



FACILITATOR FOR THE CCM SECRETARIAT BI-ANNUAL PERFORMANCE REVIEW RETREAT

TERMS OF REFERENCE

Background

The Uganda Country Coordinating Mechanism (CCM) is the Global Fund Board at country level and is comprised of senior level representatives drawn from public and non-public sectors. Based on the Global Fund's Core Principles of Partnership, Country Ownership and Performance Based Funding, the Uganda Country Coordinating Mechanism is a partnership forum comprising of stakeholders in the fight against the three diseases namely HIV/AIDS, Tuberculosis and Malaria in Uganda.

The CCM primarily coordinates the development of the country's funding proposals/ applications (known as Funding Requests) to the Global Fund towards obtaining additional financial resources to support the country's responses for HIV/AIDS, Tuberculosis and Malaria, and strengthening of Uganda's Health & Community Systems. The CCM also oversees the Global Fund grants' implementation and achievement of program results, ensuring that there is value-for-money from Global Fund investments.

The UCCM committees and entire UCCM are supported by a UCCM Secretariat which provides technical functional support to UCCM processes. The Secretariat generally serves as the technical Unit of the UCCM in supporting communication, planning for meetings, and coordination of oversight activities and application for resource as well as engagement of stakeholders.

UCCM is seeking a qualified Consultant to facilitate a two-day team building exercise focusing on team bonding, fun, motivational activities and communication strategies.

Rationale/Objectives

The CCM Secretariat staff work very hard throughout the year to impact the health sector in Uganda through supporting the Oversight role of the CCM Board. This Quarterly Performance review retreat provides a rich opportunity not only to reflect and learn from past experiences but also to reward the staff as the team strives to continuously improve and serve the CCM Board better.

The objectives of the retreat include;

- To reflect on the CCM Performance, Achievements, Challenges and Areas of Improvement
- To improve teamwork and boost team performance
- To develop strategies that enhance collaboration, foster innovation and creativity within the CCM Secretariat team



- To strengthen effective communication and socialization within the team

Scope of Assignment

To facilitate and moderate a team building process that will improve both horizontal and vertical communication within the CCM Secretariat. The team building programme should be creatively organized to include sessions aimed at helping the staff to identify the interrelationship between work plans that ensures the optimal delivery of the programme outputs, better communication and enhanced team work.

Some desired topics include the following:

- Building a sense of unity - having a common vision and purpose.
- Cross-cultural appreciation.
- A more adaptive and flexible staff.
- Celebration and recognition of work well done.
- The team is rested, energized and bonded.

Participants

All the 4 staff of the CCM Secretariat (Coordinator, TA-PD & RM, TA-F&P, Ethics officer and volunteer), 2 representatives from the CCM Executive Committee and 4 representatives from the Uganda AIDS Commission selected from the HR and Finance departments based on the understanding that these two departments work closely with the CCM Secretariat.

Expected Outputs

- i) Facilitation of the team building retreat workshop

Interactive and team building sessions aimed at identifying deliberate harmonization of the CCM Secretariat activities through effective communication of its diverse teams.
- ii) A brief report outlining:
 - a) The retreat workshop proceedings and key outcomes;
 - b) Recommendations on deliveries to promote communication and teamwork horizontally and vertically;
 - c) Recommendations on the suggested institutional design/operational design that will ensure sustenance of the retreat objectives; and
 - d) Feedback on the various aspects of the training from participants

Expected Outcomes



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- A cohesive team that understands individual roles and their links to the overall Uganda CCM's vision, mission and strategic objectives.
- Improved communication between supervisors and their staff, both horizontally and vertically
- Identifying the team's strengths and capacity needs of members and providing appropriate recommendations
- Improved joint program planning, implementation and delivery.

Date and Venue

The retreat will take a maximum of two (2) working days from 14th to 15 Sept 2023 at Kabira Country Club in Bukoto – Kampala.

Desired knowledge and skills:

- a. Have at least 7 years' experience in human resources management and organisational development, preferably in international organisations
- b. Should have a proven track record which demonstrates that they have successfully undertaken similar assignments with reputable organisations
- c. Have experience with capacity development and/or mentoring mandates
- d. Have a high level of written and oral communication skills in English,
- e. Have excellent analytical and facilitation skills,
- f. Familiarity and understanding of the Global Fund and operations of the UCCM will be an added advantage
- g. Be flexible and ready to work in a fast-paced environment,

Application process;

If you are interested in supporting us and meet the criteria, we encourage you to submit your application via email to salomy.nakazzi@gmail.com no later than 10th Sept 2023 at 5.00pm.

Your application should include the following;

- a. Curriculum Vitae
- b. Expression of interest indicating your understanding of the TORs and relevant skills for this assignment, including recent experience with human resources management, mentorship and team building activities. Please include your proposed methodology. If you are partnering with



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another consultant, your expression of interest should explain how you will divide the work within the team.

- c. Financial proposal comprising a detailed quotation for the assignment, showing working days and expected fee, availability as well as travel costs from place of residence and back.
 - Contact details of two references/previous clients who are able to comment on your ability to deliver on such assignments

Note; Only successful consultants will be contacted to proceed to the next level