**Country Coordinating Mechanism Guidance Note:** Performance Management of the CCM Secretariat

Annex 1 - Template: CCM Secretariat Evaluation Form

Updated: October 2020

| **Key Task/Activity** | **SMART Metrics** | **The « What » Rating** | **The « How » Rating**  |
| --- | --- | --- | --- |
| 1. **Operations –**

Lead the CCM Secretariat and support the operational structures of the CCM | 1. All CCM members oriented, including on Ethical Code of Conduct, within 3 months of becoming a member.
2. CCM Governance documents reviewed at least every 2 years and includes positioning updates.
3. Programmatic data is available on time for oversight and funding request processes.
 | A: Over deliveredB: Fully deliveredC: Partially deliveredRating: **(one of the above)**  | 1: Exceeds expectations2: Fully meets expectations3: Partially meets expectationsRating: **(one of the above)** |
| **Overall Rating for Operations** | Result will be a combination of the “what” and “how” rating, and will be ***one*** of the following: **A1/A2/A3/B1/B2/B3/C1/C2/C3** |
| 1. **Oversight -** Enhance efficiency of oversight procedures mandated by the Global Fund
 | 1. High quality, on time reports shared with key stakeholders.
2. CCM Funding budget at 95% absorption over the 3-year funding cycle.
3. Oversee one “knowing your grant” type activity once a year.
 | A: Over deliveredB: Fully deliveredC: Partially deliveredRating: **(one of the above)** | 1: Exceeds expectations2: Fully meets expectations3: Partially meets expectationsRating: **(one of the above)**  |
| **Overall Rating for Oversight** | Result will be a combination of the “what” and “how” rating, and will be ***one*** of the following: **A1/A2/A3/B1/B2/B3/C1/C2/C3** |
| 1. **Positioning -** Facilitate political discussions and strengthen sustainability efforts

**Positioning** (continued) **-** Facilitate political discussions and strengthen sustainability efforts | 1. Participate in two stakeholder consultations annually. Consultations should bring together stakeholders on coordinating and aligning platforms and include the civil society voice.
2. Documented dialogue with one high-level government official non-CCM member annually.
3. Strengthening sustainability – ensure inclusion of sustainability and transition preparedness topics on CCM Meeting Agenda; facilitate briefings on co-financing commitments every 6 months to the CCM
4. Where relevant, (i.e. particularly in portfolios preparing to transition from Global Fund financing) ensure inclusion of updates on implementation of transition plans on CCM meeting agenda
 | A: Over deliveredB: Fully deliveredC: Partially deliveredRating: **(one of the above)** | 1: Exceeds expectations2: Fully meets expectations3: Partially meets expectationsRating: **(one of the above)**  |
| **Overall Rating for Positioning** | Result will be a combination of the “what” and “how” rating, and will be ***one*** of the following: **A1/A2/A3/B1/B2/B3/C1/C2/C3** |
| 1. **Engagement** – Foster meaningful, inclusive and active participation of key stakeholders
 | 1. Annual Performance evaluation that includes CCM member feedback.
 | A: Over deliveredB: Fully deliveredC: Partially deliveredRating: **(one of the above)** | 1: Exceeds expectations2: Fully meets expectations3: Partially meets expectationsRating: **(one of the above)**  |
| **Overall Rating for Engagement** | Result will be a combination of the “what” and “how” rating, and will be ***one*** of the following: **A1/A2/A3/B1/B2/B3/C1/C2/C3** |

**Summary of Evaluation:**

This space can be used for any comments/observations raised by CCM members not reflected in the above scores

Evaluation signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CCM Chair

Evaluation agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CCM Executive Secretary