

ANNEX 1
TOR 1
CCM ELIGIBILITY ASSESSMENT

Terms of Reference to facilitate the ‘CCM
Eligibility and Performance Assessment’

Background

There are six **Eligibility Requirements (ERs)** with which CCMs must comply in order to be eligible for funding. Eligibility Requirements embody good governance practices with which all CCMs must comply.

In July 2013, the SIIC approved the **CCM Minimum Standards**, which measures core functions of a CCM. CCM Minimum Standards represent additional criteria that will be enforceable and compulsory for grant signing as of January 2015.

A brief description of each of the six Eligibility Requirements is below, with more detail on each requirement (and the Minimum Standards that will be enforceable as of January 2015) available in the [CCM Guidelines and Requirements](#) document.

1. **Eligibility Requirement 1:** Transparent and inclusive concept note development process
2. **Eligibility Requirement 2:** Open and transparent PR selection process
3. **Eligibility Requirement 3:** Oversight planning and implementation
4. **Eligibility Requirement 4:** CCM membership of affected communities, including and representing people living with diseases and of people from and representing Key Affected Populations
5. **Eligibility Requirement 5:** Processes for electing non-government CCM member
6. **Eligibility Requirement 6:** Management of conflict of interest on CCMs

CCM Eligibility in the new funding model

The process for reviewing the 6 CCM Eligibility Requirements has changed:

- **Requirements 1 and 2:** Requirements 1 and 2 are assessed at the time of Concept Note submission
- **Requirements 3 to 6:** Requirements 3, 4, 5 and 6 are assessed annually through the *CCM Eligibility and Performance Assessment (EPA)*, with the support of a Technical Assistance (TA) provider.

CCM Eligibility and Performance Assessment (EPA)

In order to ensure compliance with the **CCM Eligibility Requirements**, CCMs must conduct a CCM Eligibility and Performance Assessment (EPA). The EPA is a self-assessment that will be facilitated by a Technical Assistance provider. CCMs must request TA to facilitate the assessment.

Importantly, compliance with **Eligibility Requirements** is a pre-requisite to access funding in 2014. Countries are encouraged to plan for the EPA well in advance, taking into account their plans and timelines of applications for new funding.

The CCM EPA is to be completed via an online tool developed by the Global Fund Secretariat. The tool includes indicators directly linked to the CCM Eligibility Requirements **and** additional indicators linked to CCM minimum standards¹. A preview of these indicators (the “Performance Assessment Matrix”), to assist CCMs and TA providers in preparing for the EPA, is available as a download from the Global Fund website.

On the basis of the CCM evaluation findings, the TA provider and the CCM will work together to identify a milestone-driven improvement plan. The Global Fund Secretariat will follow up on the implementation of corrective actions as outlined in the proposed improvement plan.

¹ **Minimum Standards** are criteria that will be enforceable and compulsory for grant signing as of January 2015.

Technical Assistance for CCM Eligibility and Performance Assessment

I. Objectives

To facilitate the CCM Eligibility and Performance Assessment (EPA), and provide necessary technical support to ensure that CCM(s) are fully compliant with Eligibility Requirements (and Minimum Standards as of January 2015) at the time of submission of the Concept Note, or have a clear corrective action plan to achieve compliance.

II. Scope of Work for TA Providers

The CCM EPA consists of three pillars:

1. A review of the results of the CCM self-assessment (desk review type), including gathering all supportive documentation;
2. Stakeholders interviews to generate an additional evidence that will fine-tune development of the improvement plan;
3. Support to the CCM in preparation of an improvement plan.

Using the framework above, **Technical Assistance will be divided in three phases:**

- Phase I

The CCM will self-evaluate their compliance; the role of the TA provider is to guide CCM in this process. The TA Provider will facilitate the EPA, including the revision of all the indicators and documents that demonstrate compliance.

- Phase II

The TA Provider will carry out interviews with Bilateral, Multilateral, Private Sector, Civil Society and key Government stakeholders, to gain additional insight and evidence with regard to CCM performance and recurrent issues.

- Phase III

The CCM will develop and document an improvement plan with corrective actions and associated timeline. The implementation of the improvement plan should enable CCM to meet the eligibility requirements (and Minimum Standards as of January 2015). The TA provider is to assist the CCM in the preparation of its improvement plan.

III. Main activities, results and level of effort for each assignment (indicative)

Ideal team composition is two consultants for assignment duration of two weeks (20 LOE days).

Phase	Main Activities	Intermediates Results	LOE (days)
Preparation	Review of all relevant documentation on CCM structures and processes (including any relevant previous assessment) to support oversight and pre-identify any gaps. Teleconference with Global Fund Secretariat/FPM (and CCM Hub, if necessary)		4 days
I	In-country briefing between the CCM members, the Secretariat and TA provider	Coordination of meeting and interviews scheduled	1 day
	Ensure information about the performance assessment process has been received, discussed and accepted by the CCM.	CCM self-performance assessment (documented basis)	4 days
	Filling in of the CCM self-evaluation tool and discussion of the outcomes of the initial self-assessment (based on tool outputs and supporting documentation)		
	Train the CCM secretariat in the use of the online tool for EPA and ensure the CCM is informed about the importance of updating their Improvement Plan status periodically -- especially during Concept Note submission, for Global Fund Secretariat verification.		
II	Carry out interviews with Bilateral, Multilateral, Private Sector, Civil Society and key government stakeholders, to get additional evidence about the CCM performance		6 days
	Analyse and document any mismatch between the findings of phase I assessment and feedback received from the stakeholders interviews	Aggregated results entered into the Global Fund system	1 day
III	TA provider meet with the CCM to analyse diagnostic results (phases II & II) and ask for clarifications (and or missing documentation). TA provider assist the CCM to develop the corrective action plan	Concrete actions defined with CCM (with CCM leadership endorsement).	4 days
Follow up	Teleconference with Global Fund Secretariat (FPM and CCM Hub)		
	Total days		20 days

IV. Deliverables for TA provider

- Self-assessment (including analysis of results with CCM, and documents verification) entered into the online tool
- Provision and validation of documents, duly organized, that demonstrate compliance with respective indicators for Eligibility Requirements and Minimum Standards
- Provision of additional evidence from non-CCM partners and key stakeholders regarding CCM performance, Eligibility Requirements and Minimum Standards (supported by documentation –additional documents)
- Submission of a Diagnostic Report (including self-assessment results, observations and summary of interviews)
- The proposed corrective action plan to improve the CCM performance, including follow up actions and next deliverables (subject to Global Fund Secretariat review and sign off)

V. Required qualifications, expertise and competencies of Consultant(s)

- Degree in public health, social sciences, international relations, management or other relevant discipline.
- Demonstrated expertise and experience of consulting multi-stakeholder bodies in the areas of CSOs engagement, management, capacity development and/or rights advocacy of KP/PLWD groups.
- Demonstrated knowledge/ understanding /experience of the Global Fund Grant Architecture and management process:
- NFM (The New Funding Model)
- Roles of the Global Fund Board/Global Fund Secretariat/Technical Review Panel (TRP)/Office of the Inspector General (OIG), Local Fund Agent (LFA), Country Coordinating Mechanism (CCM), Principal Recipients (PRs), Sub-Recipients (SRs)
- Demonstrated knowledge/ understanding/experience of CCM Governance related issues:
 - CCM Eligibility Requirements,
 - CCM Functions
 - CCM responsibilities
 - CCM structure
 - CCM oversight function (process, activities, responsibilities, tools)
 - Conflict of interest in CCM and associated Global Fund policies
 - CCM Governance documents.
- Demonstrated experience in successful TA provision in the short and medium term.
- *Skills and competencies:*
 - Leadership;
 - Integrated approach to consultancy;
 - Strategic approach to consultancy;
 - Qualitative data collection;
 - Conduct of negotiations;
 - Relationship management;
 - Facilitation;
 - Diplomacy;
 - Cultural sensitivity;
 - Ability to synthesise and summarize results;

- Ability to independently develop work-plans aimed at achieving specified impact and execute them with limited guidance and oversight;
 - Teamwork and team building skills.
- The consultant(s) must be fluent in English and the official language of the country (if the official language of the country where services are offered is French, Spanish or Russian).
 - The consultant must be able to travel and work in the country requiring technical support.

VI. Mission Contacts

- At the Global Fund: Fund Portfolio Manager, Program Officer, and a member of the CCM Hub (telephone conference)
- In-country: The CCM Chair and Secretariat. Consultant to liaise with the CCM Chair and CCM Secretariat to agree on start date for the in-country visit.

VII. Reference Documents

Generic Documents

- [CCM Guidelines and Requirements](#)
- [CCM Funding Policy](#)
- [New funding model](#)

CCM-specific Documents

- CCM governance documents
- CCM funding guidelines and templates
- CCM's Conflict of Interest Policy
- CCM's Governance manuals /TOR/ by-laws/internal procedures/sub-working group/procedures/CCM minutes