

ANNEX 6
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CCM ORIENTATION SUPPORT

Terms of Reference for facilitating the Face to Face
component of the “CCM Orientation Program for
CCMs”

2016

General information

CCM Orientation program for CCMs

The Global Fund Secretariat is working in close collaboration with the USAID Leadership, Management, and Governance (LMG) project to develop an orientation/induction program for CCM members that will be used by CCMs worldwide.

The purpose of the CCM orientation program is to improve the CCMs performance by providing the CCM members with the knowledge and skills they need to carry out effectively their role and responsibilities.

The following are the three components of the orientation program:

- A. Introductory - briefing on the CCM Orientation Program
- B. Core Content for CCMs – which includes:
 - (1) e. learning contents related with eligibility, performance, good governance practices, functions, sub structures, responsibilities.... And
 - (2) Face to face component (facilitator guide with practical examples exercises and case studies)**
- C. Thematic Modules

Technical Assistance to facilitate the face to face component of the Orientation/Induction program for CCMs

According with the membership renewal calendar, the CCM Hub will systematically send one consultant to each CCM, to conduct the face-to-face (F2F) component of this program. Completing the eLearning component will be a prerequisite to receive the F2F facilitation.

The objective of the F2F component is to ensure that every new CCM member has internalized and has appropriated the contents of the self-administrated eLearning component.

The F2F component will be based in practical examples and case studies for applying the theory/contents of the eLearning, Facilitators will have at their disposal a “facilitator guide” containing relevant examples and exercises to practice the learnings.

I. Scope of Work for TA Providers

The process for facilitate the F2F component is the following:

Main activities	Modality	Level of effort
1. Self-Preparation to understand the context of the CCM	Remotely	0.75 day
2. Conference call with FPM		
3. Face to Face Component facilitation	In Country	2 days
4. Preparing one page of recommendations/ observations	Remotely	0.25 day
Total level of Effort for each CCM	3 days	

The assignments will require consultants that are strong in facilitation, interpersonal capacities, and CCM orientation and induction knowledge in English, French, Spanish, Portuguese and Russian, for a level of effort of 3 days (2 in-country).

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

- Demonstrated knowledge/ understanding /experience of the Global Fund Grant Architecture and management process: Global Fund Funding Model.
- Demonstrated knowledge/ understanding/experience of CCM Governance related issues
 - CCM Eligibility Requirements,
 - CCM Functions and 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:*
 - Excellent Facilitation skills; Leadership; Integrated approach to consultancy; Strategic approach to consultancy; Diplomacy; Cultural sensitivity; Teamwork and team building skills.
- The consultant 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, Portuguese or Russian).
- The consultant must be able to travel and work in the country requiring technical support.

III. Mission Contacts

- *At the Global Fund:* The CCM Hub CCMHub@theglobalfund.org
- *For In-country contacts:* FPMS will provide focal point contacts, typically are the CCM Chair and Secretariat.