

TERMS OF REFERENCE

GFATM TNCM Secretariat Organizational Development Specialists (one lead position, one deputy position)

Background

The Global Fund to Fight AIDS, Tuberculosis, and Malaria (GF) has been supporting the United Republic of Tanzania (URT) with substantial funding in the areas of malaria, TB and HIV as well as system strengthening. Oversight of the GF grants and decision making is with the Tanzania National Coordination Mechanism (TNCM). These TOR relate to solicitation for management support to the secretariat which provides technical support and program coordination for the TNCM. The PEPFAR Coordination Office at the US Embassy in Tanzania will be the point of contact for this assignment, through the PEPFAR Country Coordinator or, in his absence, the PEPFAR Deputy Coordinator.

Terms of Reference

1. Review project management processes, tools and methodologies to identify best practices already in use by the secretariat and develop an appropriate framework and organizational development mechanism.
2. Develop an organizational chart for the secretariat and draft job descriptions for needed positions.
3. Develop effective and innovative communication framework and tools that ensure all TNCM stakeholders are kept informed of programmatic and sector activities.

Principal Stakeholders

Among the key stakeholders with whom the Organizational Development Specialists should consult are individuals from the following groups:

- Ministry of Health and Social Welfare
- Tanzania Commission on AIDS
- Price Waterhouse Coopers (Local Fund Agent)
- Global Fund to Fight AIDS, Tuberculosis, and Malaria (Geneva)
- Development Partners Group - AIDS
- Development Partners Group - Health

The PEPFAR Coordination Office will provide the contact information for these individuals, and may also suggest others who may have information that can assist the consultants in producing their deliverables.

Requirements:

- More than 10 years of experience with organizational development and management of large budgets.
- Knowledge of the Tanzanian government structure and communication.
- Understanding of the HIV context in low income countries.
- Outstanding communication and coordination skills.

Term of Service

40 days

Deliverables

All deliverables will be submitted meeting generally accepted accounting principles and any other applicable international standard. By the end of the contract, the expected deliverables include:

1. Identification of best practices already in use by the TNCM secretariat.
2. Proposed organizational chart for the TNCM secretariat
3. Proposed job descriptions and/or scopes of work for proposed positions under a remodeled TNCM secretariat
4. Notional annual budget for a remodeled TNCM Secretariat
5. Proposed template for an annual workplan which provides a roadmap with deadlines for reporting to the LFA and the GFATM and for coordinating regular TNCM meetings
6. Finalized application to the GF secretariat in Geneva, per application guidelines, to request funding to finance TNCM costs
7. Communication framework and tools that ensure all stakeholders are informed on programmatic and sector activities.