## TECHNICAL ADVISOR - PROGRAMME DEVELOPMENT & RESOURCE MOBILIZATION

### 1. JOB SUMMARY

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<th>Job Description Number</th>
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<tr>
<td><strong>Job Title</strong></td>
<td>Technical Advisor - Programme Development &amp; Resource Mobilization (PD&amp;RM), Uganda Country Coordinating Mechanism (CCM).</td>
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| **Duration of Contract** | 2-3 years renewable based on satisfactory performance and availability of Global Fund support and in-country co-financing of CCM operations.  
Probation period: 3 Months. |
| **Duty Station**       | Kampala, Uganda |
| **Reports to**         | CCM Secretariat Coordinator/ Executive Secretary |
| **Responsible for**    | CCM Programme Development and Resource Mobilization (PD&RM) activities and supervision of assigned staff (Technical Assistants, Interns, Volunteers and Consultants). |
| **Job Purpose**        | The purpose of the Technical Advisor - Programme Development & Resource Mobilization (PD&RM) position is to support the CCM in mobilizing Global Fund and domestic resources for the national HIV, TB and Malaria responses; strengthening health & community support systems; and the CCM oversight activities & operations.  
This position also ensures harmonization & alignment of Global Fund investments with other in-country financing mechanisms; and supports the sustained management and coordination of the Uganda CCM’s oversight activities within the following main functions delegated by the CCM:  
- Support the effective CCM Secretariat management, coordination and implementation of the Uganda CCM work plan activities  
- Provide administrative and technical support to the CCM Programme Development and Resource Mobilization (PD&RM) Committee including development and implementation of the Committee’s annual work.  
- Support, follow-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees’ and Board Meetings  
- Support the CCM to meaningfully participate in the development and review of the National Strategic Plans for HIV, Malaria, TB and Health and Community Systems Strengthening discussions  
- Provide technical support to the CCM to play its leadership and coordinating role in mobilising resources from the Global Fund; and also mobilize additional domestic finances to supplement the Global Fund investments  
- Support the preparation of the financial and programmatic gap |
analyses
- Support the CCM to oversee the re-programming of Global Fund and CCM grants funds
- Support the CCM carry out Principal Recipient (PR) nomination
- Support the CCM in providing oversight over the timely initiation of new Global Fund and CCM grants implementation
- Lead in the planning and coordination of strategies for carrying out CCM's role in harmonisation and alignment of Global Fund grants with the other health sector resources
- Support the development and implementation of CCM Resource Mobilization (RM) Strategy.
- Support the CCM oversight of the national Global Fund grants absorption and utilization to inform Resource Mobilization and re-programming of grants purposes.
- Support the CCM oversight of Harmonization and Alignment of Global Fund investments and other in-country financing mechanisms
- Lead in the coordination of the CCM Constituency Engagement, communication, knowledge management, information sharing, and publicity of CCM activities.
- Timely preparation of quality periodic documentation, related to CCM programme development and resource mobilization activities.
- Support the team’s implementation of the CCM Secretariat’s Performance targets in-line with the CCM Performance Evaluation Framework
- Support the CCM oversight of the CCM Secretariat’s Eligibility and Performance framework requirements set by the Global Fund, Assessments and implementation of the CCM Performance Improvement Plans

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<td>- Ex-Officio Member of the CCM Board as part of the CCM Secretariat Team</td>
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<td>- Secretary (Ex-officio) to the CCM Programme Development &amp; Resource Mobilization (PD&amp;RM) Committee meetings.</td>
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<td>- Member of the CCM Secretariat Management Team (SMT)</td>
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<td>- Supports the CCM Secretariat Coordinator/Executive Secretary and other Technical Advisors (Programme Oversight/M&amp;E, Finance &amp; Procurement) in undertaking oversight activities of the CCM as needed.</td>
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<td>- Works jointly with the Technical Advisor - Finance &amp; Procurement in undertaking financial and procurement oversight activities of the CCM.</td>
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<td>- Provides technical support to the CCM Secretariat, Committees of the CCM Board, nominated Ad hoc Task Teams and Technical Working Groups (TWGs) in programme development and resource mobilization related &amp; other short-term assignments.</td>
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<td>- Supervision of the performance of the assigned Technical Assistants, Short-Term Staff, Interns, Volunteers, Resource Persons and Consultants at the CCM Secretariat.</td>
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2. MAIN RESULT AREAS AND RESPONSIBILITIES

Functional Area 1: CCM Secretariat Functioning, Coordination and Technical Assistance (30%)

(a) Contribute to the development and support implementation of the CCM strategic plan and oversight plans, governance and operational manuals, and annual work plans

(b) Support the CCM Secretariat in the organization and management of all meetings of the Uganda CCM and its Standing and Ad hoc Committees and any other Uganda CCM activity

(c) Support, follow-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees' and Board Meetings

(d) Prepare and maintain a record of programmatic issues, recommendations and decisions emerging from all Uganda CCM meetings; and support the Uganda CCM in planning programmatic aspects of grants.

(e) Prepare periodic technical reports as required by CCM Funders and Partners

(f) Participate in the preparation and production of the CCM Annual Report

(g) Support the CCM Secretariat Coordinator/Executive Secretary to provide relevant orientation and training of new CCM members or refresher training to CCM members.

(h) Support the CCM Secretariat Coordinator/Executive Secretary in constituency engagement, communication, knowledge management, information sharing, and publicity of CCM activities.

(i) Prepare minutes of the CCM Programme Development & Resource Mobilization (PD&RM) Committee and other CCM meetings as delegated

(j) Prepare quality periodic reports related to CCM programme development and resource mobilization activities in a timely manner.

(k) Facilitate documentation of best practices and lessons learned from the Uganda CCM activities and disseminate to relevant stakeholders.

(l) Supervise assigned staff in discharging their responsibilities, mentor and monitor their performance as required.

(m) Support the CCM in organizing CCM Board and Retreat meetings, prepare, disseminate and archive minutes & documents of the meetings of the CCM and its oversight organs

(n) Support the planning, coordination and organisation of CCM Orientation Training and Capacity Building sessions

(o) In consultation with the CCM Secretariat Coordinator/Executive Secretary, respond to Programme Development & Resource Mobilization needs of the CCM; and ensure that all PD&RM Committee members and co-opted technical members are knowledgeable about the Global Fund technical oversight directions and guidelines.

(p) Identify potential technical needs of the CCM Programme Development & Resource Mobilization Committee and facilitate mobilization of a pool of in-country technical experts who would provide technical support to the Committee when required; including implementation of the CCM Oversight Plan.

(q) Maintain the Uganda CCM documentation and archives, including minutes/documents of meetings and Conflict of Interest Declarations

(r) Supervise assigned staff in discharging their responsibilities, mentor and monitor their performance as required.

(s) Carry out additional tasks within the CCM’s mandate as may be requested by the CCM Secretariat Coordinator/Executive Secretary and CCM Executive Committee from time to time.

Functional Area 2: Coordination of Grant Funding Request/Application/Concept Note Development processes, Harmonization for Global Fund Grants and CCM Resource Mobilization (40%)

(a) Support the PD&RM Committee in organizing, harmonizing and developing successful Grant Funding Request/Application/Concept Notes to the Global Fund, specifically by assisting to:-

   i.) Track national Global Fund grants absorption and utilization for resource mobilization purposes.

   ii.) Organise and coordinate the CCM’s participation in the National Strategic Plan development and review discussions
iii.) Support the planning and organisation of stakeholders’ meetings and participation of CCM in country dialogue and multi-stakeholder consultation meetings

iv.) Ensure that all funding request/application concept notes/proposals and responses are completed and submitted within the timelines set by the CCM and Global Fund.

v.) Maintain, disseminate and archive all documentation associated with proposal development including lists of CCM members and alternates, Committees and the Proposal Development/TWG.

vi.) Ensure that all PD&RM Committee members and alternates are knowledgeable about relevant Global Fund technical pronouncements and guidelines.

vii.) Identify potential technical needs of the CCM PD&RM Committee and facilitate mobilization of a pool of in-country experts to provide technical assistance to the CCM when required, including funding request concept note development.

viii.) Prepare terms of reference (TORs) for experts/consultants and TWGs/ Ad-hoc task teams as well as memorandum of understanding for technical support organizations for approval by the CCM PD&RM Committee and CCM as applicable.

ix.) Coordinate and support relevant technical working groups/ Ad-hoc task teams in timely preparation of Global Fund (GF) concept note/proposal development work plan/road maps.

x.) Coordinate logistical and administrative support for the funding request concept/proposal development process, especially the post-approval process, the re-programming of grants, and extension of the approved grants.

xi.) Ensure that all Global Fund grant funding applications/requests/concept note and proposal guidelines, forms and templates on the Global Fund website are downloaded and distributed in a timely manner to all Uganda CCM members and writing teams.

xii.) Support the CCM’s coordination processes for ensuring that the Global Fund clarifications on the country’s grant funding requests/applications/proposals are responded to and submitted within the timelines/frames.

xiii.) Ensure that all funding request concept notes/proposals and responses are completed and submitted within the timelines set by the CCM and the Global Fund.

xiv.) Maintain, disseminate and archive all programmatic documentation associated with the funding request/application concept note and proposal development including lists of members of CCM Members, Alternates, proposal development/writing teams, Technical Working Groups (TWG), participants at the country dialogue/multi-stakeholder consultation meetings, proposal development donor support, and proposals themselves.

xv.) Coordinate the Principal Recipient (PR) selection process and support any ad-hoc Principal Recipient selection committee in its key tasks as required.

xvi.) Assure proper documentation and archiving associated with the selection of Principal Recipients.

xvii.) Coordinate the harmonisation and alignment of the Global Fund investments with other in-country health sector and development financing mechanisms.

(a) Support the CCM Secretariat Coordinator/Executive Secretary and PD&RM Committee to mobilize funds for CCM activities, specifically by assisting to:-

i.) Support the development, implementation and monitoring of the CCM’s Resource Mobilization Strategy and Plan.

ii.) Support the roll out of a suitable resource mobilisation strategy and work plan.

iii.) Profile and engage potential CCM Funding and Implementing Partners.

iv.) Organize fund raising meetings and related activities.

(b) Prepare and maintain a record of programmatic issues emerging from CCM meetings and support in planning programmatic aspects of Global Fund grants:-

i.) Maintain a list of all approved programmatic decisions of CCM, Technical and Ad-hoc committees and prepare status reports on implementation of these decisions.

ii.) Compile programmatic information, archive documents, and keep records of CCM programmes and activities.

iii.) Produce periodic reports on programmatic issues including progress reports on CCM work plan activities based on an established schedule.
**Functional Area 3: Oversight of Global Fund Grant Implementation (5%)**

(a) Assist in the development, costing and implementation of annual oversight plan and integration into the consolidated CCM annual work plan and budget.

(b) Ensure that Terms of Reference (TORs) for the CCM Programme Development & Resource Mobilization Committee are up-to-date and that the Committee members are briefed on their responsibilities.

(c) Support the planning and execution of the CCM oversight committee meetings as scheduled and stipulated in the CCM Committee Terms of Reference (TORs)

(d) Support the Programme Oversight Committee in organizing Site Visits, and participate as a member of the Site Visit Teams where needed.

(e) Disseminate CCM Committee recommendation reports within set timelines prior to and after the scheduled meetings

(f) Liaise with Technical Advisors - Finance & Procurement and Programme Oversight /M&E to share information and review respective CCM findings from various oversight activities, including Committee meetings, Board Meetings, Site Visits and Retreats

(g) Support the implementation and follow-up on the decisions passed by the CCM

**Functional Area 4: Representation, Participation and Coordination of Constituencies in CCM Activities (15%)**

(a) Liaise with the CCM Constituency Secretariats on the development and implementation of the CCM Constituency annual Communication Work Plans, budgets, and coordinate funding of the planned constituency engagement activities.

(b) Ensure that the Global Fund grant funding request/application/concept note/ proposal development process, including solicitations for concept note teams and selection of PRs and Sub Recipients (SRs) is transparent, draws on participation of all in country stakeholders and adheres to the Global Fund guidelines and requirements.

**Functional Area 5: Information and Communications of CCM/Global Fund Grants (10%)**

(a) Lead in the preparation of the CCM Annual Report

(b) Lead in documentation of best practices and lessons learned from CCM Programme Development and Resource Mobilization activities and disseminate to relevant stakeholders.

(c) Assist the CCM Secretariat Coordinator/ Executive Secretary and the CCM in the development and implementation of the CCM communication plan.

(d) Support CCM communication processes within and outside the in-country Global Fund structures

(e) Support the preparation of the CCM Bulletins, information briefs, newsletters and other communication materials

(f) Support the preparation of updates on the Global Fund grants in the country for dissemination to CCM Members, Technical Working Groups (TWGs), Ad Hoc Task Teams and in-country Constituencies, Partners, Members of the public and various stakeholders

(g) Ensure that the country's community of stakeholders and the media are aware of the CCM website and the website is periodically updated and is annually evaluated for its effectiveness and usage.

(h) Assist the CCM Secretariat Coordinator/ Executive Secretary to prepare press information kits/packs and periodic press releases as part of the CCM communications plan.
3. KEY ACADEMIC QUALIFICATIONS, TRAINING AND EXPERIENCE

(a) An Honours Bachelor's Degree in Social Science, Public Health, Development Studies, Economics, Business Management/Administration, Community Development or any other related/relevant field from a recognized university.
(b) A Master's Degree qualification in any other related or relevant field is highly preferred.
(c) At least 8 years relevant experience in project planning & management, fundraising, development, management and implementation of multi-donor funded programs with operations in developing countries such as Uganda.
(d) Minimum 5 years relevant management experience in project-level or national-level program implementation in a diverse stakeholder environment.
(e) Previous experience and background in the HIV/AIDS, Tuberculosis (TB) and/or Malaria sector is desirable.

4. CORE COMPETENCES AND SKILLS

(a) Excellent programme planning and management skills.
(b) Experience with work planning and budget preparation/development
(c) Project planning and management skills and competencies
(d) Ability to work and communicate effectively with diverse stakeholders.
(e) Strong inter-personal skills and proven ability to engage and interact with high-level officials from the government, civil society, development partners and the private sector.
(f) Strong report writing and presentation skills.
(g) Planning and coordination skills
(h) Public relations and customer care skills
(i) Ability to efficiently handle/manage multiple tasks simultaneously, set priorities and work in a winning team
(j) Ability to work in a fast-paced and deadline & output- oriented environment
(k) Good report writing, proposal development and editing skills are essential.
(l) Ability to interact and communicate with all levels of national Government, NGO, Donor, Private and Development Sectors
(a) Good organizational and problem-solving abilities.
(b) Good report writing and editing skills are essential
(c) Funding/project proposal writing and development skills
(d) Ability to take initiative and work proactively with minimal supervision
(m) Excellent oral/verbal and written and communication skills
(n) Exemplary team player
(o) Records management competencies and skills
(p) Proficiency in English language skills
(q) Proficient use of Microsoft Office software, digital media and internet tools.
## 5. KEY PERFORMANCE INDICATORS

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<th>Functional Area</th>
<th>Key Performance Indicators (KPIs)</th>
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<td><strong>1. CCM Secretariat</strong>&lt;br&gt;Functioning, Coordination and Technical Assistance (30%)</td>
<td>- CCM Secretariat, CCM PD&amp;RM Committee and CCM Board satisfaction (survey) and Performance Evaluation&lt;br&gt;- Terms of Reference (TORs) for technical expertise required by the CCM developed, endorsed and utilized&lt;br&gt;- Number of scheduled CCM activities and meetings successfully coordinated and technically supported&lt;br&gt;- CCM orientation training and capacity building sessions successfully coordinated and technically supported&lt;br&gt;- Employee performance appraisal ratings &gt; 70%.</td>
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<td><strong>2. Coordination of Funding Request/Application/Concept Note development processes, programme development for Global Fund Grants and CCM Resource Mobilization; and Harmonization &amp; Alignment Stakeholder Engagement Activities (30%)</strong></td>
<td>- Timeliness in submission of the country’s Funding Request/Application/Concept Notes to the Global Fund&lt;br&gt;- Number of policy change briefings attended&lt;br&gt;- Global Fund Funding Request/Application/Concept Notes development and compliance alerts&lt;br&gt;- Number of Harmonization &amp; Alignment stakeholder engagement activities organized and/or attended&lt;br&gt;- Increased ownership and co-financing of CCM and Global Fund supported activities at the country level.</td>
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<td><strong>3. Oversight of Global Fund Grant implementation (15%)</strong></td>
<td>- Production and implementation of the consolidated CCM Annual Work plan and Budget&lt;br&gt;- Contribution to the CCM Oversight Committee activities.&lt;br&gt;- Number of CCM oversight activities planned and effectively supported&lt;br&gt;- Number of CCM field oversight visits planned and effectively supported&lt;br&gt;- Number of CCM Committee reports and CCM oversight findings reviewed and disseminated&lt;br&gt;- Timely implementation and follow-up on decisions passed by the CCM.</td>
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<td><strong>4. Representation, Participation and Coordination of Constituencies in CCM activities (15%)</strong></td>
<td>- Road map and timeliness for the renewal, selection or nomination of Principal Recipients (PRs) of the Global Fund grants&lt;br&gt;- Number of stakeholder briefings facilitated and/or supported&lt;br&gt;- Constituency annual work plans supported and budgets processed&lt;br&gt;- Timely funding of constituency engagement activities</td>
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<td><strong>5. Information and Communications of the CCM and the Global Fund Grants (10%)</strong></td>
<td>- CCM Communication Plan developed &amp; costed, implemented and regularly updated&lt;br&gt;- Timely production of the CCM Annual Report and Quarterly Oversight briefs/news bulletins&lt;br&gt;- Number of Press kits/briefing packs developed, updated and used&lt;br&gt;- Number of stakeholder briefings supported and enquiries responded to&lt;br&gt;- Number of research-related activities facilitated&lt;br&gt;- CCM website regularly updated&lt;br&gt;- Quarterly CCM newsletter/oversight brief/news bulletins on website.</td>
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<td><strong>6. Additional Functions/and Performance Requirements</strong></td>
<td>- As per CCM Strategic Plan priorities, CCM Performance Framework, CCM Secretariat Performance framework and CCM Secretariat Operational Manual requirements detailed in the employee’s annual work plan.</td>
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