



RWANDA COUNTRY COORDINATING MECHANISM

TERMS OF REFERENCE FOR HIRING A NATIONAL CONSULTANT TO DEVELOP CCM RWANDA POSITIONING STRATEGIC PLAN

1. Context

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 health 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 health institutions 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.

It is in this context that CCM Rwanda is hiring a National/local Consultant to develop CCM Rwanda's Positioning Plan under the Evolution Strategic Initiative.

2. Scope

- The national 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.
- The consultant will also support the CCM in developing a Positioning Strategy based on three main phases:
 - Sustainable structure
 - Knowledge
 - Coordination


2.1. Characteristics of the consultancy

Type of Consultancy: National Individual Consultant

Duration of the assignment: 25 Level of Efforts

3. Main Task and Metrics


The national consultant is expected to perform the following tasks:

Task	Metric
Understand and become familiar with the principle of Positioning. For the transition context, understand the transition lens and how it fits within Positioning.	Positioning e-Learning module and review of Positioning Guidance Note completed.
Undertake a desk review of relevant documents.	<ul style="list-style-type: none"> • Governance documents of up to 10 health governance bodies reviewed (CCM included). • When available, Sustainability and Transition assessment reviewed.
Interview key stakeholders at the national level.	At least one stakeholder per governance body interviewed, including one high-level government official.
Map existing national health structures. 	Organigram showing the positions and relations of up to 10 health governance bodies (CCM included). The organigram can be completed manually or using a software solution provided by the Global Fund (Visio).
Develop a summary report.	Not more than Ten pages (10) with thematic tables and analysis on: <ul style="list-style-type: none"> • Mandate • Composition • Structure • Legal Status • Anchorage level to the national system.
Organize in-country consultation meetings.	<ul style="list-style-type: none"> • Presentation on key results. • Moderate sessions on the following phases of the CCM Positioning journey: <i>Coordination, Sustainable Structure.</i>



	The consultation should bring together stakeholders on coordinating and aligning platforms and include the civil society voice.
Support the CCM Evolution Task Force, CCM Executive Committee and CCM Secretariat to develop a CCM Positioning plan.	<p>Proposal developed on the appropriate positioning of the CCM. It should include:</p> <ul style="list-style-type: none"> Necessary linkages and alignment with other significant coordinating platforms in-country. For the transition context, this includes identifying key national stakeholders, including non-CCM members, that can support national transition planning and implementation, and overall efforts to strengthen sustainability. Long-term embedment of CCM functions within existing or emerging health platforms, including ensuring strong inclusion of civil society and participating in efforts to strengthen sustainability of Global Fund investments.
Reporting Lines	The consultant will report to the CCM Executive Committee and the CCM Evolution Task Force; The consultant will work in close collaboration with the CCM Secretariat and the CCM Evolution Task Force. The CCM Secretariat is requested to share the consultant's deliverables with the Global Fund

4. Candidate Profile

<u>A. Qualifications</u>	Essential: At least , holding a Master's Degree in Public Health or related field
<u>B. Experience</u> 	Essential: <ul style="list-style-type: none"> Solid experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international levels. Rich professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience. Solid understanding and experience of strategic, organizational, financial and management issues. Solid understanding of the Global Fund processes and of its funding model. Excellent written and verbal communication skills. Desirable: <ul style="list-style-type: none"> At least 5 years of professional experience (international or national) working in planning and management in the humanitarian sector. Experience in public health and disease program management with focus on HIV and AIDS, tuberculosis and malaria.

	<ul style="list-style-type: none"> • Documented experience of coordination across multiple stakeholders. • Proven experience in Rwanda Health System
C. Competencies	<p>Languages:</p> <p>The working language of this assignment will be English. Excellent command of English and Kinyarwanda will be mandatory. Excellent communication skills and experience in working with communities especially key and priority population</p> <p>Technical skills:</p> <p>Robust knowledge of the software Visio is a key requirement for this role;</p> <ul style="list-style-type: none"> • 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; • Previous development experience and/or background with government or private sector desirable;
5.Deliverables	<ul style="list-style-type: none"> • Inception report for the implementation of the consultancy; • Map of existing Health bodies • Positioning Strategic Plan • Final report
6. Documents to submit for evaluation	<ul style="list-style-type: none"> • Administrative requirements <ul style="list-style-type: none"> - Academic document: 45% - Working/Relevant experience: 25% - Strategic plan for implementation: 5% - Professional certificate: 5% - At least 5 years' certificate of working with International NGOs in health sector: 20 % • Financial proposal: This will be opened one day after technical evaluation. The only consultant who will be considered in financial evaluation is the one who will have 70% in the technical proposal evaluation. • Procedures of evaluation will be in line with GoR procurement law. • Financial proposal will be evaluated out of 30%. • Technical proposal will be evaluated out of 70%. • The successful consultant will be the lowest evaluated



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	<p>as per the procurement law.</p> <ul style="list-style-type: none"> The costs of the meeting/training for the participants shall be covered from the CCM Budget, therefore the consultant will charge for all his/her own expenses only in the consultancy fees .
6.1. Business related documents	<ul style="list-style-type: none"> TIN number 3 certificates of good completion of similar tender
7. Submission date	06/03/2023 before 5:00 pm
8. Contacts:	<p>Permanent Secretary info@ccm.rw, cyizainnocent@gmail.com or call 0788626228</p>

Done at Kigali, 17/02/2023.


CYIZA BUSHYAMA
Permanent Secretary

