



SHORT-TERM TECHNICAL ASSISTANCE (CONSULTANCY)

TERMS OF REFERENCE

CCM EVOLUTION STRATEGIC INITIATIVE: JCCM POSITIONING CONSULTANT

1. BACKGROUND

The Global Fund's Country Coordinating Mechanism (CCM) Policy outlines that the CCM should be positioned at the highest level and responsible for supporting multi-partner and multi-sectoral development planning in a country. The Global Fund encourages all countries to build on their national structures, wherever possible, and to position the CCM and/or CCM functions within existing health platforms to contribute to central coordination of health programs, investments and pandemic preparedness.

In countries actively preparing for transitioning away from Global Fund financing for at least one disease component, positioning planning and implementation may imply more urgent timelines. These two points should be used to adapt the role of the CCM to support a successful transition process and to promote increased sustainability. This can include gradually shifting essential CCM functions and principles to national health institutions as early as possible for proactive transition planning, rather than waiting for a transition grant. Mapping existing health governance bodies in a country is the first step towards institutionalizing CCM functions.

2. GOAL OF THE CONSULTANCY

The national consultant will identify existing national health structures, governance mechanisms and platforms responsible for coordinating the health sector and HIV-specific issues. For the transition context, this should have an added focus on key national stakeholders that are most appropriate for strengthening transition planning, preparedness, implementation, and overall efforts to strengthen sustainability.

The consultant will map each identified platform's position within the national systems and in relation to the Jamaica Country Coordinating Mechanism (JCCM). The consultant will also support the JCCM in developing a Positioning plan based on three main phases:

- Knowledge
- Coordination
- Sustainable Structure

3. SCOPE OF WORK

The Consultant is expected to perform the following tasks:

Task	Key Outputs
<p>Understand and become familiar with the principle of Positioning.</p> <p>For the transition context, understand the transition lens and how it fits within Positioning.</p>	<p>Positioning e-Learning module and review of Positioning Guidance Note completed.</p>
<p>Undertake a desk review of relevant documents.</p>	<ul style="list-style-type: none"> • Governance documents of up to 10 health governance bodies reviewed (JCCM included). • When available, Sustainability and Transition assessment reviewed.
<p>Interview key stakeholders at the national level.</p>	<p>At least one stakeholder per governance body interviewed, including one high-level government official.</p>
<p>Map existing national health structures.</p>	<p>Organigram showing the positions and relations of up to 10 health governance bodies (JCCM included).</p> <p>The organigram can be completed manually or using a software solution provided by the Global Fund (Visio).</p>
<p>Develop a summary report.</p>	<p>Report drafted with thematic tables and analysis on:</p> <ul style="list-style-type: none"> • Mandate • Composition • Structure • Legal Status • Anchorage level to the national system.
<p>Organize an in-country consultation meeting.</p>	<ul style="list-style-type: none"> • Presentation on key results. • Moderated sessions on the following phases of the JCCM Positioning journey: <i>Coordination, Sustainable Structure.</i> <p>The consultation should bring together stakeholders on coordinating and aligning platforms and include the civil society voice.</p>

Support the JCCM Evolution Task Force, JCCM Executive Committee and JCCM Secretariat to develop a JCCM Positioning plan.	<p>Proposal developed on the appropriate positioning of the JCCM. It should include:</p> <ul style="list-style-type: none"> • Necessary linkages and alignment with other significant coordinating platforms in-country. For the transition context, this includes identifying key national stakeholders, including non-JCCM members that can support national transition planning and implementation, and overall efforts to strengthen sustainability. • Long-term embedment of JCCM functions within existing or emerging health platforms, including ensuring strong inclusion of civil society and participating in efforts to strengthen the sustainability of Global Fund investments.
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4. DELIVERABLES AND KEY OUTPUTS

Deliverable	Content
Develop work plan and detailed methodology for project execution.	The Work plan should outline the inputs relevant to the development and delivery of the outputs for the consultancy.
Mapping of existing national health platforms.	The map should show the national structures and their relationship within the national health sector.
Brief summary report	An executive summary of key findings, conclusions, options and next steps. (including activities for inclusion in baseline assessment work plan).
Power Point Presentation	Key findings and conclusions from the mapping exercise.
Positioning plan	Proposal developed on the appropriate positioning of the JCCM

5. QUALIFICATION & EXPERIENCE

The successful consultant will have the following qualifications and experience:

- Master’s Degree in Public Health, Finance, Public Administration or Business Administration, or related field.
- Good understanding of Strategic, Organizational, Financial and Management issues.

- At least 3-5 years of management experience in Public Health and Disease program management is desirable.

6. REQUIRED COMPETENCIES

- Must have knowledge of the software Visio or its alternative.
- A good understanding of governance matters.
- Strong writing, presentation and communication skills and IT competencies are essential.
- Ability to lead a team and set priorities while handling multiple tasks simultaneously.
- Background with the government or private sector and prior development experience is desirable.

7. CONSULTANCY PERIOD

Duration: 4 months

Type of assignment: Contract

8. EVALUATION OF CONSULTANT

The procuring entity shall shortlist applicants applying the evaluation criteria and point system specified as follows:

Qualifications [40%]

- Postgraduate degree in the appropriate field [40%]
- Bachelor's degree [30%]

Experience [30%]

- 5 years experience in Public Health Management [30%]
- 3 years experience in Public Health Management [20%]
- 1 - 2 years experience in Public Health Management [10%]

Adequacy for the Assignment [30%]

- Global Fund processes and its funding model. [10%]
- Experience working in the national HIV programme [10%]
- 2 years' experience working with international funding agencies [10%]

Total weight: 100%

A minimum of 70% is required to be considered for this consultancy

8. SUPERVISION/REPORTING STRUCTURE

The Consultant will report to the Senior Medical Officer, HSTU and provide the following for approval:

- Workplan
- Summary Report
- Positioning Map
- Positioning Plan
- Any other reports deemed necessary

The Consultant will also liaise with the JCCM Executive Committee.

PAYMENT SCHEDULE		
Timeline July 2023 – October 2024	Percentage Payment	Deliverable
Two week after contract signing	10%	Work plan
Two weeks after submission of work plan.	30%	Positioning Map
Three weeks after submission of Positioning Map.	30%	Summary Report Power Point Presentation
One week after submission of summary report.	30%	Positioning Plan

9. ANNEXES

Annex 1: Example of Positioning map (designed with software Visio).

Annex 2: Example of Positioning map (manually built).

Annex 1: Example of Positioning Map (Designed with Visio Software)



