**TERMS OF REFERENCE**

Position National consultant to develop the Plan of positioning of NCC within health governance bodies and platforms

Project number and title: TJK-CFUND-2309 - NCC Funding Agreement

Type of Contract: Individual contract

Duty Station: Home based

Duration: Two months

# Project Description:

The National Coordinating Committee to Fight AIDS, Tuberculosis and Malaria of the Republic of Tajikistan (hereinafter — NCC) was established to prevent and control HIV, Tuberculosis and Malaria ensuring equal participation of the representatives of the government ministries and agencies, CSOs, People affected by HIV, Tuberculosis and Malaria in the work of NCC, its decision making as well as in interaction with the constituencies in terms of covering the needs of most vulnerable people. The NCC is mandated to coordinate activities of ministries and departments, local executive bodies of government, international organizations, civil society, religious and non-government organizations for implementation of prevention and epidemic measures to fight HIV/AIDS, Tuberculosis and Malaria, as well as to coordinate the development of fund requests to the Global Fund to Fight AIDS, Tuberculosis and Malaria (hereinafter — The Global Fund) and oversees the implementation of the Global fund grants.

The NCC Secretariat as an operating body of the NCC works closely with national and international partners to support HIV, ТВ and Malaria responses, provides technical support to partners and participates in the implementation of NCC functions; represents NCC at multi-stakeholder platforms, including public-private dialogues, government, and civil society dialogue initiatives.

In 2021, the NCC participated in the Global Fund’s project “NCC Evolution”, within this project NCC functions covering 4 main areas: oversight, engagement, positioning and operations. The Global Fund’s [Country Coordinating Mechanism (NCC) Policy](https://www.theglobalfund.org/media/7421/ccm_countrycoordinatingmechanism_policy_en.pdf) outlines that the NCC should be positioned at the highest level responsible for multi-partner and multi-sectorial development planning in а country. The Global Fund encourages to build national structures, wherever possible, and to position the NCC and/or NCC 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 NCC to support а successful transition process and to promote increased sustainability. Mapping existing health governance bodies in а country is the first step towards institutionalizing NCC functions. This assignment is а part of the "NCC Evolution" event. NCC Secretariat in Tajikistan is looking for a local consultant to 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.

1. **Scope of work:**

The local consultant is expected to perform the following tasks:

1. Undertake a desk review of relevant documents.

* Review governance documents of up to 10 health governance bodies (NCC included)
* Review Sustainability and Transition assessment documents
* Review National Programs and Plans on AIDS and TB prevention and control
* Other related policy documents

1. Interview key stakeholders at the national level.

* Develop questionnaire for interviews and in consultation of NCC Secretariat develop the list of interviewers
* Interview key stakeholders, at least one per governance body, including one high-level government official. Total 10 interviews

1. Map existing national health structures.

* Develop Organigram showing the positions and relations of up to 10 health governance bodies (NCC included). The organigram can be completed manually or using a software solution provided by the Global Fund (Visio).

1. Develop a summary report on mapping (2-4 pages) with thematic tables and analysis on mandate, composition, structure, legal status, anchorage level to the national system.
2. Present mapping exercise to stakeholders, develop power point presentations and meeting agenda, facilitate the meeting
3. Support the NCC Secretariat to develop a NCC Positioning plan. Proposals on the appropriate positioning of the NCC should include:

* Necessary linkages and alignment with other significant coordinating platforms in-country. For the transition context, this includes identifying key national stakeholders, including non-NCC members that can support national transition planning and implementation, and overall efforts to strengthen sustainability.
* Long-term embedment of NCC 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. .
* Develop Organigram showing the positions and relations of up to 10 health governance bodies (NCC included). The organigram can be completed manually or using a software solution provided by the Global Fund (Visio).

Deliverables:

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| **##** | **Deliverable** | **Content** | **Level of effort (LoE)** |
| 1 | Desk review and interviews conducted | Report with key findings, conclusions, options and recommendations | 7 days |
| 2 | Mapping of existing national health platforms. | The map should show the national structures and their relationship within the national health sector. | 7 days |
| 3 | Power Point Presentation and facilitation of meeting | PPP slides developed with key findings and conclusions from the mapping exercise. Agenda of the meeting and facilitation | 3 days |
| 4 | Positioning plan developed | Plan with cleared outlined deliverables, steps and timeline. | 10 days |
| 5 | Brief summary report  (2-4 pages). | An executive summary of key findings, conclusions, options and next steps (including activities for inclusion in baseline assessment work plan). | 3 days |
| Total | | | 30 days |

# Reporting Lines

* The consultant will work in close collaboration with the NCC Evolution Task Force and report to the NCC Secretary.
* The NCC Secretariat will share the consultant’s deliverables with the Global Fund.

# Institutional Arrangement

* The technical expert agrees the actions with the NCC Secretary.
* 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/Tajik language containing the agenda, list of participants and key points discussed and agreed on.

# Duration of the Work

The individual Contract (IC) is awarded for period of two months to perform all expected deliverables as specified in paragraph №2 of the TOR. The National technical expert is expected to devote 30 working days for implementation of TOR tasks. Оnсе received the reporting documents from the National technical expert, the NCC Secretariat provides the comments\recommendations and confirmation of works acceptance within 5 working days.

# Duty station

Basically, the technical expert will work from home, however, may travel to regions and have to join meetings with the NCC Secretariat and partners whenever requested based on а preliminary agreement on the date, time and place of the meeting.

# Qualifications of the Successful Individual Contractor:

А. **Education**

* + Master’s degree in public health, finance, public administration or business administration, laws or related field.

**В. Experience**

* + Experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international levels.
  + Professional experience, including а 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.
  + 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.

# С. Competencies Languages:

* + Knowledge of Tajik and Russian languages is mandatory; knowledge of English language will be аn advantage.

# Technical skills:

* + Excellent written and verbal communication skills.
  + 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 а 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:

# Applicants can send a financial proposal to the Secretariat of the NCC by e-mail [ncc.tajikistan@gmail.com](mailto:ncc.tajikistan@gmail.com) until 16:00, September 20, 2023.

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 (TJS)** with а 100% lump sum payment based on the deliverables accepted and upon certification of satisfactory completion by the NCC Secretary.