

TERMS OF REFERENCE

Position:	National technical expert to develop the health governance bodies mapping (hereinafter the “Technical expert”)
Project number and title:	UNDP Project No. 118796 “Support to CCM for 2020-2022”
Type of Contract:	Individual contract
Duty Station:	Home-based
Duration:	September - October 2021

1. Project Description:

UNDP is the global development organization of the UN system with presence in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so that countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping partners achieve the Sustainable Development Goals including the Goals related to the good health and well-being.

Since 2010, UNDP is a Funding recipient of the project "Support to Country Coordinating Committee on Work with International Organizations on HIV and Tuberculosis issues" funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter – The Global Fund). The project is aimed at provision of logistic and administrative support to CCM through its Secretariat.

In Kazakhstan, the Country Coordinating Committee on Work with International Organizations on HIV and Tuberculosis issues (hereinafter the “CCM”) has been established in 2002. On May 05, 2020, the Prime-Minister of the Republic of Kazakhstan signed a new Resolution "On establishment of the Country Coordinating Mechanism on work with international organizations in the sphere of HIV-infection and Tuberculosis" ensuring equal participation of the representatives of the CSOs, PLHIV, People affected by TB, PWID, SW, MSM in the work of CCM, its decision making as well as in interaction with the constituencies in terms of covering the needs of most vulnerable and leaving no one behind. The CCM is mandated to coordinate the development of funding proposals on HIV and TB, oversee the implementation of country-level activities with the international organizations and ensure participatory decision-making (decisions made between decision-makers, service providers and key affected populations).

The CCM Secretariat was established in 2011 and works closely with national and international partners to support HIV and TB responses. The CCM Secretariat staff under the Governance Unit of UNDP provides technical support to partners and participates in the implementation of CCM functions; represents UNDP at multi-stakeholder fora including public-private dialogues, government, and civil society dialogue initiatives.

In early 2021, the CCM participated in the Global Fund's project “CCM Evolution”, within this project CCM functions were analysed in 4 main areas: oversight, engagement, positioning, and operations. Based on the results of the analysis, the following threshold values were determined: oversight - 83%, engagement - 75%, positioning - 50%, operations - 92%. To raise the thresholds to 100%, the CCM agreed on 15 April 2021 a

list of relevant activities that received financial support from the Global Fund and will be carried out until the end of 2023.

The Global Fund's [Country Coordinating Mechanism \(CCM\) Policy](#) outlines that the CCM should be positioned at the highest level responsible for multi-partner and multi-sectorial 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 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 system 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. This assignment is a part of the "CCM Evolution" event. The local consultant will identify existing national health structures, governance mechanisms and platforms responsible for coordinating the health sector and disease-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 CCM.

2. Scope of work:

The local consultant is expected to perform the following tasks:

#	Description of activity	Timing	Expected Result/Output
1	Undertake a desk review of relevant documents. Interview key stakeholders at the national level. Meeting with CCM Evolution task force members.	3 weeks after contract signing	<ul style="list-style-type: none"> Governance documents of up to 10 governance bodies (health, social, human rights) reviewed (CCM included). <p>When available, Sustainability and Transition assessment reviewed.</p> <p>At least one stakeholder per governance body interviewed, including one high-level government official.</p>
2	Map existing national health structures. The map should show the national structures and their relationship within the national health sector.	4 weeks after contract signing	Organigram showing the positions and relations of up to 10 health governance bodies (CCM included).
3	Organize an in-country consultation meeting with Task force members and partners.	4-5 weeks after contract signing	Presentation on key results.

			Key findings and conclusions from the mapping exercise.
4	<p>Develop a summary report.</p> <p>An executive summary of key findings, conclusions, options and next steps (including activities for inclusion in baseline assessment work plan – <i>optional</i> based on country context).</p>	4-5 weeks after contract signing	<p>Report drafted (2-4 pages) with thematic tables and analysis on:</p> <ul style="list-style-type: none"> • Mandate • Composition • Structure • Legal Status • Anchorage level to the national system.

3. Expected Outputs and Deliverables:

No	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment, %
1	<p>Meeting with CCM Evolution task force members conducted.</p> <p>Key stakeholders at the national level interviewed.</p> <p>Desk review analysis of relevant documents conducted.</p>	15 working days	3 weeks after contract signing	Desk review analysis of relevant documents conducted.	100%
2	The organigram developed/completed manually or using a software solution provided by the Global Fund (Visio).	10 working days	4 weeks after contract signing	CCM Evolution Task Force, CCM Oversight Committee and CCM Secretariat	
3	<p>Resolution with recommendations resulted from the conducted in-country consultation meeting: presentations delivered, discussions held, questions answered as evidenced by meeting documentation.</p> <p>The consultation should bring together stakeholders on coordinating and aligning platforms and include the civil society voice.</p>	5 working days	4-5 weeks after contract signing	CCM Evolution Task Force, CCM Oversight Committee and CCM Secretariat	
4	Summary report on the results	5 working days	4-5 weeks after contract signing	CCM Evolution Task Force, CCM Oversight Committee and CCM Secretariat	

4. Institutional Arrangement

- The technical expert agrees the actions with the Coordinator of the CCM Secretariat.
- The technical expert ensures the timely and rational planning, performance of works scope and achievement of deliverables according to the ToR;
- The technical expert ensures unconditional performance of requirements of the Terms of References and Individual Contract.
- The technical expert is responsible for quality of documents prepared as scheduled above.
- The technical expert prepares and submits the Report of the convened meeting and training in Russian language containing the agenda, list of participants and key points discussed and agreed on.
- UNDP warns that the funds for hiring consultants will not be used to write proposals for Global Fund financing.

5. Duration of the Work

The Individual Contract (IC) is awarded for period of September - October 2021 to perform all expected deliverables as specified in the «Expected Outputs and Deliverables». Performance under IC begins as IC awarded and completes not later than 31st of October 2021. The National technical expert is expected to devote 35 working days for implementation of TOR tasks. Once received the reporting documents from the National technical expert, the Coordinator of the CCM Secretariat provides the comments/recommendations and confirmation of works acceptance within 5 working days.

6. Duty station

Basically, the technical expert will work from home, however, will have to join any meetings with the CCM Secretariat and partners whenever necessary based on a preliminary agreement on the date, time and place of the meeting.

7. Qualifications of the Successful Individual Contractor:

A. Education

- Master's degree in public health, finance, public administration or business administration, or related field.

B. Experience

Essential:

- At least 3 years' experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international levels.
- At least 3 years professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
- Proven understanding and experience of working with strategic, organizational, financial and management issues.
- Proven understanding and experience of working with the Global Fund processes and its funding model.

Desirable:

- At least 3 years of professional experience (international or national) working in planning and management in the humanitarian sector.
- At least 3 years' experience in public health and disease program management with focus on HIV and AIDS, tuberculosis, and malaria.
- Documented experience of coordination across multiple stakeholders.

C. Competencies

Languages:

- Knowledge of English and Russian languages is mandatory; knowledge of Kazakh language will be an advantage.

Technical skills:

- Excellent written and verbal communication skills.
- Proven knowledge of the software Visio.
- Proficiency in Microsoft Office applications especially Excel/ Access, email, internet and websites essential.
- Robust understanding of governance matters.
- High degree of organization, initiative and political awareness.
- Knowledge of public health issues.
- Strong interpersonal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
- Strong writing, presentation and communication skills and IT competences are essential.
- Ability to lead a team and set priorities while handling multiple tasks simultaneously.
- Previous development experience and/or background with government or private sector desirable.

8. Scope of Price Proposal and Schedule of Payments:

The financial proposal must be expressed in Lump Sum Amount, which must be all-inclusive. The Technical expert shall indicate all costs, including professional fees and other costs in his/her financial proposal for implementing the TOR tasks.

Payment to the technical expert will be made in **the national currency (KZT)** with a 100% lump sum payment based on the deliverables accepted and upon certification of satisfactory completion by the Head of Governance Unit.

Approval:

This TOR is approved by:

Konstantin Sokulskiy Konstantin Sokulskiy Date: 25-Aug-2021
Head of Governance Unit

Ryssaldy Demeuova Ryssaldy Demeuova Date: 24-Aug-2021
Coordinator of CCM Secretariat