Terms of Reference

National Consultant to support Georgia Country Coordinating Mechanism Engagement

Date: September, 2022

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| Introduction | The national consultant will support strengthening of Georgia CCM constituencies engagement with focus on **preparation for** **pre- and post-Country Coordinating Mechanism (CCM),Oversight Committee, other CCM-related meetings and activities** for [key populations](https://www.theglobalfund.org/en/key-populations/), [civil society](https://www.theglobalfund.org/en/civil-society/)[[1]](#footnote-1) and [communities](https://www.theglobalfund.org/en/civil-society/)[[2]](#footnote-2) of people living with and/or affected by HIV and tuberculosis |
| Overview | [Engagement](https://www.theglobalfund.org/en/country-coordinating-mechanism/evolution/engagement/) of key populations, people living with and/or affected by the three diseases, civil society and community representatives is a key principle that guides the activities of a CCM. Such engagement should continue throughout the grant life cycle to provide valuable input to strengthen the delivery of programs and achievement of targets. Each CCM should establish a mechanism to engage with these constituencies in a way that allows their input and voices to be heard.  To amplify the participation and voice of a CCM’s key populations, civil society and people living with and/or affected by the three diseases constituencies, this assignment will enhance their preparation and participation both prior to and following CCM ,OC (and relevant CCM Committee) meetings. The planned support will be provided by a national consultant hired independently by the CCM in consultation with OC members. |
| Objectives | 1. Amplify the participation and voice of representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the diseases in CCM and CCM-related meetings (consultative platforms/sub committees such as Policy and Advocacy Advisory Council and Oversight Committee, and more generally in governance and stewardship of national HIV and TB response(s).   Additional focus on how inclusion and participatory decision-making in national health governance will be maintained when the country transitions out of Global Fund financing should be added.   1. Build capacity among the CCM members with focus on civil society constituencies to effectively prepare for and participate in CCM, OC, PAAC and other CCM-related meetings and activities. 2. Enhance bi-directional user-friendly feedback mechanisms/tools between CCM representatives and their constituencies. |
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| Scope of Work | |  |  |  | | --- | --- | --- | | **Task** | **Metric** | **LoE** | | Understand the principle of Engagement and its relationship to the other Evolution principles such as Positioning and Oversight. | Engagement E-Learning module completed, and guidelines reviewed.  Engagement guidance note and Annexes read.  Positioning and Oversight guidance notes read. | 2 days | | Undertake a desk review.  Review relevant CCM documentation (bylaws, conflict of interest management policies, civil society communication/ engagement plans, contact information of civil society constituencies, calendar of activities). | Reviewed:   * CCM bylaws or governance documents. * Civil society Work plans * CCM Transition Plan * Any other relevant documents. | 2 days | | Meet with relevant CCM members (both governmental and non-governmental constituencies) to discuss the scope of work, timelines and to gather background for the assignment and input into the process. This includes, but is not limited to, representatives for:   * Key populations (HIV KAP-IDU MSM/TG and Other HIV, TB KAP) * People living with and/or affected by the diseases (Former TB Patient and HIV Positive * Civil society and community representatives (HIV NGOs, TB NGOs, ) * CCM Secretariat, Policy and Advocacy Specialist * CCM Vice-Chair * Gov representatives | One meeting held at the beginning of the assignment (can be conducted virtually). | 1 day | | Thematic meetings with constituencies of the CCM (focus groups can include non-CCM members from the constituencies)   * HIV NGOs, MSM/TG, IDUs, PLWD * TB NGOs, TB KAP, former TB patients * Academia * PS * Faith-Based Organization * Government Sector | A summary report with key findings, including communication gaps, recommendations to strengthen bi-directional feedback developed in English language.  Outline of bi-directional user-friendly feedback mechanisms/tools between CCM representatives and their constituencies developed. | 6 days | | Update of existing Work-Plans of the Civil Sector Representatives of Georgia CCM to ensure continuous feedback between the CCM/ and the Constituency | Work plans updated | 3 days | | Develop engagement or communication plan, practical tools, and/or templates for rapid sharing of data/information by CCM representatives of key and vulnerable populations, civil society, and/or communities living with and affected by the diseases to their constituencies – based on needs of constituencies and their representatives, as well as for governmental representatives | engagement or communication plan, tools, and/or templates developed/presented to Secretariat | 5 days | | One full day workshop for members and alternates of the CCM (including governmental and non-governmental constituencies )  Session 1 - To update knowledge about the Global Fund, mechanisms and current processes; improve understanding of the CCM functions and roleof representatives of the civil society sector on the CCM to ultimately strengthen engagement and bilateral feedback, further sensitization on importance of engagement of key populations, people living with and/or affected by the diseases, civil society and community representatives as of a key principle guiding the activities of the CCM.  Session 2– Presentation of engagement or communication plan, tools, and/or templates, induction | Workshop conducted | 2 days (including 1 day for preparation | | Development of the summary report of the assignment | Summary report is produced in English language and submitted to the Georgia CCM Secretariat | 3 days | |
| Deliverables | CCM to agree on deliverables, which may include the following:   * work plan with activities to improve the quality of pre-post meeting preparations developed with consideration of specificities of each constituency–December; * Functional and effective bi-directional accountability/feedback communication channels and tools for rapid sharing of data/information by representatives of key and vulnerable populations, civil society, and/or communities living with and affected by the diseases to their constituencies and Gov. sector are developed and induction is conducted. * Summary report of the assignment is produced and submitted. |
| Reporting  Lines | The consultant will report to the CCM Secretariat, leadership and the members of Evolution Task Force.  The consultant will work in close collaboration with the CCM representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the diseases.  The CCM Secretariat is requested to share the consultant’s deliverables with the Global Fund |
| Duration of the assessment | 24 days |
| Qualifications, experience and skills | **Qualifications**  Bachelor's degree required, with social science, public health, population studies orientation highly desirable.  **Experiences and competencies**   * At least 3 years of experience working with key populations, people living with and/or affected by the three diseases, civil society and community groups. * Ability to engage populations most vulnerable to and/or affected by HIV, TB and malaria and community representatives, encourage participation, keep people’s attention and keep the discussion moving. * Ability to synthesize and summarize strategic information. * Ability to coach/mentor. * Good analytical and documentation/report writing skills. * Strong communication and facilitation skills. * Demonstrated commitment to the role of communities in responses to HIV and AIDS, TB and malaria, and the principles of meaningful community engagement and participation. * Demonstrated expertise and experience of consulting with multi-stakeholder bodies in the areas of civil society organizations engagement, management, capacity development, and/or rights advocacy of populations most vulnerable to and/or affected by HIV, TB and malaria and community groups. * Proficiency in English language.   **Optional qualifications, expertise and competencies**   * Demonstrated knowledge/experience of the Global Fund grant architecture and management process. * Demonstrated knowledge/experience of CCM governance related issues. * Experience in successful provision of technical assistance in the short and medium term. * Demonstrated understanding of civil society constituencies’ role in the Global Fund.   . |

**Estimated workload: 25 days**

**Tentative Start Date: November, 2022**

**To Apply**:

**Please send your applications with CV no later than November 14, 2022 to the following e-mail address of the Secretariat:** [admin@georgia-ccm.ge](mailto:admin@georgia-ccm.ge)  **with copy to:** [secretary@georgia-ccm.ge](mailto:secretary@georgia-ccm.ge)

**Submission of the working sample of the similar assignment done previously is preferable.**

**The applications received after November 14, 2022 will not be considered. Please indicate in the subject line: National Consultant.**

**Only the candidates short-listed for an interview will be contacted.**

1. “Civil society” is the term the Global Fund uses to designate all those stakeholders who are neither government bodies nor private sector enterprises – groups such as international and national nongovernmental organizations, advocacy groups, faith-based organizations, networks of people living with the diseases, and so on. [↑](#footnote-ref-1)
2. “Communities” is used to refer to people who are connected to each other in varied and distinct ways, such as people who are particularly affected by a given health problem or people who share particular characteristics or vulnerabilities due to gender, identity, geography, behavior, ethnicity, religion, culture or age. Community groups are also part of broader civil society. [↑](#footnote-ref-2)