

Terms of Reference

Supporting the Country Coordinating Mechanism Orientation Program

2007

General information

CCM Orientation program for CCMs

The Global Fund Secretariat is working in close collaboration with the USAID Leadership, Management, and Governance (LMG) project to develop an orientation/induction program for CCM members that will be used by CCMs worldwide.

The purpose of the CCM orientation program is to improve CCM performance by providing the CCM members with the knowledge and skills they need to effectively carry out their role and responsibilities.

The following are the three components of the orientation program:

- A. Introduction - briefing on the CCM Orientation Program
- B. Core Content for CCMs – which includes:
 - 1) eLearning content related to eligibility, performance, good governance practices, functions, sub structures, and responsibilities
 - 2) **Face to face component (facilitator guide with practical examples exercises and case studies)**
- C. Thematic Modules
 - eLearning content related to human rights, gender, climate change and health, key populations, community systems strengthening, and resilient and sustainable systems for health

Technical Assistance for facilitate the face-to-face component of the Orientation program for CCMs

In accordance with the membership renewal calendar, the CCM Hub systematically will send one consultant to each CCM, to conduct the face-to-face (F2F) component of this program. Participant completion of the eLearning component will be a prerequisite for the F2F component.

The objective of the F2F component is to ensure that every new CCM member has internalized and can apply the contents of the self-administered eLearning component.

The F2F component will be based in practical examples and case studies for applying the theory and content of the eLearning. Facilitators will have at their disposal a “facilitator guide” containing the anticipated program, key content, relevant examples, and exercises to apply the eLearning content.

I. Scope of Work for TA Providers

One International Consultant will be responsible for:

1. Preparing for the orientation: preparing themselves on the CCM information available from the TGF website and from FPMs before their trip, in order to understand the country context
2. Coach the Executive Committee and / or CCM Secretariat a remote session for a brief introduction of the orientation program
3. Support remotely session for a brief introduction of the orientation program
4. Tailoring some exercises and prioritizing some content for the particular context
5. Facilitating the face-to-face components of the CCM Member Orientation program ensuring the learning objectives of the CCM orientation program are met.

Main activities	Modality	Level of effort	
1. Overall preparation Self-preparation to understand the context of the CCM	Remotely	(4h)	1 Day
2. One hour conference call with FPM and CCM Hub		(1h)	
3. Overall preparation for the whole program (3 tiers), includes development of a work plan for the entire program		(3h)	
4. Communications with CCM Secretariat and/or Executive committee) to: <ul style="list-style-type: none"> a. Information about the whole program (3 tiers) and discussion with ExCo and/or CCM secretariat about the work plan for the entire program b. Specific preparations for Tier 3 (introductory briefing component) and assess basic CCM needs and priorities anticipated for new members 		(2h)	0.5 Day
		(2h)	
5. Coach the Executive Co and/or the CCM Secretariat in how to conduct the <i>tier 1</i> intro briefing.		(4h)	1 Day
6. Attended and support remotely to the session lead by CCM Secretariat and Executive committee <i>4-hour session to inform CCM Members and alternates about the structure and to prepare them to take the entire program. tier 1 intro briefing</i>		(4h)	
7. Small follow up after ELearning component and 2 nd communication with CCM Secretariat and/or Executive committee) to plan the in country work		(1h)	0.5 Day
8. Remote coordination for the trip- Specific preparations for Tier 3 (F2F)	(3h)		
			3 Days

Tier 2 (ELearning component) will be self-administrated by CCM members and followed up by CCM secretariat

Between step 6 and 7 in the above table, the CCM Members and Secretariat will take the eLearning

Main activities	Modality	Level of effort	
9. Specific preparations in country	In Country	(8h)	1 Day
10. Face to Face Component <ul style="list-style-type: none"> a. Facilitator works in country and facilitated the F2F component 		(15h)	2 Days
11. Conference call with FPM and CCM Hub for debriefing	Remotely	(1h)	
			3 days

Timeframe: 5 Weeks
Total Level of Effort: 6 Days of one consultant, and
Total Level of Effort: 3 days of one DTM

II. Required qualifications, expertise and competencies of Consultant(s)

The assignments will require consultants that are strong in governance, Global Fund guidelines, facilitation, interpersonal capacities, and CCM orientation program knowledge in English, French, Spanish, Portuguese and Russian, for a level of effort of 4 days (2 in-country). Specific qualifications include:

- Demonstrated knowledge/understanding/experience of the Global Fund Grant Architecture and management process: (TGF Funding Model)
- Demonstrated knowledge/understanding/experience of CCM Governance related issues
 - CCM Eligibility Requirements,
 - CCM Functions and responsibilities
 - CCM structure and sub-structures
 - CCM Secretariat responsibilities and functions
 - CCM oversight function (process, activities, responsibilities, tools)
 - Conflict of interest in CCM and associated Global Fund policies
 - Typical CCM Governance documents, such as bylaws, governance manuals, policies, and plans
- Demonstrated experience in successful TA provision in the short and medium term.
- *Skills and competencies:*
 - Excellent facilitation skills; leadership; strategic approach to consultancy; diplomacy; cultural sensitivity; adaptability and flexibility; teamwork and team building skills.
 - Knowledge of adult learning principles preferred.
- The consultant must be fluent in English and the official language of the country (if the official language of the country where services are offered is French, Spanish, Portuguese or Russian).
- The consultant must be able to travel and work in the country requiring technical support.

III. Mission Contacts

- *At the Global Fund:* The CCM Hub CCMHub@theglobalfund.org
- *For In-country contacts:* FPMs will provide focal point contacts; typically these are the CCM Chair and the CCM Secretariat.

Resources:

- TGF website :
 - “WHERE WE INVEST” (portfolio specific)
 - COUNTRY COORDINATING MECHANISM”, CCM Performance Framework, Eligibility Requirements, CCM guidelines)
- Last EPA and governance documents (country specific)
- CCM Orientation Program
 - ELearning content (Tier 2)
 - Facilitator’s Guides : (Tier 1 and Tier 3)