UGANDA COUNTRY COORDINATING MECHANISM FOR THE GLOBAL FUND

Standard Operating Procedure (SOP) for Organising and conducting Constituency Engagements within the Country Coordinating Mechanism (CCM).

March 2025.

1.0 INTRODUCTION

1.1 Background

Add section on (about the CCM).

Effective constituency engagement is fundamental to the transparent and inclusive governance of Global Fund programs. The Global Fund emphasizes that all constituencies should be effectively represented and actively participate in governing processes to ensure investments are transparently developed and overseen, maximizing impact against HIV, tuberculosis, and malaria, and contributing to resilient and sustainable systems for health.

In alignment with this principle, these Standard Operating Procedures (SOPs) have been developed to guide the organization and conduct of quarterly constituency engagement meetings. These meetings serve as a platform for stakeholders to actively participate in the design, delivery, monitoring, and governance of responses to HIV, Tuberculosis, and Malaria.

1.2 Rationale for the Guidelines

The development of these guidelines is driven by the need to:

- **Ensure Inclusive Participation:** Guarantee that all relevant stakeholders, including civil society organizations, key population groups, and affected communities, have a voice in decision-making processes.
- **Enhance Transparency:** Promote open communication and information sharing among stakeholders to build trust and accountability in program implementation.
- **Strengthen Program Effectiveness:** Foster collaboration and coordination among stakeholders to identify and address challenges, share best practices, and optimize resource utilization.
- **Comply with Global Fund Requirements:** Adhere to the Global Fund's mandate that at least 15% of the annual CCM Funding Agreement amount be allocated to support constituency engagement for non-governmental sector activities, including civil society and key population groups.

1.2 Objectives of the SOPs

The primary objectives of these SOPs are to:

1. **Standardize Engagement Processes:** Establish clear procedures for organizing and conducting constituency engagement meetings to ensure consistency and effectiveness.
2. **Facilitate Information Exchange:** Provide a structured platform for stakeholders to receive updates on Global Fund and CCM activities and to share feedback on service delivery, emerging issues, challenges, and opportunities.
3. **Define Roles and Responsibilities:** Clarify the roles and responsibilities of the Constituency Secretariat, CCM representatives, district authorities, and implementing partners in the engagement process.
4. **Enhance Accountability:** Ensure that action points and decisions from meetings are documented, monitored, and followed up to promote accountability and continuous improvement.

To ensure the effectiveness of these SOPs, the following considerations are integral:

- **Capacity Building:** Provide training and resources to stakeholders to enhance their understanding of Global Fund processes and their capacity to engage meaningfully.

- **Monitoring and Evaluation:** Implement mechanisms to assess the effectiveness of constituency engagement activities and to identify areas for improvement.
- **Continuous Improvement:** Regularly review and update the SOPs to reflect lessons learned, emerging best practices, and changes in Global Fund policies or national health strategies.

2.0 OBJECTIVES OF CONSTITUENCY ENGAGEMENT MEETINGS.

The CCM supported constituency engagements serve the following;

- Provide updates on Global Fund and CCM activities.
- Facilitate feedback from stakeholders on service delivery, emerging issues, challenges, gaps, and opportunities.
- Strengthen collaboration among stakeholders to enhance program effectiveness.

3.0 Roles and Responsibilities

3.1 Constituency Secretariat.

Each non-public sector CCM constituency will be required to have a Secretariat. The role of the Constituency Secretariat is:

1. CCM's communication point for the Constituency.
2. Disseminate to the constituency information received from the CCM Secretariat and Constituency Representatives that is intended to be shared with the wider constituency
3. Organize and coordinate elections for constituency representatives to the CCM as described in 2. c.) and officially communicate the result of the constituency elections to the CCM Chair with a copy to the CCM Secretariat.
4. Organize constituency engagement activities/meetings, receive and account for any funds from the CCM for constituency engagement activities
5. Prepare and submit to the CCM Secretariat constituency engagement reports
6. Promote unity among constituency members' and represent one voice of the constituency to the CCM
7. Work with the Constituency representatives on the CCM and Global Fund issues
8. Maintain a functional Constituency Secretariat office, structures and systems.
9. Regular updates to the Constituency membership lists and contacts database, and timely sharing of the updated information with the Constituency members and CCM Secretariat (as required by the CCM).
10. Establish and maintain regular communication with and build the capacity of constituency members to ensure their effective engagement in the CCM and Global Fund processes in Uganda.
11. Support the Constituency representatives on the CCM, in the processes of information sharing and publicity.
12. Maintain records, documentation and archives of the Constituency.

A Constituency Secretariat can be:

1. An existing and running secretariat for the constituency that is able to take up the above roles of a Constituency Secretariat
2. An organization (private sector organization, civil society organization or Bilateral/ Multilateral Partner agency) which must have the capacity to communicate easily and speedily to constituency members, easily accessible to constituency members, demonstrated capacity to mobilize members, coordinate and organize constituency activities including elections, good

communication skills, and serves the interest of the overall constituency and not individuals or sections of the Constituency.

The decision on the selection of the Constituency Secretariat is to be made by the constituency membership and communicated to the CCM, formally in writing with the minutes of the meeting at which the Constituency Secretariat was selected/nominated.

3.1 CCM Representatives

Uganda CCM members shall play a supreme role in protecting the investment of Global Fund grants and shall participate in the implementation of the following core activities;

1. Attend Uganda CCM Board, Committee and Retreat meetings, and make decisions on the Global Fund grants investments in Uganda.
2. Participate in the CCM oversight field/site visits to the programme implementation/ service delivery sites supported by the Global Fund grants.
3. Set policies and standards for effective implementation of grants that are in line with Global Fund guidelines and requirements
4. Establish framework and operational documents for the Uganda CCM governance.
5. Establish the Uganda CCM supporting structures such as the CCM Secretariat, Board Committees, ad hoc task teams or technical working groups, and other structures, as appropriate.
6. Participate fully in the processes for election of Uganda CCM Office Bearers.
7. Conduct regularly a self-assessment and submit the report to the Global Fund Secretariat.
8. Promote Global Fund activities and Programmes in the country.
9. Disseminate information on Global Fund activities to their respective constituencies and the public, consult and obtain feedback from their Constituencies.
10. Be acquainted with information on Global Fund activities conducted by the Principal Recipients (PRs), Sub Recipients (SRs)and their respective constituencies.
11. Mobilize stakeholders to monitor, utilize and participate in the Global Fund activities and Programmes at country level.

Board Members will also have the following responsibilities;

1. Faithfully represent your Constituency with no intention of gainful benefits.
2. Diligently attend and participate in Uganda CCM Board, Committee and Retreat meetings; and oversight field/site visits to the programme implementation/service delivery sites supported by the Global Fund grants.
3. Participate in Uganda CCM decision making without a hidden agenda or bias.
4. Read, review, endorse and sign the country's funding request/application concept notes and proposals to the Global Fund.
5. Regularly give the Uganda CCM feedback to the constituencies and from the latter to the Uganda CCM.
6. Participate in the Uganda CCM activities with no Conflict of Interest.
7. Be patriotic and serve with a concern to fight the three diseases (HIV, TB and Malaria), and strengthening of Health & Community Systems.
8. Observe confidentiality on all information arising out of Uganda CCM activities
9. Represent the Uganda CCM at any meeting, function, event or media engagement activity that is considered important or when requested.

3.3 District Authorities and Implementing Partners

- **Awareness:** Be informed of upcoming meetings to ensure alignment with local health initiatives.
- **Participation:** Participate in meetings to provide updates and interact with stakeholders and service users for feedback.

4.0 Meeting Planning and Approval Process

4.1 Stakeholder Consultation

- **Agenda Development:** The Constituency Secretariat consults stakeholders to determine the most appropriate agenda, meeting location, and other relevant issues.

4.2 Concept Note and Budget Submission

- **Preparation:** The constituency secretariat shall develop a concept note and budget detailing the meeting's objectives, agenda, expected outcomes, and financial requirements.
- **Submission:** The Constituency secretariat shall submit the concept note and budget to the CCM Secretariat for approval.

4.3 Approval

- **Review:** The CCM reviews the submitted documents for alignment with objectives and budgetary considerations.
- **Feedback:** Provide feedback or approval to the Constituency Secretariat

5.0 Meeting Organization

5.1 Participant Mobilization

- **Invitation List:** Generate a list of participants, ensuring representation from individuals, NGOs, CBOs, and other stakeholders involved in the national response to specific diseases or health systems strengthening.
- **Invitations:** Send out invitations promptly, providing necessary details about the meeting.

5.2 Venue and Facilities

- **Selection:** Choose accessible venues with adequate facilities to accommodate all participants.
- **Coordination:** Ensure all logistical arrangements are in place for a smooth meeting experience.

5.3 Coordination with Authorities

- **Notification:** Inform district authorities, including security personnel, about the meeting details.
- **Engagement:** Invite District Health Teams and implementing partners to participate and provide updates. Where COI exists, members attending the meeting should declare and manage Conflict of Interest.

6.0 Meeting Execution

6.1 Agenda Harmonization

- **Collaboration:** The Secretariat shall ensure that the agenda is harmonized with CCM representatives to cover all pertinent topics.

6.2 Feedback Mechanisms

- **Stakeholder Input:** The Secretariat shall facilitate sessions for stakeholders to provide feedback on service delivery, challenges, and opportunities.

6.3 Documentation

- **Recording:** The secretariat shall document all discussions, decisions, and action points during the meeting and share reports with CCM secretariat.

7.0 Post-Meeting Activities

7.1 Reporting

- **Report Preparation:** The Secretariat shall compile a comprehensive report detailing the meeting's proceedings, outcomes, and recommendations.
- **Submission:** Submit the report to the CCM Secretariat within one after the meeting.

7.2 Follow-Up

- **Action Items:** The secretariat shall monitor the implementation of agreed-upon action points.
- **Feedback Loop:** Provide updates to stakeholders on the progress of action items.

8.0 Performance Evaluation

8.1 Representative Assessment

- **Mechanism Development:** The Constituency Secretariat should develop mechanisms for routinely evaluating the performance of their representatives to the CCM and ensure stakeholders participate in providing feedback to their constituency members.
- **Feedback Provision:** Provide performance feedback to the CCM to ensure accountability and continuous improvement.