

Country Coordinating Mechanism and Civil Society Engagement

CCM-CS Plus Project

Orientation Workshop for Country Task Teams

17th – 19th June, 2019 Arusha, Tanzania

Terms of Reference for a Rapporteur

The Eastern Africa National Network of AIDS and Health Service Organizations (EANNASO) is a regional umbrella body bringing together civil society voices to inform policies and improve programming on HIV, TB and health. Our aim is to have a regional response that contributes to effective halting and eventually reversing the trends of the AIDS epidemics as well as other health related Issues.

EANNASO, with GIZ support, is implementing the CCM/CS plus project which seeks to strengthen CS/CG constituencies' engagement with CCM to address the challenges facing their participation of these constituencies CCM and overall Global Fund processes. The goal of this project is to enable CS/CG constituencies to contribute to "increased uptake of HIV, TB and Malaria services among country and disease specific key and vulnerable populations" through (i) Enhanced performance of rights-based and gender responsive Global Fund HIV, TB and Malaria programmes delivered through community systems and government; (ii) Improved quality of civil society and community constituencies' representation and feedback/consultation to the CCM; and (iii) Enhanced inclusion of evidence based CS/CG priorities in Global Fund funding request and continued tracking of these priorities during grant implementation.

EANNASO shall conduct a three-day orientation workshop that will bring together civil society constituency delegates, country task team members, CCM secretariat representatives and other stakeholders to discuss on the implementation arrangement of the project.

The Purpose of the meeting is to forge a common understanding on the objectives of the project and finalize on country work plans. The meeting will also be used to orient implementers on the use of CS CCM engagement score card as well as familiarizing country task teams with technical assistance approaches and reporting. Country representatives both from the civil society and CCM secretariat will use this meeting opportunity to share experiences in civil society involvement in Global Fund processes including the CCM as well as sharing experiences on community-based monitoring

Objectives of the consultancy

The overall objective of the consultancy is to write a comprehensive meeting report covering all sessions specifically;

- Detail the outcomes of each session
- Clearly outline action points and timelines for accomplishing such actions
- Clearly outline commitments made during the meeting and make specifications of who needs to make follow up for those commitments

- Clearly outline recommendations to streamline the implementation of the project
- Clearly outline the experiences of CS CCM engagement as well as CS involvement in Global Fund processes for the different implementing countries
- A detailed feedback on the workshop. This will include a participants evaluation that will present reflections on what worked well and what needs to be improved.

Expected outputs

- A detailed workshop report completes with outcomes and recommendations
- A complete delegate directory with full contact details
- An annex of useful materials shared during the workshop

Duration,

The consultancy shall cover five days (16th-20th) that include one day preparation, three days to cover the workshop proceedings and one day report writing.

The consultant

The ideal candidate should have experience in documenting workshop proceedings. Qualifications in journalism an added advantage.

Application process

If you think you are the ideal candidate for this consultancy send your letter of interest to chagama@eannaso.org and copy eannaso@eannaso.org or kalama@eannaso.org no later than Thursday 13th June 2019.

A successful application will include;

1. A written letter of expression detailing your understanding of the assignment and the capacity of the consultant
2. A financial proposal on the estimated cost to perform the task