

# TERMS OF REFERENCE FOR THE GEORGIAN CCM OVERSIGHT COMMITTEE

## 1. Oversight Committee Responsibilities

### *1.1 Goal and Objectives*

The most important function of the country coordinating mechanism (CCM) is oversight. The CCM oversees the performance of principal recipients (PRs) to ensure that they achieve the established targets for the programs that they are implementing. The CCM holds PRs accountable to all country stakeholders. According to Requirement 3 of the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) guidelines for CCMs, each CCM must **have an oversight plan and follow this plan**. To implement its oversight plan, the CCM needs to have an oversight body in place. An established oversight committee can serve in this role or the CCM might give oversight responsibilities to different committees or subcommittees. See Section 2 for information on the structures of oversight committees and subcommittees.

The oversight committee is a permanent CCM committee whose purpose is to oversee the implementation of approved Global Fund grants in the country. Its **goal** is to ensure the implementation of activities and the use of resources in accordance with the grant agreement. Achieving this goal might involve providing strategic direction to PRs when needed, ensuring compliance with Global Fund policies and procedures, establishing financial controls, and following up on key recommendations.

It is up to the CCM general assembly to decide on the recommendation of the Oversight Committee.

To reach its goal, the oversight committee fulfills the following **objectives**:

- Ensure implementation of the CCM's oversight function, one of the five core functions of a CCM
- Ensure development, timely updates, and implementation of an oversight plan and corresponding work plan and calendar
- Analyze problems and bottlenecks in grant implementation and provide recommendations for informed decision making by the CCM
- Promote effectiveness in oversight by appropriate use of time and available resources
- Improve relationships between the CCM and PR and between PRs and sub-recipients (SRs) if necessary.

These terms of reference describe the role of oversight committees in the oversight of long-term grant performance, including governance and accountability. In contrast to oversight committees, PRs focus on monitoring and evaluating the day-to-day program implementation.

### *1.2 Role*

The oversight committee plays a key role in the oversight process by ensuring appropriate, timely, and effective use of Global Fund monies; timely and effective implementation of PRs' and SRs' programmatic work plans; and transparent, competitive, and effective procurement and supply management with appropriate quality assurance in accordance with national legislation.

The oversight committee is not a decision-making body. The committee's role is to provide information and informed recommendations to guide the CCM in its oversight deliberations and decision making.

### *1.3 Oversight Mandate*

The CCM authorizes the oversight committee to develop, update, and implement an oversight plan and corresponding annual work plans and calendars; identify problems and bottlenecks facing PRs and SRs, and provide guidance and recommendations for the CCM; follow up on recommended actions and their implementation; and improve communication and collaboration between the CCM, PRs, and lead SRs, and between PRs and SRs or sub-sub-recipients.

## **2. Oversight Committee Structure within the CCM**

The oversight committee is a CCM structure that the CCM secretariat supports.

The oversight committee reports to the CCM at quarterly plenary meetings and **in online format.**

The CCM in Georgia is composed of the following bodies:

- 1 The CCM general assembly which is composed up to 30 members.
  - a. Sector 1: Government, including government-owned enterprises: 12 (40%)
  - b. Sector 2: Civil society organizations: 14 (47%)
  - c. Sector 3: Development Partners: 4 (13%)
- 2 The oversight committee composed of a minimum of 5 and a maximum of 7 members.

*Note: According to the Georgia CCM Governance Manual the G-CCM reserves the future right to constitute an Executive Committee with a specific Terms of Reference, if by a majority vote of the G-CCM, it is determined that there is need for such a Committee. Executive Committee may supervise the oversight committee.*

## **3. Oversight Committee Composition**

### ***a. Membership***

The oversight committee is composed of 5 to 7 members. The CCM elects or selects the oversight committee members within its members. However, when good candidates cannot be identified within the CCM members qualified members outside of the CCM can be selected provided they comply with all the other selection criteria outlined below.

Chairs and vice chairs of the CCM do not serve on the oversight committee.

The oversight committee chair is selected among all the oversight committee members in the CCM general assembly.

The oversight committee's members include representatives of the following constituencies:

- Bilateral and multilateral partner organizations (1 member)
- Public sector (2 to 3 members)
- Civil society (2 to 3 members)

The number of representatives from the public sector must equal the number of representatives from the civil society

At least one of the above member has to be a representative of the people living with the three Global Fund diseases or People who are at risk of these diseases.

Oversight members from the public sector are nominated by the government.

Oversight member from the bilateral and multi-lateral partner organizations can be nominated or elected within their constituency.

Oversight committee members representative from the civil society are selected by (nominated or elected) by the CCM members from their constituency. CCM members from the civil society constituency can propose candidates or propose themselves as a candidates.

Among them, civil society representatives in the oversight committee must include at least one person with knowledge and experience in TB programming and another one with knowledge and experience in HIV programming.

### ***b. Term of Office***

Committee members serve a maximum term of 2 years. The CCM may reelect or reappoint oversight committee members up to 2 times. **At least 30% of the CCM oversight committee members are replaced, reappointed, or reelected every year.**

An oversight committee member's term ends when one of the following occurs:

- Service on the committee for the maximum number of years
- A permanent conflict of interest: the membership is terminated when the committee member becomes involved in the implementation of the grant.
- Personal request to resign that the CCM has approved
- Poor performance on the oversight committee as determined by the CCM for instance a non-attendance for up to 3 consecutive times
- For oversight committee members who are CCM members, termination of CCM membership due to poor performance as determined by the CCM

### ***c. Competencies***

To fulfill their responsibilities on the oversight committee, members must dedicate a substantial portion of their time to committee activities.

Oversight committee members must be willing and prepared to invest at least one day per month to their oversight activity. It is strongly recommended for newly appointed oversight committee members to have their employing organization add their oversight committee function to the terms of reference of their current position.

Ideally, members collectively have experience and skills in the following areas:

- HIV/AIDS and tuberculosis program management and service delivery
- Monitoring and evaluation
- Strategies for ensuring that target groups have access to services
- Experience in advocacy for target group interests
- The epidemiology of the two Global Fund diseases (TB and HIV) and the dynamics of these diseases in the country
- Financial planning and management
- Procurement and supply management
- Communication

A lack of expertise and experience in these areas does not preclude a CCM member from membership on the oversight committee because oversight committee members have access to technical support and can request the help of resource persons.

#### *d. Responsibilities*

Members of the oversight committee have the following responsibilities:

1. Build capacity and prepare annual plans for CCM oversight
  - Clarify oversight function and oversight committee responsibilities and build oversight committee members' capacity for oversight
  - Orient and train new CCM members on oversight guidelines and retrain existing members on oversight roles and responsibilities of the CCM, PR, SRs, and other stakeholders
  - Develop approaches for engaging CCM members and program stakeholders in the oversight process
  - Develop annual oversight work plans, calendars, and budgets
2. Gather information on program and grant implementation
  - Gather program performance, financial, and procurement information for Global Fund grants using routine reports or by repackaging available data
  - Gather information on Global Fund grants through site visits and participation in joint PR and SR performance review meetings
  - Gather information on Global Fund grants by looking into specific issues
3. Identify implementation issues, problems, and bottlenecks
  - Analyze information to identify problems and bottlenecks requiring CCM attention and crosscutting issues that require attention from a broader range of stakeholders
  - Document problems, issues, or bottlenecks for CCM review and decision making
  - Prepare comprehensive analyses of identified issues to present at a CCM meeting
4. Provide guidance and recommendations to inform CCM decision making and further actions
  - Provide presentations of identified findings and propose recommendations to inform CCM decision making and further actions
  - If required, help CCM understand issues and determine appropriate actions
  - Request exceptional CCM meeting when urgent problems arise
5. Follow up and report on results to the CCM and program stakeholders
  - Follow up on decisions made and recommended actions and report on results to CCM and program stakeholders
  - Report back to CCM and program stakeholders on progress, remaining issues, and additional follow-up required
6. Be responsible for monitoring the implementation of the G-CCM Transition Plan
  - Monitor progress on the G-CCM Transition Plan implementation and defined activities, ensuring timely and efficient implementation
  - Assess and define the change required and propose any adjustments to the plan, if needed
  - Provide recommendations for an update of the G-CCM Transition plan to address changes
  - Verify the deliverables against the set milestones
  - Ensure that implementation of the G-CCM Transition plan is in line with the overall Georgia Transition Plan
  - Take into account recommendations and assistance provided by the PAAC
  - Report back to G-CCM and other stakeholders
  - Develop any requests for additional technical assistance

#### *e. Oversight Committee Chair Responsibilities*

The CCM selects a committee chair within the oversight committee members as soon as the oversight committee members have been appointed, when new committee members have been appointed or when the previous chair's term has ended.

The chair can serve a maximum of 2 terms of 2 years.

In addition to having at least some of the competencies described in Section 3.3, the oversight committee chair has the following skills:

- Coordinating and facilitating meetings and activities
- Communicating and interacting with various in-country stakeholders
- Networking and planning
- Analyzing, reporting, and presenting
- Understanding Global Fund processes and requirements

The oversight committee chair must be willing and prepared to dedicate the time and effort required by this position: at least 2 days per month.

#### *f. Technical Resources and Outsourced Expertise*

The oversight committee may call on external experts on a regular basis or for specific activities. The CCM secretariat maintains a database of external experts and assists the oversight committee in identifying appropriate experts when needed.

The CCM or the oversight committee decides when to consult an external expert depending on the magnitude of the issue and the anticipated scope of work. The CCM and oversight committee should first try to find external experts who are willing to consult with the oversight committee on a voluntary basis. The CCM must approve all decisions to hire an external consultant at a plenary session.

#### **4. Conflicts of Interest**

The potential for conflicts of interest in oversight committee members can be considerable because the CCM's members probably include Global Fund grant implementers. The CCM's conflict-of-interest mitigation policy provides clear procedures on identification, declaration, documentation, and management of conflicts of interest.

Conflicts of interest can arise when recipients of funds are involved in oversight. To avoid conflicts of interest in the oversight process, members of the oversight committee must not be affiliated with any implementing organizations. As soon as it is known that organisations who have a representant in the OC will be taking a role in the implementation of the grant those members have to be replaced.