**Terms of Reference for the CCM Oversight Committee**

**(Global Fund to Fight AIDS, Tuberculosis and Malaria Qualification Criteria No. 3 to Country Coordinating Mechanisms)**

**Job Title:** Performing the oversight function of the CCM

**Project number and title:** No. 118796, "Support to the CCM for 2020-2022"

**Working time:** 2022-2024

**Introduction**

The Country Coordinating Committee for Work with International Organizations on HIV and Tuberculosis Issues (hereinafter - the CCM) was established in 2002 by the Decree of the Government of the Republic of Kazakhstan dated September 20, 2002, No. 1037, chaired by the Deputy Prime Minister of the Republic of Kazakhstan. Currently, the CCM operates on the basis of the order of the Prime Minister of the Republic of Kazakhstan dated May 05, 2020, No. 64-p.

In accordance with requirement No. 3 of the Policy of the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter referred to as the Global Fund) on the issues of Country Coordinating Mechanisms, approved by the decision Global Fund Boards On May 10, 2018, “Recognizing the importance of oversight, the Global Fund directs all CCMs to submit and strictly implement implementation oversight plans for all grants approved by the Global Fund. The plan should contain a detailed description of oversight activities and how to involve program implementers, including members and non-members of the CKK, and especially representatives of non-governmental constituencies and key populations, in oversight activities.”

The CCM, in order to fulfill its oversight function, which aims to ensure transparency and increase efficiency in grant management through a comprehensiveassistance to Principal Recipients in achieving the planned objectives of the grant,recruits experts with different levels of knowledge and skills.The basic principle of oversight is to ensure the rational and efficient use of resources - financial and human - for the benefit of the country. CCMs are responsible for the overall coordination of Global Fund grants in-country.

As part of the oversight function, the following will be carried out:(1) participation in CCM meetings; (2) participation in briefings by local agents of the fund (hereinafter - LFA); (3) participation in supervision visits; (4) collection of information during visits to Principal and sub-recipients, contractors; (5) information analysis, (6)making recommendations and participating in decision-making,(7) moderation of working meetings; (8) participation in official meetings with decision makers; (9) participation in meetings with project clients; (10)results tracking and reporting for:determination of achievements in the implementation of the grant; prevention of problems in the implementation of the grant; timely resolution of identified problems. As a result of its work, the Oversight Committee is expected to share information and collaborate closely within its mandate between the CCM and its working bodies, Principal Recipients and Sub-Recipients, Local Fund Agents, the Global Fund Secretariat, stakeholders, people living with diseases and/or affected diseases.

Monitoring and evaluation consists in tracking specific activities for the implementation of the program, which is the responsibility of the Principal Recipients (hereinafter referred to as the PR) and other program executors.

In contrast, the oversight function focuses on analyzing the "big picture" of grant implementation. The CCM should focus on identifying critical issues that threaten the success of the grant and helping to address issues that are beyond the PR's mandate. The CCM's oversight process is about answering questions along several fronts: Finance: Is the money coming into the country on time and as planned? How much money does the PR transfer to its SRs? How much money was spent? Procurement: Are essential health products (medicines, laboratory supplies, etc.) procured and distributed on time? Are they acting as intended? Do those involved in the implementation of the grant receive them on time? Is the drug distribution system medical supplies and other reliable and safe? Do patients receive them? Grant Management: Are staff recruited? Have SRs been identified and evaluated, and contracts signed with them? Do all reporting entities submit their progress reports on time? Implementation: Are activities progressing according to schedule? Are the right services being provided to those who need them? Technical Assistance: What are the main barriers to successful and timely implementation of the grant (eg procurement, human resources, etc.)? What technical assistance is needed for capacity building and problem solving? What are the results of using technical assistance? Impact: Are the goals being achieved? Are the tasks being completed? Has the health situation improved? As part of the oversight activities of the CCM, the focus of the ongoing grant is on addressing stigma and discrimination against people living and/or affected by diseases, especially against key affected populations.

CCM oversight is acceptable only if there is no conflict of interest (Global Fund CCM Requirement #6) for CCM members and other professionals involved in oversight. The implementation of oversight activities in accordance with the adopted conflict of interest policy will ensure fairness and transparency in the decision-making process on the part of the CCM, protect the reputation and professional integrity of members and organizations represented on the CCM, and help to gain the trust of the general public and confidence in the decisions and actions of the CCM on supervision.

**Rationale:**

In accordance with the work plan of the CCM for 2022, funded by the Global Fund, the CCM has identified the following regions: Karaganda, Kostanay regions and Nur-Sultan for supervision visits as determined by the CCM, including all Principal Recipients, Sub-Recipients and Sub-Sub-Recipients of the Global Fund grants in Kazakhstan.

**Key tasks:**

1. Analyzes of Global Fund grant recipient reports for 2021: assessment of tasks and achievements at the time of the visit;
2. Analysis of the activities carried out on the recommendations of the oversight committee of the CCM;
3. Meetings with heads of health departments, maslikhat secretaries, recipients of the Global Fund grant according to the schedule of meetings and obtaining information on the progress of the implementation of the Global Fund grant: assess the quality of coordination between PRs, SRs, clients and partners;
4. Discussion of the results of visits with the main recipients of Global Fund grants - RSE on REM "Kazakh Scientific Center for Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan, RSE on REM "National Scientific Center for Phthisiopulmonology" of the Ministry of Health of the Republic of Kazakhstan.
5. Development of recommendations to eliminate problems related to the implementation of the project and dissemination of best practices for sub-recipients from other areas;
6. Distribution of reports with recommendations to all members of the CCM and other interested departments;
7. Participation in briefings conducted by the Fund's local agents for the Principal Grantees following the results of the annual and semi-annual reviews.
8. Conduct a field coordination meeting at the regional level, if necessary.

**Expected products:**

1. Report with recommendations to the Primary Recipients on the components "Tuberculosis", "HIV / AIDS" in order to improve the quality of work.
2. Minutes of briefings and working meetings of the oversight committee of the CCM;
3. Quarterly reporting to the Global Fund Secretariat on the progress of the CCM's oversight function;
4. Publication of reports on the results of oversight visits on the CCM website.

The program (schedules) of the visit to the regions is drawn up before departure.

**Requirements:**The Global Fund recommends that the CCM Oversight Committee be composed of experts with the following skills:

1. Project management expert;
2. Disease expert: Tuberculosis and/or HIV infection;
3. Procurement expert;
4. Financial expert;
5. A key person affected by or living with a socially significant disease or a member of a key population;

One expert can have two or more skills. The chairman of the oversight committee of the CCM is elected from among the members of the oversight committee of the CCM.

**Contact faces:**

The members of the Oversight Committee will work under the chairmanship of the Oversight Committee in conjunction with the CCM Secretariat.

**UNDP covers:**

From the funds of the Global Fund project, UNDP will provide the members of the oversight visit with travel expenses.