

## **Albania CCM Transition/Oversight Consultant TOR (part-time post)**

### **A. Introduction**

Albania's anticipated final grant from the Global Fund (January 2020 to December 2022) is based on a Transition Workplan (TWP) designed to ensure the sustainability of the country's TB and HIV programmes after the end of the Global Fund's financing contribution. One of the general objectives of the TWP is to strengthen the country's capacity to develop and implement national health strategies, disease-specific strategic plans, and national public health programs. To achieve this, the workplan includes actions to bolster the Country Co-ordinating Mechanism's (CCM) role in the coordination of health policies related to TB and HIV.

With the Global Fund (TGF) Strategy for 2017-2022, Country Coordination Mechanisms (CCMs) play an even more important role in encouraging the country to implement sustainable programs and responsibly plan transition processes. Planning for sustainability is an integral part of the TWP and should be taken into account during the transition grant, which is one of CCMs' direct responsibilities.

CCM functionalities go beyond the scope of the GFATM-supported program working as a national coordinating authority on Coordinating the national response to HIV/AIDS and TB in Albania: (1) facilitating information sharing among National Programs for HIV/AIDS and TB and similar programs, and receiving relevant inputs from other stakeholders; (2) functioning as a forum in developing and reviewing the national response to HIV/AIDS and TB; (3) making joint decisions on the programs to be implemented; as well supervising and monitoring national response programs, similar to the program supported by the GFATM.

Concurrent with the commencement of the new transition grant, Albania CCM is participating in the Global Fund Secretariat CCM Hub's CCM Evolution pilot project (October 2018 to December 2019), which provides tailored technical support to 18 participating CCMs to help them evolve along a maturity continuum from basic functionality towards a more strategic engagement. After a baseline assessment was undertaken, a CCM Evolution work plan for Albania CCM was developed to strengthen four areas of the CCM: the oversight role, linkages with other forums and integration into national structures (as proposed in the TWP), leadership and engagement with members and constituents, and overall functioning. As part of the CCM Evolution pilot the Global Fund is providing funding for an additional CCM Secretariat position, Transition/Oversight Consultant, focused on strengthening the oversight capacity of the CCM in the context of the transition grant. There are currently two critical issues faced by Albania CCM with respect to the country's transition process:

1. The need to ensure that the CCM is constituted and capacitated to effectively oversee the transition grant.
2. The need to create a consensual strategic vision about how (both structurally and functionally) to transition the role of the CCM beyond the life of the transition grant
3. The need to support in strengthening constituency representation and engagement.

The results of the baseline assessment for the CCM Evolution pilot project indicate that the CCM is facing these critical issues from a position of a "working towards functional" level of maturity. The transition grant is commencing with immediate effect and is limited in duration three years. This makes the first of the above two issues a pressing short-term priority. It is assumed that resolving issues of basic functionality will provide a more solid platform from which to address the longer-term strategic issue.

The following are Terms of Reference (TORs) for the position of a part-time Transition/Oversight Consultant for CCM Albania which will be supported up to an initial period of three (3) months, with possibility of extension depending on job performance and availability of funds. These TORs have been developed to align with the activities proposed in the CCM evolution workplan.

## **B. Tasks and responsibilities**

The following TORs have been developed by the Task Force with specific reference to Albania's transition grant context and the Transition Work Plan on which the grant is based. It places transition support in the context of supporting the CCM to mature from "working towards functional" to "functional" and assumes that such functionality is a prerequisite for the sustainability of the CCM or aspects of its structure, role, composition and functionality. It is assumed that all responsibilities detailed below will be executed in regular liaison with, and support from, the Oversight Consultant under the CCM Evolution project.

### **Operational Area 1: Support to the CCM Transition Process**

The CCM Transition/Oversight Officer works with the CCM Secretary to support three key CCM-related transition processes in relation to the transition grant, Transition Workplan and CCM Evolution Workplan. These are as follows:

1. The development of an operational plan towards achieving the post-transition set-up and function of the CCM
2. The realignment of CCM membership with the transition grant and the decision about the post-transition future of CCM functions
3. The post-transition positioning of the CCM Secretariat in accordance with any decision the CCM makes about the future placement and function of the CCM

### **Key Responsibilities**

With support from the CCM and in collaboration with the CCM Secretariat, the CCM Transition/Oversight Officer will

- Support the CCM in a process of review and re-composition of membership based on the CCM Governance Manual.
- Map out a CCM transition process, in consultation with the Taskforce over the lifetime of the transition grant, so the evolution of the CCM into its post-transition form can be proactively managed.
- Ensure that the CCM-related activities in the Transition Workplan are carried out to an agreed schedule and with appropriate oversight and input from the CCM.
- Ensure that any new members joining the realigned CCM are fully oriented to the function of the CCM, their role on it and the details of the transition grant and workplan.
- In consultation with the CCM and the Global Fund CCM Hub, map out a process, with timelines and milestones, for the post-transition positioning of the CCM Secretariat in accordance with any decision the CCM makes about the future placement and function of the CCM.

### **Operational Area 2: Support to Strengthen CCM Functioning, including strengthening of constituency representation and engagement processes**

The CCM Workplan proposes a number of activities to strengthen and formalize the functioning of the CCM. The bulk of these activities are in the CCM Functioning section of the Evolution Workplan. The CCM Transition/Oversight Consultant is responsible for providing support, as required, to the CCM Secretariat to complete the CCM Functioning activities and produce the deliverables in the CCM Functioning section of the CCM Evolution workplan, insofar as these activities are approved by the CCM Hub to be part of the CCM Evolution project.

Assist the CCM in convening constituency consultation meetings with key populations, people living with the diseases and amongst non-government entities. Help ensure that these processes are done in a transparent and inclusive manner and that these processes are documented properly.

### **Operational Area 3: Support to Strengthening Transition Grant Oversight Processes**

The CCM Transition/Oversight Consultant is the stakeholder in charge of the bulk of the activities in the Oversight section of the CCM. This includes outputting a number of deliverables such as the Oversight Committee (OC) TOR, and Annual Oversight Workplan. It also includes support on renewing the CCM Oversight Committee membership and ensuring that all OC members are fully conversant in the oversight function, the transition grant, and their roles and responsibilities as OCmembers and for further strengthening CCM transition oversight capacities.

#### **Key Responsibilities**

Under the supervision of the CCM Secretariat, and with support from the CCM Evolution Oversight Consultant, the CCM Transition/Oversight Officer will

- Development of the Oversight Committee TOR and Annual Oversight Workplan tailored to the Albanian context, and the transition workplan and grant.
- Support the CCM to recruit new Oversight Committee members based on the TORs and to reconstitute a new Oversight Committee, as needed, in accordance with the new Oversight Committee TOR, once the TOR are endorsed by the CCM.
- Facilitate the training of the Oversight Committee members in the oversight function, the transition grant, the transition workplan, and the members' roles and responsibilities.
- Develop a template for the Oversight Committee Chair to use when reporting to the CCM concerning issues arising from the Oversight Committee meetings, challenges and bottlenecks identified and proposed solutions requiring decisions and/or action from the CCM.
- Support on documenting the process of all Oversight Committee meetings and ensure that decisions and action points are recorded and tracked through to completion in subsequent meetings.
- Provide support to the existing Secretariat staff to facilitate an orientation or learning event on "knowing your transition plan" and "knowing your transition grant". The objective is to help CCM members understand the details of the transition grant they are overseeing.
- Work with GF country teams, LFA, the PR and CCM structures to maintain ongoing data-driven dialogue on transition grant performance and on progress in implementing the transition plan, ensuring that appropriate linkages with national coordinating bodies assigned some of these responsibilities in country are maintained.
- Work with the Country Team and support the CCM and its structures to actively monitor and manage risks, by ensuring that they are adequately identified and mitigated. These include risks to the transition grant and transition workplan and risks related to the transition of the CCM and its functions.
- Support the CCM to identify and manage risks related to the representation of civil society, key and vulnerable populations on any planned future post-transition formulation of the CCM and/or its functions with a view to ensuring continued access by these same populations to high-quality health services during a transition.

### C. Reporting Arrangements

This position reports to the CCM Chair and will work closely with the Task Force, Oversight Committee and the CCM Secretariat.

### D. Performance indicators

#	Operational Area	Indicator
1	<b>Support to the CCM Transition Process</b>	1. Roadmap, with milestones, for CCM transition process.
2	<b>Support to Strengthening CCM Functioning</b>	1. The production/completion of the deliverables in the CCM Functioning section of the CCM Evolution Workplan that are essential for CCM eligibility. 2. The conduct and documentation of transparent and inclusive constituency engagement processes among key populations, people living with the diseases and non-government entities.
3	<b>Support to Strengthening Grant Oversight Processes</b>	1. Finalized Oversight Plan endorsed by CCM – inclusive of annual workplan and Oversight Committee TOR (endorsement evidenced in CCM meeting minutes) 2. New Oversight Committee appointed by CCM (evidenced in CCM meeting minutes) 3. Oversight Committee functioning(evidenced in Oversight Committee meeting minutes)

### E. Key Qualifications and Experience

- Bachelor's degree required (with social science and/or public health and population studies desirable) and advanced degree in public health and/or social sciences preferred.
- At least 5 years of experience in Monitoring & Evaluation of projects/programs in public health.
- Knowledge and experience in project-level or state/national-level monitoring and evaluation system implementation.
- Proficient in Microsoft Office applications especially Excel/Access, email, internet and websites essential.

### F. Core Skills

- Ability to work effectively with staff and multi-sectoral stakeholders.
- Data analysis skills.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN Agencies and the private sector.
- Ability to facilitate training activities.
- Strong writing, presentation and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as being a part of a team.

- Previous development experience of working with government desirable.
- Ability to interact with, and understand the perspectives of, both government and civil society stakeholders.
- High degree of organization and initiative.

It is desirable for the Transition/Oversight Officer to have the following knowledge:

- Familiarity with the Global Fund's funding processes and specific guidelines such as the GF's Sustainability, Transition and Co-Financing guidance note.
- Understanding of the Global Fund's grant life cycle.
- Understanding of oversight as a core function of CCMs.
- Understanding and adaptation of transition and oversight activities based on the country and CCM context.
- Organizational development skills to support the CCM in defining and adopting relevant roles and priorities for its structures during implementation of the transition plan.
- Prior experience in aligning the work of health coordination structures including for alignment with national priorities and legislation.
- Prior experience in organizational change management to help the CCM design and plan changes in its own functions and membership that may be required as part of the transition.