

COVID-19 Guidance Note for CCMs

Engagement on COVID-19 Response Mechanism (C19RM) and How to Access Supplementary CCM Resources

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What is this guidance for?

- To provide Country Coordinating Mechanisms (CCMs) with practical advice on how to ensure an inclusive consultation process when developing COVID-19 Response Mechanism (C19RM) requests for funding. This note complements the [C19RM Guidelines](#) and [Technical Information Note](#) which cover the end-to-end process for C19RM.
- This note also introduces additional funding resources that CCMs can access to develop inclusive applications and outlines the tools available to support enhanced engagement.

Additional CCM funding resources

- Recognising the exceptional challenges posed by the COVID-19 crisis, the Global Fund is making available additional resources for CCMs intending to submit a COVID-19 funding request in 2021. In addition to CCM's existing annual funding, a request can be made for an increase of up to 25% of the CCM's¹ 2021 funding amount to support increased engagement with civil society and communities and to ensure coordination with national response bodies and alignment with national plans. This will allow CCMs to deliver a more robust CSO process and ensure adequate community participation –during C19RM Funding Request development, reflected in positive CSO and community feedback during and after this. Details on how to access this can be found below.

Stakeholder engagement

- All Funding Requests submitted to the Global Fund are screened for compliance with Eligibility Requirement 1 of the [Global Fund's Country Coordinating Mechanism Policy](#).
- Eligibility Requirement 1 requires all CCMs to:
 1. Coordinate the development of all funding requests through transparent and documented processes that engage a broad range of stakeholders, including

¹ Please note this support is available to CCMs and RCMs but not to Regional Organisations (ROs) or non-CCMs at this time.

CCM members and non-members, in the solicitation and the review of activities to be included in the funding request; and

2. Clearly document efforts to engage Key Populations in the development of funding requests.
- In April 2020, the Global Fund established the COVID-19 Response Mechanism (C19RM) to support countries as they respond to COVID-19, which continues to have a devastating impact on global health systems, jeopardizing the fight against HIV, TB and malaria and progress towards the 2030 goals for the three diseases.
 - In March 2021, thanks to additional funding provided by donors, the Global Fund Board approved an extension of the C19RM with plans for significant increased funding applications from affected countries.
 - Experience from the first round of C19RM funding suggested that the speed at which C19RM Funding Requests have been developed and the reality of lockdowns in many countries, have meant in-country dialogue with civil society and communities has been more difficult than usual.
 - As countries are invited to apply for further C19RM funding it is important that CCMs ensure:
 1. Maximum engagement with all stakeholders on the CCM, particularly with civil society members;
 2. They actively reach out to non-CCM members, such as community populations severely impacted by the pandemic; and
 3. There is effective alignment and coordination with the national COVID-19 response and with other bilateral and multilateral partners supporting this in the country.

What does Engagement on C19RM mean?

- The **objective** is to ensure there is a robust CCM-led consultative process around development of the Funding Request which results in an application representing the views of those most affected by the pandemic. The C19RM Funding Request should be aligned with and complementary to national COVID-19 response plans and must actively consider community interventions.
- Three **(3) key types of stakeholders** need to be actively engaged in the dialogue around the C19RM Funding Request development process. Each requires a different engagement approach from the CCM to facilitate their effective participation and take full advantage of their input.



All three elements are essential to meet the minimum standards determined by the Global Fund.

Civil Society

- **Inclusive Civil Society (CS) engagement** is about the degree of involvement and dialogue during the application process with all stakeholders, including those with less power or visibility, who are impacted by a disease and affected by the plans to respond to the pandemic. Many of these stakeholders have been traditionally excluded from decision making and there are real opportunities for CCMs to help address some of the inequities communities face as a result of the COVID-19 pandemic.
- Many of the challenges faced by the most vulnerable populations have been exacerbated due to lockdowns, disruption to livelihoods and the direct effects of the disease itself. CCMs have a duty **to raise the voice of CS members** and expand consultation beyond traditional communities affected by HIV, TB and malaria, to reach other disadvantaged persons, such as the elderly, people with disabilities and those at risk from Gender-based violence (GBV).

Considerations for the Funding Request and Implementation arrangements

- a) Data from communities will be needed to inform the C19RM Funding Request, which must detail how funding will be used to respond to the impact of COVID-19 on Key Populations, GBV, and human rights issues and should ideally list explicitly which populations are most and disproportionately impacted.
- b) CCMs should explore to provide support to Principal Recipients (PRs) to ensure that PRs have in place the Civil Society or Community-based-implementors as service providers that are best placed **to respond to the urgent needs of communities**².
- c) Additionally, a list of concrete examples of **Community Rights and Gender-related activities** to respond to the impact of COVID-19 can be found [here](#) and can be used as a tool to help generate new ideas in CCM discussions.
- d) All consultations must be documented and included in the C19RM Funding Request submission (as detailed in the application guidance), including capturing a list of CS members' suggestions for funding, even if these are not prioritized in the final budget submitted. This information will be used by the Global Fund to assess applications and to give a fuller picture of community engagement and needs.

² As a priority, current grant implementation arrangements should remain for C19RM funding. Please see the [C19RM 2021 Guidance](#) for more information on implementation arrangements.

- For further guidance, please refer to the [C19RM funding request instructions](#) and also the [Community Engagement Toolbox](#) developed by the Regional Communication and Coordination Platforms.

Coordination with COVID-19 National Response Coordinators

- Effective engagement and coordination with **National Response Coordinators** and mechanisms and alignment with COVID-19 National Strategic Preparedness and Response Plans (NSPRP) is mandatory for Funding Requests. Additionally, all applications for COVID-19 interventions **should be endorsed by the National COVID-19 response coordinating bodies**.
- These bodies take different forms in different countries and it is the responsibility of the CCM to identify and link with them at an early stage. Government and partner constituencies on CCMs must play a central role in facilitating these interactions and make sure CCMs are aware of what coordination bodies exist, who the key contacts on these are, how these work in practice and what plans have been developed or are being developed. Funding Requests should show alignment of objectives and activities with wider national plans. avoiding duplication of effort, or gaps in preparedness and response efforts, to maximize availability and efficient allocation of resources, and support strengthening of health and community systems. The end result should be a strong Funding Request well aligned with other planned activities and priorities in-country and a strong ongoing dialogue on these during delivery between the CCM and COVID-19 response mechanisms in-country.
- CCMs are uniquely positioned in-country to work with the national response and to help ensure civil society voices can influence these and move the country towards achieving SDG 3. CCMs need to document how they have engaged with national response mechanisms in their C19RM Funding Request and how the proposed interventions are aligned with national COVID-19 response plans.
- Guidelines and tools on supporting effective civil society and community representation in national decision making processes and platforms are available in the [Community Engagement Toolbox](#).

Dialogue with Other Bilateral and Multilateral Funders

- Dialogue and engagement with **bilateral partners and multilateral agencies** in-country is important to ensure transparency and alignment on COVID-19 investments. These partners are often able to build powerful links connecting CCMs to in-country health coordinating bodies and multisectoral platforms, which in the current pandemic is critical. Partners also often have links with key and vulnerable populations which can strengthen efforts to ensure the needs of these are identified and interventions to address them included in C19RM Funding Requests.
- For further information please refer to our [guidance note on Technical and Development Partners](#).

What does successful Engagement on C19RM look like?

- **Successful engagement ensures that all (100%) of CCM members** have consulted with and brought relevant views and priorities of their constituencies into planning and decisions on funding priorities and programme design. This should include the views and priorities of groups specifically impacted by COVID-19 who may not have been represented on the CCM previously. These will also have received timely information on how the application process is developing, the priorities being included and have had the ability to meaningfully input. This should ideally include having at least 3 days to review the final version of the Funding Request before it is submitted to the Global Fund.

What resources are available?

- **CCM funding resources:** At least 15% of the regular CCM budget is intended to be allocated to support civil society participation. Since the advent of COVID-19, CCMs have been allowed to reprogram activities in their costed workplans to fund COVID-19 consultations. This COVID-19 Guidance Note: Community, Rights and Gender outlines potential activities (non-exhaustive) that a CCM may include to strengthen meaningful engagement for this constituency.
- The ability to reprogram funds will continue, however, in addition to the above, the Global Fund is exceptionally making available on request, an additional disbursement of up to 25% of the CCM's 2021 annual funding allocation. This is to help build the capacity of the CCM to carry out the activities and actions detailed above. Once initial agreement is given, CCMs may spend existing budgets up to the additional amount in advance of the additional amount being disbursed. This is to allow CCM's flexibility to act rapidly in to support new C19RM Funding Request processes.
- **The 25% uplift in CCM funding** is for activities supporting inclusive civil society and community engagement in the dialogue around C19RM Funding Request development; increased alignment and coordination with national response plans and mechanisms; and increased dialogue with partners to ensure alignment of investments and activities. It is also to support ongoing dialogue, engagement, oversight and coordination with these stakeholders during implementation of the planned activities once funded. Once agreed an additional payment will be disbursed to CCMs to be used until the end of 2022 and will be in addition to regular annual CCM funds.
- **Eligible activities** include: the addition of one Human Resource in the CCM Secretariat to support engagement/coordination; short term consultancy fees for the same or for facilitators or coordinators; and consultation costs (covering meetings, communications, IT equipment etc.). As with all funding requests, please note Global Fund funds cannot be used to pay consultants to write the C19RM Funding Request. A draft **Terms of Reference for a CCM Secretariat Engagement and Coordination Officer** post are included in Annex 1 of this document.
- Funds will be initially marked in CCM's Costed Workplans under two lines 'Human resources' and 'consultation costs'. Approval for the actual use of these funds will be given on a non-objection basis through email communication between the CCM Secretariat and the FPM/CCM Hub. All use of funds will be reported on through regular CCM Funding annual reporting and may be subject to LFA verification.

Accessing the Additional CCM Funding Resources

- **Step 1:** CCMs request additional funds through a simple email to the CCM Hub, (from the CCM Secretariat, copying the CCM Leadership and the FPM) signalling whether their country plans to make an application to the C19RM.
- **Step 2:** Using existing CCM Funding Agreements the CCM Hub calculates the additional amount based on the annual allocation of the CCM and a qualitative needs assessment, in close communication with the FPM and the CCM Secretariat.
- **Step 3:** The CCM Hub will prepare an amended CCM Costed Workplan and Implementation Letter to add funds to the agreements, for CCM leadership signature. On receipt the CCM Hub will disburse funds.
- **Step 4:** After the disbursement has been received, the CCM will seek approval of the actual use of these funds on a non-objection basis through email communication between the CCM Secretariat and the FPM/CCM Hub and report to the CCM Hub on a regular basis on the implementation of the activities which are subject to usual financial verification rules.

What other tools/support are available?

- **Country Dialogue:** The Global Fund has an e-learning course on country dialogue which explains what meaningful participation is, why it is important and what it can look like in practice. [Visit ilearn](#)³ to find out more.
- **Facilitating virtual guidance:** For specific guidance in cases of restrictions of in-person gatherings, please refer to our [virtual inclusive dialogue guidance](#)⁴
- **CRG-Platforms:** Technical assistance to support civil society and communities engage in C19RM can be accessed through the [Community, Rights and Gender Regional Platforms](#)
- **Resources related to CRG:** This [document](#)⁵ consolidates resources related to CRG and has recommendations to ensure a gender responsive and rights-based response during COVID-19.

³ <https://theglobalfund.csod.com/client/theglobalfund/default.aspx>

⁴ https://www.theglobalfund.org/media/9536/covid19_virtualinclusivedialogue_guidancenote_en.pdf

⁵ https://www.theglobalfund.org/media/9648/covid19_communityrightsgender_guidancenote_en.pdf

Annex 1: Terms of Reference for a C19RM Coordination Officer / Guidance for CCM Executive Secretaries

Updated: March 2021

This note can be used for: **(1) Hiring the services of a C19RM Coordination Officer (as staff or consultant)** or **(2) Providing guidance to existing CCM Executive Secretaries on expectations and tasks required linked to the new C19RM application process**

Overview

The COVID-19 pandemic is having a catastrophic impact on the most vulnerable communities worldwide and threatens progress against HIV, TB and malaria. The Global Fund is providing immediate funding to help countries fight COVID-19, mitigate the impacts on lifesaving HIV, TB and malaria programs, and prevent fragile health systems from being overwhelmed.

Effective community and civil society engagement remain crucial for developing a robust response to the pandemic, including opportunities to support community-led initiatives both to mitigate the impact on HIV, TB and malaria services, and to strengthen the national COVID-19 response.

Key aspects of the C19RM application process

- C19RM allocation letters will be sent to eligible countries.
- Countries will submit prioritized funding requests in defined submission windows as listed on the [Global Fund website](#). Request for time-critical commodities can be sent first via a fast-track option).
- CCMs need to ensure meaningful engagement and inclusive decision making.
- Control and containment interventions need to be aligned with national response plans and be endorsed by the relevant COVID-19 Coordinating Body

Objectives of the position/tasks

1. Coordinate all aspects of **the planning and development** of C19RM Funding Requests (in close collaboration with CCM Secretariats and Leadership).
2. Ensure meaningful consultation and coordination (with **Civil Society/communities, Technical Partners and national COVID-19 coordinating structures**), documentation, good governance and inclusive decision-making in the development and submission of C19RM Funding Requests.
3. **Ensure the timely endorsement and complete submission** (either via the Fast-Track option or the appropriate window) of C19RM Funding Requests

Scope of work **Operational Area 1: Coordination of the C19RM Funding Request Planning and Development Process**

- Maintain close collaboration with the CCM Executive Secretary, the CCM Chair/Vice (or Executive Committee) and any task force or committee setup to plan and develop the C19RM Funding Request.
- Conduct a desk review of relevant C19RM application documents and guidance materials, which include but are not limited to:
 - The [C19RM application package](#);
 - The [C19RM Technical Information Note](#);
 - The [Mitigation of COVID-19 Effects on HIV, TB and Malaria Services and Programs Information Note](#); and
 - [The Technical Information Note on Community Systems and Responses](#).
- Share relevant document and guidance materials with all stakeholders.
- Maintain close and constant communication with CCM members and structures, Country Teams, technical partners and COVID-19 national coordinating bodies throughout the funding request development process. This coordination includes involvement of stakeholders from initial communications and development of first drafts to review and approval of final versions.
- Provide regular bi-weekly updates on activities and progress to the CCM Executive Secretary, CCM members, Country Teams and the CCM Hub
- Coordinate with the CCM Executive Secretary to ensure existing and additional resources to support inclusive dialogue (particularly to ensure community engagement) are available and can be utilized.
- Ensure the detail of planned activities and budgets are agreed with the CCM Hub/Country Team on an ongoing basis.

Operational Area 2: Consultation, documentation and inclusive decision-making

- Organize, conduct and document comprehensive consultations with:
 - Civil Society constituencies, with Civil Society platforms beyond the CCM membership and communities most severely affected by COVID-19;
 - Technical Partners, and
 - COVID-19 National Coordinating Structures/Bodies
- The objective of these consultations is to discuss priority areas, needs for alignment and interventions following the guidance provided by the Global Fund.
- Ensure the results/feedback and recommendations of consultations are considered in the C19RM funding request development process.

Operational Area 3: Timely endorsement and complete submission of C19RM Funding requests

- Ensure the C19RM Funding Request is endorsed by **all CCM members** using the appropriate materials/methods.
 - Ensure that proposed COVID-19 control and containment interventions considered in funding requests **are endorsed by the COVID-19 national coordinating body**.
 - Ensure the timely and complete submission of the C19RM Funding Request application materials following the guidance, method and timelines provided by the Global Fund.
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Reporting and Communication Lines The C19RM Coordination Officer reports to the CCM Chair and is accountable to the CCM General Assembly. In addition, the officer liaises and coordinates with the CCM Executive Secretary, the CCM Executive Committee and the Country Team

Period of Performance The period of performance and expected duration of the contract is ____ .

Performance

Qualifications, experience and skills

Qualifications and experience

- Bachelor's degree required, with social sciences, public health, development orientation highly desirable
- Postgraduate degree in any of the fields mentioned above.
- Familiarity with and knowledge of the national health sector and the development partner platforms/programs in country.
- Familiarity with national Civil Society platforms
- Familiarity with the Global Fund Funding Request development process and the elements of the C19RM mechanism.
- At least 2 years of experience in project-level or state/national-level project planning.
- Familiarity with epidemiologic and programmatic indicators for COVID-19 and key financial indicators.
- General familiarity with COVID-19 control and containment interventions.
- Experience working in a multi-stakeholder governance environment.
- Experience in developing past Global Fund funding requests, desirable.

Skills

- Proficiency in data collection, triangulation and information analysis from different sources.
 - 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 inter-personal skills and proven ability to communicate and interact with high-level officials from the government (e.g., National Health Programs, Civil Society Organizations, UN agencies and the private sector).
 - Strong writing, presentation, facilitation, coordination and communication skills.
 - Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.
 - Fluency in English and the national language of the country (if different).
-