



## **SHORT-TERM TECHNICAL ASSISTANCE (CONSULTANCY)**

### **TERMS OF REFERENCE**

## **CCM EVOLUTION STRATEGIC INITIATIVE: JCCM OVERSIGHT CONSULTANT**

### **1. BACKGROUND**

The Jamaica Country Coordinating Mechanism (JCCM) Evolution Strategic Initiative (2020-2023) is a catalytic opportunity aimed at improving core responsibilities of inclusive **oversight**, meaningful **engagement**, aligned **positioning** with national structures and sustainable governance **operations**.

Oversight is a key function of the Jamaica Country Coordinating Mechanism (JCCM), focusing on the essential financial, programmatic and management aspects of the Global Fund grant portfolio. Global Fund supported interventions contribute to the broader national health response through an enhanced use of strategic information and a risk management approach. The JCCM Secretariat, particularly through the Oversight Consultant, plays a key role in supporting this function that ranges from facilitating logistical arrangements and coordination with the oversight committee to information synthesis and analysis.

### **2. OBJECTIVES OF THE CONSULTANCY**

- To provide support to Oversight planning and implementation
- To provide technical and administrative support to the JCCM Oversight Committee
- To facilitate and support analytical data-driven discussions and decisions

### **3. SCOPE OF WORK**

The JCCM Oversight Consultant will perform a wide range of duties, which include but are not limited to the following:

## **Operational area 1: Support Oversight Planning and Implementation**

- Update the approved JCCM Oversight Plan, as necessary, in coordination with the Administrative Coordinator and the Oversight Committee. The Oversight Consultant will ensure that the plan is implemented and details specific activities, tools and methods for data collection, analysis, and reporting, individual and/or constituency responsibilities, relevant elements and indicators related to risk management, and co-financing tracking.
- Assist the Oversight Committee in the implementation of the Annual Oversight Work Plan.
- Collaborate with the Administrative Coordinator in preparing and facilitating a “know your grants” orientation for JCCM members and alternates, especially those participating for the first time in the Oversight Committee. This activity aims to improve the understanding of JCCM members of the grant(s) they will oversee.
- Ensure the implementation of activities of the oversight process (i.e., collection of information, analysis, provision of recommendations to the JCCM General Assembly, following up on actions decided by the JCCM and sharing oversight information with the Global Fund on a frequent basis).
- Communicate/coordinate with Principal Recipient in the preparation and presentation of oversight reports (based on the key insights for JCCM Dashboard, PUDRs, Grant Management Dashboards, and/or other reporting tools).
- If PR management dashboards are available and if adequate technical assistance has been provided to the JCCM, manage, and lead the generation, presentation, and analysis of the JCCM Summary by liaising with appropriate PR staff to guarantee that respective data feeds (generated by the PR for HIV) are provided to the JCCM in a timely and complete manner. Once the JCCM Summary is generated, support the Administrative Coordinator in sharing dynamic PDF files with relevant audiences.
- If dashboards are not available, provide appropriate templates and liaise with the PR to establish clear procedures and formats for frequent information sharing.
- Ensure that feedback from the Oversight Committee, including sustainability and co-financing-related issues, is a standard agenda point for JCCM meetings.

## **Operational area 2: Provide Technical and Administrative Support to the JCCM Oversight Committee**

- Support the Oversight Committee in the implementation of oversight activities throughout the Grant Life Cycle (i.e., funding request preparation, grant-making, implementation, and closure).
- Support the preparation and implementation of quarterly Oversight Committee meetings, ensuring all relevant information is adequately synthesized and organized to facilitate discussions.

- Support the Oversight Committee in the preparation and implementation of information collection activities, including meetings with the PR, site visits, consultations with specific groups (e.g., community-based monitoring initiatives, where these exist).
- Develop and share procedures and templates to conduct site visits and support the oversight committee in their implementation. Whenever possible, leveraging other in-country field visits (e.g., regular visits field visits organized by the Ministry of Health and other donors, etc.). Specific tasks include:
  - Analysis of issues to be explored during the site visit.
  - Documentation of the site visit team’s findings and recommendations.
  - Submission of the site visit findings and recommendations to the Oversight Committee.
  - Ensure that all Oversight Committee members are informed about Global Fund oversight policies, guidelines, and tools.
  - Develop minutes of Oversight Committee meetings, including recommendations provided and actions agreed.
  - Track JCCM decisions and actions based on Oversight Committee’s recommendations.
  - Carry out additional tasks under this operational area as requested by the JCCM Chair.

**Operational area 3: Facilitate and support analytical data-driven discussions and decisions**

- Synthesize and analyse relevant information from different sources to support data-driven discussions of the JCCM and its committees.
- Analyse reports and triangulate with site visit reports to identify critical implementation and risk mitigations challenges of the PR.
- Summarize critical grant implementation issues and present them to the Oversight Committee using the available formats/tools.
- Ensure that all key processes (e.g., funding request development process, programme reviews, oversight committee meetings, etc.) are driven by strategic data drawn from in-country sources and GF-specific interventions.
- Work with the GF country teams, PR and the Oversight Committee to hold and maintain ongoing data-driven dialogue for grant performance purposes. The data-driven dialogue includes the identification and analysis of key financial, programmatic, management and risk-related issues/information contained in PR reporting tools and/or available oversight tools. An important aspect of analysis is the assessment of consistency of financial and

programmatic data as well as the potential effect of identified risks on grant performance and on national program performance.

- Support the JCCM (through the oversight committee) to actively oversee and manage risks, by ensuring that they are adequately identified and mitigated. This includes taking part in the development of risk assurance planning and validation processes.
- Supporting the Oversight Committee in tracking the status of co-financing commitments using available tools or procedures.
- Attend and support regular programmatic, financial and system briefings (led by the JCCM and/or other relevant partners) on results of the three disease programmes.
- Oversee timely and accurate updates of reporting tools (e.g., dashboards) and support the Oversight Committee presentations to the JCCM.
- Ensure that information from Community Based Monitoring initiatives (where these exist in the country) is considered and incorporated in the oversight assessments and reports.

#### **4. SPECIFIC ACTIVITIES:**

- Quarterly tracking and reporting on the absorption of resources available for oversight within the JCCM Funding agreement.
- Timely (at least five working days before each meeting) submission of analysis/technical summaries/completed oversight tools to support the Oversight Committee meetings.
- Timely (at most three working days after each meeting) submission of draft minutes of Oversight Committee's quarterly meetings with the PR to the Oversight Committee.
- Timely (at most three working days after each visit) submission of site visit reports to the Oversight Committee Chair
- Biannual oversight orientation for all new Oversight Committee members.

## 6. DELIVERABLES AND KEY OUTPUTS

Deliverables	Timeline
<p><b>Work Plan</b>  <i>The work plan is the operational document for the consultancy and is used to determine the required inputs for the development and delivery of the output of the consultancy.</i></p> <p><i>As such the work plan must detail:</i></p> <ul style="list-style-type: none"> <li>• <i>Major task-outlining the area of focus for the consultancy.</i></li> <li>• <i>Key Activities- specific activities to be undertaken.</i></li> <li>• <i>Performance standards- a timeline for the achievement of tasks associated with the consultant deliverables.</i></li> <li>• <i>Critical resources- resources required to effectively carry out all deliverables.</i></li> </ul>	<p>Quarterly</p>
<p><b>Monthly Report</b>            The consultant will be required to submit monthly progress reports summarizing:</p> <ul style="list-style-type: none"> <li>• <i>The progress made during the period (planned vs. actual targets, etc).</i></li> <li>• <i>The proposed activities for the ensuing month.</i></li> <li>• <i>Risks, challenges, gaps and recommendations for addressing them.</i></li> <li>• <i>Adjustments to be made to project plans as required.</i></li> </ul>	<p>Monthly</p>
<p>Annual and Special Reports</p>	<p>To be determined based on work plan activities</p>

## 8. QUALIFICATION & EXPERIENCE

*The successful consultant will have the following qualifications and experience:*

- Bachelor's degree in Social Sciences, Public Health, Population Studies or equivalent; postgraduate degree is highly desirable.
- At least 2 year's experience in Monitoring & Evaluation or Oversight of projects/programs.
- Experience in project-level or national-level monitoring and evaluation system implementation.
- Familiarity with the Global Fund CCM Policy and Oversight Function is desirable.

- Familiarity with epidemiologic indicators for HIV and financial indicators.
- Experience working in a multi-stakeholder governance environment

## 9. REQUIRED COMPETENCIES

*The successful consultant will have the following skills:*

- Experience in data collection, triangulation, and information analysis from different sources.
- A good understanding of policy decision support, strategic analysis, and reporting.
- A good knowledge of the establishment of financial, programmatic and management information.
- Strong writing, presentation, facilitation, and communication skills.
- Ability to manage multiple tasks, prioritize, and work independently.

## 10. CONSULTANCY PERIOD

Duration: 1 year  
 Type of assignment: Contract

## 11. 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%]

- 2 years’ experience in M&E [30%]
- 1-year experience in M&E [20%]

### *Adequacy for the assignment* [30%]

- Familiarity with Global Fund CCM policies [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**

## 12. SUPERVISION/REPORTING STRUCTURE

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

- Monthly Reports
- Quarterly Work plans
- Any other reports deemed necessary

The Consultant will also liaise with the JCCM Executive Committee.

<b>PAYMENT SCHEDULE</b>		
<b>Timeline</b>	<b>Percentage Payment</b>	<b>Deliverable</b>
12 months	80% (6.6% per month)	Monthly Reports and Quarterly Work plans
As agreed	20% (total for deliverables over the life of the contract)	As per deliverable as stipulated and agreed

- *80% of contract sum will be paid for monthly reports*
- *20% of contract sum will be paid for specific deliverables*