## TECHNICAL ADVISOR - PROGRAMME OVERSIGHT, MONITORING AND EVALUATION

### 1. JOB SUMMARY

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<tr>
<th><strong>Job Description Number</strong></th>
<th>UCCM-JD03</th>
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<tr>
<td><strong>Job Title</strong></td>
<td>Technical Advisor – Programme Oversight, Monitoring &amp; Evaluation, Uganda Country Coordinating Mechanism (CCM)</td>
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<tr>
<td><strong>Duration of Contract</strong></td>
<td>2-3 years renewable based on satisfactory performance and availability of Global Fund support and in-country co-funding of CCM operations. Probation period: 3 Months.</td>
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<td><strong>Duty Station</strong></td>
<td>Kampala, Uganda</td>
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<td><strong>Reports to</strong></td>
<td>CCM Secretariat Coordinator/ Executive Secretary</td>
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<td><strong>Responsible for</strong></td>
<td>The CCM and Global Fund grants’ Programme Oversight, Monitoring and Evaluation activities; and supervision of assigned staff (Technical Assistants, Interns, Volunteers and Consultants).</td>
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<td><strong>Job Purpose</strong></td>
<td>To support the CCM in the coordination and maintenance of a functional oversight system for monitoring the implementation of CCM strategic priorities; and the management and implementation of the Global Fund grant activities, in liaison with the Principal Recipients (PRs) while ensuring routine sharing of information and reporting on grant performance to the CCM within the following delegated functions:-</td>
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<td>• Support the CCM Secretariat effective coordination and implementation of the Uganda CCM work plan activities</td>
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<td>• Develop and maintain functional work plan tracking tools and measures for the CCM</td>
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<td>• Provide administrative and technical support to the CCM Programme Oversight Committee and the Monitoring &amp; Evaluation function of the CCM, including annual work planning.</td>
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<td>• Support, follow-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees’ and Board Meetings</td>
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<td>• Support the development and implementation of CCM Oversight Plan.</td>
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<td>• Support development and implementation of CCM Work Plan, Budget, CCM Performance Evaluation framework and CCM Secretariat Performance Evaluation framework in-line with the Global Fund CCM guidelines and requirements</td>
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<td>• Support the CCM oversight of grant implementation activities by the PRs and Sub Recipients (SRs); and review performance of intended grant implementation targets.</td>
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<td>• Keep abreast of the Global Fund guidelines, Funding and Reporting requirements; and maintain in-depth knowledge of the Global Fund grant documents.</td>
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<td>• Provide technical support for the alignment of Global Fund performance frameworks with the national Monitoring &amp; Evaluation</td>
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(M&E) frameworks & plans for the various disease components.
- Support oversight of grant implementation activities by the PRs and SRs; review performance of programmatic targets for the Global Fund grants.
- Plan and lead the coordination of the CCM oversight field/Site Visits and provide technical guidance to the CCM Site Visit teams prior to and during the Site Visits.
- Synthesize information from the Global Fund grants implementation and performance; to guide the CCM Board in oversight, strategy and policy decisions.
- Support the PRs’ quality assurance and reviews, reinforce timeliness for Performance Updates & Disbursement Requests (PUDRs) reporting and submission to the Global Fund, for performance based decisions on preceding disbursements
- Support the CCM’s knowledge management, communication, information sharing, and publicity of CCM activities.
- Timely preparation of quality periodic documentation, related to programme oversight, reporting, information sharing and Monitoring & Evaluation (M&E) activities of the CCM.
- Support the CCM in providing oversight over the timely implementation of the new Global Fund and CCM grants implementation
- Technically support and guide the PRs in reviewing and proposing the programmatic strategies during the National Strategic Plan development, review and evaluation processes for the various disease components.
- Support the team implementation of the CCM Secretariat’s Performance targets in-line with the CCM Performance Evaluation Framework
- Support the CCM’s compliance with the CCM 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 Oversight 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 Development &amp; Resource Mobilization and 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>- Supports the Technical Advisor - Programme Development &amp; Resource Mobilization in coordinating the Global Fund grant funding requests/application/concept note/proposal development processes as needed.</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 oversight and M&amp;E related tasks &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 (25%)**

- (a) Contribute to development and support implementation of the CCM strategic plan and oversight plans, governance and operational manuals, and annual work plans.
- (b) Develop and maintain functional work plan tracking tools and measures for the CCM.
- (c) Support the CCM Secretariat in the organization and management of all meetings of the Uganda CCM, its Standing and Ad hoc Committees and any other Uganda CCM activity.
- (d) Support, follow-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees’ and Board Meetings.
- (e) 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.
- (f) Prepare periodic technical reports as required by the CCM Funders and Partners.
- (g) Participate in the preparation and production of the CCM Annual Report.
- (h) Support the CCM Secretariat Coordinator/Executive Secretary to provide relevant orientation and training of new CCM members or refresher training to CCM members.
- (i) Support the CCM Secretariat Coordinator/Executive Secretary in constituency engagement, communication, knowledge management, information sharing, and publicity of CCM activities.
- (j) Prepare minutes of the CCM Programme Oversight Committee (POC) and other CCM meetings as delegated.
- (k) Prepare quality periodic reports related to CCM programme oversight and M&E activities in a timely manner.
- (l) Facilitate documentation of best practices and lessons learned from the Uganda CCM activities and disseminate to relevant stakeholders.
- (m) Supervise assigned staff in discharging their responsibilities, mentor and monitor their performance as required.
- (n) Support the CCM in organising CCM Board and Retreat meetings, prepare, disseminate and archive minutes & documents of the meetings of the CCM and its oversight organs.
- (o) Support the planning, coordination and organisation of CCM Orientation Training and Capacity Building sessions.
- (p) In consultation with the CCM Secretariat Coordinator/Executive Secretary, respond to programme oversight/M&E needs of the CCM; and ensure that all Programme Oversight Committee members’ and co-opted technical members are knowledgeable about Global Fund technical oversight directions and guidelines.
- (q) Identify potential technical needs of the CCM Programme Oversight 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.
- (r) Prepare Terms of reference (TORs) for experts/consultants and Technical Working Groups (TWGs)/ Ad-hoc Task Teams as well as Memoranda of Understanding (MOUs) for technical support organizations; for approval by the CCM Programme Oversight Committee or CCM as applicable.
- (s) Review the Global grant performance reports and update the CCM Secretariat Coordinator/Executive Secretary, CCM Committees and CCM Board periodically on their implications.
- (t) Support the CCM Secretariat Coordinator/Executive Secretary to provide relevant orientation and training of new CCM members or refresher training to CCM members.
- (u) Maintain the Uganda CCM documentation and archives, including minutes/documents of meetings and Conflict of Interest Declarations.
- (v) Supervise assigned staff in discharging their responsibilities, mentor and monitor their performance as required.
- (w) 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: Oversight of Global Fund Grant Implementation (40%)**

(a) **Assist the CCM Programme Oversight Committee in the development and implementation of the annual CCM oversight plan:-**

i. Ensure the annual CCM oversight plan is developed, fully costed and integrated into the consolidated annual CCM work plan and budget.

ii. Oversight of the implementation of the CCM work plan and the Global Fund grants in-line with the Uganda CCM Strategic Plan priorities

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

iv. Lead on the development and implementation of the CCM Site Visit Manual

v. Technically support the Programme Oversight Committee in planning and organizing oversight field/site visits, and participate as a member of the site visit teams

vi. Disseminate CCM Committee recommendation reports within set timelines prior to and after the scheduled meetings

vii. Liaise with Technical Advisors - Finance & Procurement and Programme Development & Resource Mobilization to share information and review respective CCM findings from various oversight activities, including Committee meetings, Board Meetings, Site Visits and Retreats

viii. Support the implementation and follow-up on the decisions passed by the CCM

ix. Coordinate and monitor the implementation of the Global Fund grants supported programs, in liaison with Principal Recipients (PRs); and ensure periodic sharing of information and reporting on grant performance to the Uganda CCM, the Global Fund and various stakeholders.

x. Synthesize information from the grants implementation progress and performance reports, to guide CCM board in oversight, strategy and policy decisions.

xi. Develop procedures, oversight tools and templates for site visits, facilitate site visits and participate as a member of the site visit teams.

xii. Coordinate and participate in CCM Oversight Committee meetings and Site Visits.

xiii. Coordinate administrative and logistical support for site visits as needed.

xiv. Ensure that all Site Visit reports are made available to CCM members as part of the agenda for CCM general meetings, circulated and archived as required.

 xv. Document on a continuous basis, information regarding grant oversight, including important information regarding the grants and PR performance throughout the grant cycle

xvi. Work with the PRs and CCM Oversight Committees to operationalize and constantly update the Grant management, oversight and monitoring databases and dashboards.

xvii. Prepare summary progress reports of the Global Fund grant implementation to support the CCM’s decision making processes as required.

xviii. Assist in the preparation, coordination and organization of the CCM annual grant performance review meetings.

(b) **Provide Technical Assistance and Capacity Building to Principal Recipients (PRs) and Sub-Recipients (SRs) of the Global Fund Grants, in the Preparation and Presentation of Oversight Reports:-**

i. Support PRs quality assurance and reviews, reinforce timeliness for Performance Update & Disbursement Request (PUDR) reporting and submission to the Global Fund, for performance based decisions on preceding disbursements

ii. Ensure that Terms of Reference (TORs) for the CCM Oversight Committees are up-to-date and that the CCM Oversight Committee members are briefed on their responsibilities.

iii. Act as the CCM liaison person with the PRs, for timely production of periodic and annual grant implementation and performance update reports.

iv. Review PR oversight and grant performance monitoring tool reports (dashboards) for completeness and validity.
v. Ensure effective dissemination of the fully signed grant agreements and implementation plans, programme annual reports, and any oversight tool reports to the Oversight Committee and CCM Members.

vi. Ensure a functional and regularly updated CCM Grant Oversight and Monitoring Dashboard

vii. Regularly update the CCM Performance indicators and ensure they are captured in the dashboard (tracking the participation and performance of the CCM Members over time.)

viii. Ensure that all PRs submit oversight field visit reports to the CCM Secretariat at least 10 days prior to the Uganda CCM general meetings

ix. Organise and support the Uganda CCM Oversight Committee Members and Ex-Officios to undertake the CCM oversight field/site visits as necessary

x. Orient all the new PRs and Sub-Recipients on the oversight function and the dashboard,

xi. Customize the Grant Management and Performance monitoring dashboard Excel file for each Global Fund grant, review dashboards for each grant with the PRs on a quarterly basis, and organize quarterly meetings of the CCM Oversight committees

(c) **Assist the CCM Programme Oversight Committee in the investigation of Problems, Issues, and Bottlenecks in the implementation of the Global Fund supported Programmes, Grants and Projects by:**

i. Collecting and analysing the relevant technical, programmatic and financial performance reports and data.

ii. Reviewing Grant management, oversight and monitoring dashboards for internal consistency as well as consistency with the grant performance reports submitted to the Global Fund by the Principal Recipients (PRs).

iii. Tracking the status of the implementation of decisions taken by the Uganda CCM; based on the information from the Grant management, oversight and monitoring dashboards.

(d) **Prepare and Maintain a Record Of Programmatic Issues Emerging from CCM Oversight Meetings and Support in Planning Programmatic Aspects of the Global Fund Grants:**

i.) Maintain a list of all approved programmatic decisions of the 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: Monitoring and Evaluation Reporting and Gap Analysis (30%)**

(a) Oversee timely and accurate updates of the Grant management, oversight and monitoring dashboards; and support the Oversight Committee presentations of the dashboard at the CCM Meetings while ensuring completeness of records on the decisions in the dashboards and CCM meeting minutes.

(b) Ensure the all CCM Members and Officios are knowledgeable about the current changes in national policy regarding the reporting on the three disease components; and the key indicators used in this process.

(c) In coordination with the Grant implementing agencies, support the CCM and experts in carrying out annual gap analyses on coverage of services and programmes for the three disease control programs.

(d) Conduct annual briefings on the results of the completed gap analysis for the Uganda CCM Members and Ex-Officios, the public sector, private sector and Civil Society stakeholders.

(e) Provide the CCM Secretariat Coordinator/Executive Secretary and CCM Executive Committee with appropriate reports and other information pertaining to the national monitoring & evaluation indicators, data verification principles and practices.
Functional Area 4: Information and Communications of CCM and Global Fund Grants (5%)

(a) Assist the CCM Secretariat Coordinator/Executive Secretary in development and implementation of CCM Communication Plan.
(b) Support CCM communication processes within and outside the in-country Global Fund structures.
(c) Support in the preparation of the CCM Annual Report.
(d) Lead in documentation of best practices and lessons learned from CCM Programme Oversight and M&E activities and disseminate to relevant stakeholders.
(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 that the website is periodically updated and 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.
(i) Monitor the Global Fund website’s reports on the country’s grant performance and score cards to ensure that the website information is up-to-date and accurate; and work with the CCM Oversight Committees to request for clarifications from the PR and/or the Fund Portfolio Manager at the Global Fund, in the event that the website information is not accurate.
3. KEY ACADEMIC QUALIFICATIONS, TRAINING AND EXPERIENCE

(a) An Honours Bachelor’s Degree in Social Sciences, Statistics, Economics, Health Promotion/Management/Economics, Public Health, Epidemiology, Biostatics, Medicine, 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) Monitoring & Evaluation training is an added advantage
(d) Minimum 8 general experience in program management with reputable international development agencies; and national coordination, oversight or implementing agencies/organizations.
(e) At least 5 years of relevant experience in Programme Oversight, Management and/or Monitoring & Evaluation (M&E) of projects and programs in the social or health sectors within Government, NGO or international agency.
(f) Specific experience of working with multi-donor projects in HIV/AIDS, Tuberculosis (TB) and Malaria in Uganda is an added advantage.
(g) Practical knowledge and experience in the use of Dashboard monitoring and reporting tools as well as advanced statistical methods and tools.
(h) Proficiency in Microsoft Office applications, digital media and web-based analytical tools.

4. CORE COMPETENCES AND SKILLS

(a) Excellent data analysis and presentation skills.
(b) Monitoring & Evaluation experience, competencies and skills
(c) Excellent programme planning, oversight and management skills.
(d) Experience with work plan and budget development
(e) Ability to work and communicate effectively with a diverse range of stakeholders.
(f) Strong inter-personal skills and proven ability to engage and interact with high-level officials from the Government, Civil Society, Development Partners/Donors and the Private Sector.
(g) Strong report writing, presentation and communication skills
(h) Planning, organizational and coordination skills
(i) Public relations and customer care skills
(j) Ability to apply health indicator and data analysis techniques is desirable.
(k) Ability to efficiently handle/manage multiple tasks simultaneously, set priorities and work in a winning team
(l) Ability to work in a fast-paced and deadline & output-oriented environment
(m) Good report writing and editing skills are essential
(n) Funding/project proposal writing and development skills
(o) Good organizational and exceptional problem-solving abilities.
(p) Excellent oral/verbal and written communication skills
(q) Exemplary team player
(a) Ability to interact and communicate with all levels of national Government, NGO, Donor, Private and Development Sectors
(b) Ability to take initiative and work proactively with minimal supervision
(c) Records management competencies and skills
(d) Proficiency in English language skills
(e) 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 Indicator</th>
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| **1. Secretariat Functioning, Coordination and Technical Assistance (25%)** | - CCM Secretariat, CCM Programme Oversight Committee and CCM Board satisfaction (survey) and Performance Evaluation  
- Records and analysis relating to Uganda’s Global Fund grants and CCM’s performance regularly produced, disseminated and archived  
- Terms of Reference (TORs) for technical expertise required by the CCM developed, endorsed and utilized  
- Employee performance appraisal ratings >70%. |
| **2. Oversight of Global Fund grant implementation (40%)** | - Timely Principal Recipient (PR) quarterly grant performance and financial performance reports produced and synthesized for the CCM Oversight Committees and Board Meetings & Field/Site Visits  
- Periodic evaluation of the progress of the Global Fund grant implementation and performance; and CCM performance conducted  
- Monitoring and Evaluation reports prepared and submitted to the CCM Oversight Committees and Board  
- National Strategic Plans, Gap Analysis and Health Research collected, analysed and disseminated  
- PR and SR capacity building initiatives facilitated and technically supported  
- National indicator and trends analysis annually analysed, disseminated and archived. |
| **3. Monitoring and evaluation reporting and gap analysis (30%)** | - Technical support and guidance provided to the CCM to implement the Performance Monitoring and Evaluation Frameworks for the Global Fund grants, CCM and CCM Secretariat  
- Periodic operational plans for monitoring the Global Fund grants performance formulated  
- Monitoring and Evaluation systems for the national HIV/AIDS, TB and Malaria responses updated  
- Implementation of activities and attainment of targets specified in the annual priority work and action plans monitored  
- Input provided into the CCM database and dashboard for the grants oversight and monitoring, from the data obtained through the monitoring exercises  
- Dashboards for all the Global Fund grants fully functional, updated at least 2 weeks prior to each Oversight Committee Meeting and modified 2 weeks before CCM meetings  
- Contribution to the CCM Programme Oversight, CCM Finance & Procurement Committee and Executive Committee activities.  
- Oversight tools produced, regularly updated and endorsed by the CCM  
- CCM oversight/field visit reports produced, disseminated and archived  
- Joint reviews and sector reviews of the progress of the national response to HIV/AIDS, TB and Malaria technically supported  
- Special surveys related to the national response to HIV/AIDS, TB and Malaria conducted. |
| **4. Information and Communications of the CCM and the Global Fund Grants (5%)** | - CCM Communication Plan implemented and regularly updated  
- Timely production of the CCM Annual Report and Quarterly Oversight briefs/news bulletins  
- Number of stakeholder briefings supported and enquiries responded to  
- Number of Press kits/briefing packs developed, updated and used  
- Number of research-related activities facilitated  
- CCM website regularly updated  
- Quarterly CCM newsletter/oversight brief/news bulletins on website. |
| **5. Additional Functions/and Performance Requirements** | - 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. |