

TECHNICAL ASSISTANCE TO SUPPORT THE CCM IN THE DEVELOPMENT OF THE NFM4APPLICATION TERMS OF REFERENCE (TORS)

Background:

The Uganda Country Coordinating Mechanism (CCM) is the country's Global Fund Board, which was set up on a partnership basis with the composition of representatives from different government, non-government, civil society, and private sector and donor agencies. These members are the in-country Global Fund Board that plays the oversight role over the management of grant funds and oversees the implementation of the programmes that the Global Fund approves for Uganda.

The Uganda Country Coordinating Mechanism (CCM) is mandated to coordinate the development and submission of the country's funding applications to the Global fund, select the principle recipient (PRS) of the grants and oversee /monitor the management and implementation of the Global Fund grants and Programmes. Uganda is currently implementing the 2021-2023 funding cycle, having a total Global Fund allocation of US\$ 339,476,980 for TB/HIV and US\$ 263,024,950 for Malaria. These grants are managed by the two Principal Recipients namely; Ministry of Finance Planning and Economic Development (MOFPED) as a Government/Public Sector Principal Recipient; and The AIDS Support Organization (TASO) as a Civil Society Principal Recipient (PR).

The UCCM has received an allocation letter from the Global Fund with allocation amount of USD 587,127,533 for the next funding period starting Jan 2024 – December 2026. This additional funding is split as follows, USD 288,484,740 for HIV, USD 31,392,046 for TB and USD 267,250,747 for Malaria all totaling to USD 587,127,533 for supporting Uganda's fight against HIV/AIDS, TB and Malaria in the implementation period 2024– 2026.

Uganda is also eligible for the following catalytic Matching Funds; US\$2,000,000 for HIV prevention for AGYW and sexual partners; US\$3,000,000 for the HIV Pre-Exposure Prophylaxis (PrEP); US\$4,000,000 to find and successfully treat the missing people with drug-susceptible TB and drug-resistant TB; US\$2,000,000 for integrated lab systems strengthening; and US\$2,200,000 for scaling up programs to remove human rights and gender related barriers. Uganda is also eligible for the following catalytic funding for Strategic Initiatives which include; Integrated lab systems strengthening; and Scaling up programs to remove human rights and gender related barriers.

The UCCM has developed a detailed roadmap to guide the NFMIV application process and ensure timely development and submission of the applications to the Global Fund by 20th March 2023. The TA sought will support the UCCM Secretariat in the timely compilation of and documenting the requirements for the grant applications

Justification for the Technical Support;

The role of the CCM Secretariat is to support the CCM Board in fulfilling their mandate part of which includes endorsement and submission of the funding applications to the Global Fund. The CCM Secretariat is also responsible for following up and implementing the CCM Board decisions. As part of the preparations for the NFMIV application process, the CCM Secretariat developed a detailed roadmap to guide the timely development and submission of the applications to the Global Fund by 20th March 2023. Implementation of these activities and

tasks in this roadmap requires adequate staff at the CCM Secretariat. However, at the moment, the approved CCM Structure that can adequately support the CCM Board has not been fully constituted which has created some gaps and ineffectiveness in the operations of the CCM. Only 2 out of the 5 positions have been substantively filled, while the other 2 have staff acting in those roles while 1 position is completely vacant. In addition, the routine oversight functions of the UCCM will continue during the grant application period, which also require the support of secretariat staff. Whereas the processes to recruit substantive staff into these positions are underway, it is important to ensure that the staffing gaps do not hinder the tasks critical for grant applications.

In light of this, since the recruitment process might take some time, there is need to have Technical Assistance to support the CCM Secretariat in the development of the NFMIV application process and to take on some support roles as described in this TORs.

Overall Purpose of the Technical Assistance;

The Overall purpose of the TA is to support the CCM Secretariat in the timely development and submission of the NFMIV funding application for the period 2024-2026.

Specific Tasks & Responsibilities

- a) Ensuring that all scheduled activities and tasks in the CCM road map for the development of the funding requests for the Malaria and joint TB-HIV grants funding requests/applications to the Global Fund are implemented in a timely manner
- b) Taking notes and drafting process reports for the different tasks in the roadmap
- c) Rapporteurship at stakeholders' meetings and obtaining copies of the attendance lists, notes and presentations made during the different engagements and feedback meetings
- d) Support, plan and organize periodic review meetings including Civil Society Constituency engagement meetings to provide feedback to stakeholders about the draft applications and to solicit for more input into the draft applications
- e) Follow up with the different thematic technical working groups (TWGs) to participate in the periodic review meetings
- f) Consolidate and Submit Stakeholder engagement meeting reports and support documents
- g) Together with the Lead Consultants for HIV-TB and Malaria applications, collect, code and achieve all documents required for annexing to the funding requests for the Malaria and joint TB-HIV grants funding requests/applications to be submitted to the Global Fund.
- h) Following-up with the Lead Consultants for HIV-TB and Malaria together with the writing teams to ensure timely response to the comments and recommendations of the Technical Review Panel, the Country Team, Local Fund Agent, and Grant Approvals Committee (GAC).
- i) Support the CCM Secretariat in organizing the post writing evaluation meeting with different stakeholders
- j) Perform other duties that may be assigned by the CCM Secretariat Coordinator in relation to the preparation of the funding request/application. This can include but not limited to representing the CCM Secretariat in teleconference calls with different stakeholders during and after the writing process.
- k) Provide any other support as deemed necessary to enable the Consultant to successfully undertake the assignment in a timely manner.

- l) Liaise with the CCM Constituency Secretariats on the updating and implementation of the CCM Constituency Annual Communication and Advocacy Work Plans, budgets, and solicit for funding of the planned constituency engagement activities

Deliverables & Outputs

1. Timely and Quality funding applications for HIV-TB, Malaria including RSSH developed and submitted to the Global Fund through the CCM Executive Secretary / Coordinator.
2. Process reports written and shared with the CCM Secretariat
3. Attendance lists, notes and presentations compiled and shared
4. Constituency Advocacy Plans updated and implemented
5. Civil Society Engagement meeting reports developed and shared

Duration and Timelines

The Consultancy period is expected to run for a period 4 months starting 1stFebruary 2023 to 30thMay 2023. The Consultant should be readily available to take on the tasks in this TORs immediately once contacted.

Reporting

On a day to day basis, the Consultant will provide her/his services under the supervision of the Uganda CCM Secretariat Coordinator/Executive Secretary. The Consultant will prepare weekly reports on progress of the tasks and share with the CCM Executive Secretary and Chair of the PD&RM Committee on behalf of the CCM Board.

Profile of the Required Consultant

Academic Qualifications, Training and Experience

1. A Bachelor's Degree in Social Science, Development Studies, Public Health, Economics, Business Management/Administration, Community Development or any other related/relevant field from a recognized University.
2. A Master's Degree qualification in Public Health, Development Studies or any other related or relevant field is highly preferred.
3. At least 5 years relevant experience in Programme planning & management, fundraising / resource mobilization, coordination, management and implementation of multi-donor funded programs with operations in developing countries
4. Minimum 5 years relevant management experience in project-level or national-level program implementation in Government and a diverse stakeholder environment.

Core Competencies and Skills

- 1) Familiarity with Global Fund supported programmes including HIV, TB, Malaria and Resilient & Sustainable Systems for Health (RSSH).
- 2) Knowledge of Global Fund Facility, CCM Structures, operations, policies, procedures and processes is an added advantage
- 3) Skills in building coordination systems in Complex Organizations

- 4) Previous experience and background in the HIV/AIDS, Tuberculosis (TB) and/or Malaria sector is an added advantage
- 5) Knowledge and experience in working with a diversity of stakeholders including Partners, Civil Society Organizations including Key Affected Populations, Refugees and Youths.
- 6) Knowledge and experience in working with Government Ministries, Departments and Agencies
- 7) Knowledge and skills in stakeholder engagements and management
- 8) Knowledge and experience in resource mobilization, proposal writing skills and programme development processes
- 9) Proficiency in the English language
- 10) Good organizational and problem-solving abilities
- 11) Ability to work in a fast-paced & output- oriented environment with strict deadlines.

Terms of Payment;

Upon certification by the Uganda CCM Executive Secretary that the services have been satisfactorily performed, the Consultant shall be paid United States Dollars Two Hundred Fifty Only (US\$ 250)per person day for the deliverables outlined in these Terms of Reference (TORs). The Consultant is expected to work at least 25 days per month. The maximum amount to be paid for this assignment will be US\$ 25,000 (United States Dollars Twenty Five Thousand Only) to be paid in Uganda Shillings (UGX) at a rate of US1= UShs 3,800/=upon presentation and approval of the monthly deliverables to the CCM Executive Secretary. Tax regulations will be applied accordingly.