversight committee in the implementation of the annual oversight work plan (i.e. collection of information, analysis, and provision of recommendations to the CCM General Assembly, following up on actions decided by the CCM and sharing oversight information with the Global Fund on a frequent basis).</li> </ul>

		<ul style="list-style-type: none"> <li>● Communicate/coordinate with Principal Recipients (PRs) in the preparation and presentation of oversight reports (based on key insights from the CCM dashboard, progress update/disbursement requests (PUDRs), Grant Management Dashboards, and/or other reporting tools available). <ul style="list-style-type: none"> <li>○ If dashboards are available, manage and lead their generation, presentation and analysis.</li> <li>○ If dashboards are not available, develop and provide appropriate templates and liaise with PRs to establish clear procedures and formats for frequent information sharing.</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>● In transition preparedness settings: <ul style="list-style-type: none"> <li>○ Support the oversight of the implementation of a transition plan.</li> <li>○ Conduct oversight of agreed actions to strengthen sustainability of the national response and/or health systems.</li> <li>○ Support CCMs to identify key sustainability, transition and co-financing priorities for targeted efforts.</li> <li>○ Share and disseminate knowledge on sustainability, transition and co-financing priorities.</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>● In countries with transition grants (i.e., that are transitioning from Global Fund financing): <ul style="list-style-type: none"> <li>○ Ensure adequate oversight of implementation of activities detailed in the transition grant and transition plan.</li> </ul> </li> </ul>
3.2	<b>Provide Technical Support to the CCM Oversight Committee</b>	<ul style="list-style-type: none"> <li>● Support the oversight committee in the implementation of oversight activities throughout the Global Fund’s grant life cycle (i.e., funding request preparation, grant-making, implementation and closure).</li> </ul> <ul style="list-style-type: none"> <li>● Support the preparation of quarterly oversight committee meetings, ensuring all relevant information is adequately synthesized and organized to facilitate discussions.</li> </ul>

		<ul style="list-style-type: none"> <li>● Develop and share procedures and templates to conduct site visits and support the oversight committee in their implementation. Whenever possible, leveraging other in-country field visits (e.g. field visits organized by the Ministry of Health and other donors, etc.). Specific tasks include: <ul style="list-style-type: none"> <li>○ Analysis of issues to be explored during the site visit.</li> <li>○ Documentation of the site visit team’s findings and recommendations.</li> <li>○ Submission of the site visit findings and recommendations to the oversight committee.</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>● Track CCM decisions and actions based on the oversight committee’s recommendations.</li> </ul>
		<ul style="list-style-type: none"> <li>● Carry out additional tasks under this operational area as requested by the CCM chair.</li> </ul>
<b>3.3</b>	<b>Facilitate and support analytical data-driven discussions and decisions</b>	<ul style="list-style-type: none"> <li>● Synthesize and analyze relevant information from different sources to support data-driven discussions of the CCM and its committees.</li> </ul>
		<ul style="list-style-type: none"> <li>● Revise Oversight field visit tool, Analyze data and triangulate with site visit reports to identify critical implementation and risk mitigation challenges of PRs.</li> </ul>
		<ul style="list-style-type: none"> <li>● Summarize critical grant implementation issues and present them to the oversight committee using the available formats/tools.</li> </ul>
		<ul style="list-style-type: none"> <li>● Ensure that all key processes are driven by strategic information drawn from in-country sources and Global Fund-specific-supported interventions.</li> </ul>
		<ul style="list-style-type: none"> <li>● Work with the Global Fund Country Team, PRs, and the oversight committee to hold and maintain ongoing data-driven dialogue for grant performance purposes. The data-driven dialogue includes the identification and analysis of key financial, programmatic, management and risk-related issues/information contained in PR reporting tools and/or available oversight tools. An important aspect of analysis is the assessment of consistency of financial and programmatic data as well as the potential effect of identified risks on grant performance and on national program performance.</li> </ul>

		<ul style="list-style-type: none"> <li>● Support the CCM (through the oversight committee) to actively oversee and manage risks, by ensuring that they are adequately identified and mitigated. This includes taking part in the development of risk assurance planning and validation processes</li> </ul>
		<ul style="list-style-type: none"> <li>● Support the oversight committee in tracking the status of co-financing commitments using available tools or procedures</li> </ul>
		<ul style="list-style-type: none"> <li>● Oversee timely and accurate updates of reporting tools (e.g. dashboards, where these exist) and support the oversight committee presentations to the CCM.</li> </ul>
		<ul style="list-style-type: none"> <li>● Ensure that information from community-based monitoring initiatives (where these exist in the country) is considered and incorporated in the oversight assessments and reports.</li> </ul>

#### 4. Key performance

- a. Quarterly tracking and reporting on the absorption of resources available for oversight within the CCM funding agreement.
- b. Timely submission of analysis/technical summaries/completed oversight tools to support the oversight committee meetings.
- c. Timely submission of draft minutes of oversight committee's quarterly meetings with PRs to the oversight committee.
- d. Timely submission of site visit reports to the Oversight committee chair.
- e. Biannual oversight orientation for all new oversight committee members.

#### 5. Qualifications, Experience & Skills set

##### Qualifications

- Bachelor's degree in social science, public health, population studies, and related education qualification, with preferably 1-2 years of working experience in the governmental/Non-governmental/International organizations.
- Preference will be given to the candidates with working experience in project.
- Should have demonstrated understanding and adequate knowledge in planning and oversight function of the project.
- Should have familiarity with the country's health system structures.
- Should have familiarity with epidemiologic indicators for HIV, TB and Malaria and financial indicators.

### **Key skills and competencies**

- Proficiency in data collection, triangulation and information analysis from different sources.
- Policy decision-support, strategic analysis and reporting.
- Proficiency in the synthesis of financial, programmatic and management information.
- Proficiency in the use of Microsoft Office, particularly Microsoft Excel and Microsoft Project.
- Ability to work effectively with staff and organizational stakeholders.
- Strong interpersonal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
- Strong writing, presentation, facilitation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.
- Ability to design and implement Oversight tools for effective grant implementation.

### **6. Required Documents**

- Application Cover Letter
- Certificates and Mark Sheets copies of Class X, XII, Bachelor's Degree (Master's Degree if available)
- Resume/CV
- Copy of Medical Certificate
- Copy of CID card
- Copy of valid security clearance
- Work Experience certificate
- Any certificates of credits and achievements
- No Objection Certificate from the employer, if employed.

**Submission Date: 28<sup>th</sup> October 2022.**

