

Bangladesh Country Coordinating Mechanism (BCCM)
BCCM Secretariat
Health Services Division
Ministry of Health and Family Welfare

Date: 07 March 2025

VACANCY ANNOUNCEMENT

The Bangladesh Country Coordinating Mechanism (BCCM) is a multi-sectoral national body that is mandated by the Global Fund to fight AIDS, TB and Malaria to oversee Global Fund financing that supports and complements Bangladesh's national responses to these three major diseases. BCCM Secretariat invites applications from eligible candidates for the following position:

Position: Consultant

Number of Positions(s): One (01)

Required Qualifications: Minimum Master's degree or equivalent in a relevant field, such as: Public Health, Economics, International Development, Public Administration, Governance, Business Administration, Law (with a focus on governance or organizational law). For detail, please refer to the ToR available on BCCM Website (www.bccmbd.org).

Experience: At least 10 years of working experience. Experience in organizational development, or strategic planning, ideally within the development sector is required. Experience working with Global Fund policies, Public Investment Management (PIM), Country Coordinating Mechanisms (CCMs), or similar multilateral organizations focused on health, governance, and development projects/programs is also preferred. For detail, please refer to the ToR available on BCCM Website (www.bccmbd.org).

Age Limit: Up to 65 years (as of closing date of application).

Gross Salary: Consolidated BDT 2,35,000/= per month (two Lac thirty-five Thousand Taka inclusive of all benefits according to BCCM governance manual).

Duration: 06 months.

How to apply:

Application needs to be sent to bccmsecretariat@gmail.com with a cover letter (describing candidate's suitability and potential in contribution to the position), detailed CV, recent photograph, and scanned copies of educational certificates, experience certificates and NID. Incomplete application will **NOT** be considered. Detailed vacancy notice of this post is available at: bccmbd.org. Application deadline is 14 March 2025. The BCCM Recruitment Committee reserved all rights to make any decision for this recruitment. Only short-listed candidates will be considered for further process. Only short-listed candidates will be called for the written test and interview.

Manaj Kumar Biswas
BCCM Coordinator
&
Member Secretary,
BCCM Recruitment Committee

Terms of Reference (TOR) for Consultant

Section 1: Background

The Bangladesh Country Coordinating Mechanism (BCCM) is a multi-sectoral national body that is mandated by the Global Fund. It was established in 2002 to access and oversee Global Fund financing which supports and complements Bangladesh's national responses to three major diseases– HIV/AIDS, Tuberculosis (TB) and Malaria. The BCCM is a key element in the Global Fund's commitment to national and local ownership of the country proposals; grant implementation, and participatory decision-making within Bangladesh.

The BCCM have established an administrative Secretariat to support the functions and decision-making of BCCM and its committees e.g. Oversight Committee, the Ethics Committee and others. For this purpose, BCCM Secretariat coordinates and maintains communication with all stakeholders including BCCM Members, Global Fund, the PRs and other as required.

BCCM and its stakeholders acts on the basis of the BCCM Governance Manual where BCCM Oversight Plan and Communication Plan is integral part. BCCM Governance Manual was updated in 2016. It is almost a decade and many changes occurred during this period, BCCM took initiative to update it with the objective to enhance efficiency and fit to the current context.

Section 2: Objective

Primary objective of the assignment is to update existing guiding documents and develop additional documents which are necessary in current context. As BCCM is the mandate of the Global Fund, it needs to be aligned with the Global Fund policies. Thus, secondary objective is to align our documents with the Global Fund policies and guidelines. Being a multi-stakeholder body, BCCM needs a participatory approach in all decision-making process. Thus, any change or update needs to be coordinated with all members and stakeholders.

Section 3: Summary of the assignment

The assignment will include following tasks:

- 1) Finalize BCCM Governance Manual
- 2) Finalize BCCM Oversight Manual
- 3) Finalize ToR for PR Selection & Nomination Committee (PRNSC) and PR selection Roadmap
- 4) Update Communication Plan for BCCM, its secretariat and Constituencies
- 5) Develop an HR Manual
- 6) Support for HIV PR Selection.

Section 4: Assignments detail

A. Finalization of BCCM Governance Manual

Scope of Work and Specific Activities:

1. **Review of GF Guidelines and Documents:**
 - Conduct a comprehensive review of Global Fund guidelines, documents, and tutorials related to Country Coordinating Mechanisms (CCMs) and governance best practices.
 - Analyze existing governance documents of the BCCM to identify gaps and areas requiring updates.
 - Ensure the manual aligns with GF compliance standards and best practices.
2. **Review of BCCM Evolution Outcomes:**
 - Review the outcomes of the BCCM Evolution process to ensure the Governance Manual reflects the latest governance structures and recommendations.
 - Identify key governance-related insights and incorporate them into the manual.
 - Ensure the manual reflects the evolving needs and priorities of the BCCM structure.
 - Ensure clarity, consistency, and compliance with Global Fund governance principles and local operational contexts.
3. **Facilitation of Stakeholder Discussions:**
 - Engage with key BCCM stakeholders, including Oversight Committee (OC) members, to gather input on governance structures and operational procedures.

- Prepare and deliver presentations to the OC and BCCM members to facilitate discussions and feedback sessions.
- Incorporate comments and suggestions from OC and BCCM members into the draft manual.

Deliverables:

a) Final (Ready to Approve) BCCM Governance Manual:

- A comprehensive, finalized BCCM Governance Manual that incorporates GF guidelines, BCCM Evolution outcomes, stakeholder feedback and governance best practices
- The manual will be presented in a format ready for approval by the Oversight Committee and BCCM.

B. Finalization of Oversight Manual

Scope of Work and Specific Activities:

1. Review of GF Guidelines and Documents:

- Conduct a comprehensive review of Global Fund guidelines, policies, and tutorials related to oversight mechanisms and governance.
- Analyze existing oversight frameworks and identify gaps or areas for improvement.
- Ensure the manual aligns with GF compliance standards and best practices.

2. Review of BCCM Evolution Outcomes:

- Review the outcomes of the BCCM Evolution process to ensure the Oversight Manual reflects the latest oversight structures and recommendations.
- Identify key oversight-related insights and incorporate them into the manual.
- Ensure the manual reflects the evolving needs and priorities of the BCCM structure.

3. Facilitation of Stakeholder Discussions:

- Develop and present a draft Oversight Manual to the Oversight Committee (OC) and BCCM meetings.
- Lead discussions to gather feedback, address concerns, and ensure clarity, consistency, and compliance with Global Fund oversight principles and local operational contexts.
- Incorporate comments and suggestions from OC and BCCM members into the draft manual.

Deliverables:

b) Final (Ready to Approve) Oversight Manual:

- A comprehensive, finalized Oversight Manual that incorporates GF guidelines, BCCM Evolution outcomes, and stakeholder feedback.
- The manual will be presented in a format ready for approval by the Oversight Committee and BCCM.

C. Finalization of ToR for PR Selection & Nomination Committee (PRSN) and Development of Implementation Plan

Scope of Work and Specific Activities:

1. Review of GF Guidelines and BCCM Evolution Outcomes:

- Conduct a thorough review of Global Fund guidelines, policies, and tutorials related to PR selection and nomination processes.
- Analyze the outcomes and recommendations from the BCCM Evolution process to identify key insights for the PRSN ToR.
- Ensure alignment with GF compliance standards and best practices.

2. Stakeholder Engagement and Feedback Incorporation:

- Develop and present a draft ToR for the PRSN to the PRSN and Oversight Committee (OC) meetings.
- Lead discussions to gather feedback, address concerns, and ensure stakeholder buy-in.
- Incorporate comments and suggestions from PRSN and OC members into the draft ToR.

3. Development of PR Selection Roadmap and Issue Resolution:

- Develop a detailed roadmap for the PR selection process, including activities, timelines, and responsibilities.
- Identify critical issues in the PR selection process and propose tentative resolutions.
- Finalize the roadmap and issue resolution proposals in consultation with stakeholders.

Deliverables:

c) Approved ToR for PR Selection & Nomination Committee:

- A finalized and approved ToR for the PRSNC that incorporates GF guidelines, BCCM Evolution outcomes, and stakeholder feedback.

d) Detailed Roadmap of PR Selection (Activities with Timeline):

- A comprehensive implementation plan outlining the PR selection process, including activities, timelines, and responsibilities.

D. HR Manual Development

Scope of Work and Specific Activities:

1. Analysis of BCCM Secretariat's Role and Context:

- Conduct a detailed analysis of the BCCM Secretariat's functions, objectives, and operational context.
- Perform a context analysis to understand the specific HR needs and challenges within the Bangladesh perspective.
- Identify gaps in the current HR framework and propose solutions to address them.

2. Defining Roles and Responsibilities:

- Develop clear and detailed job descriptions for all positions within the BCCM Secretariat.
- Define roles, responsibilities, and reporting lines to ensure clarity and accountability.
- Align the roles with the strategic objectives of the BCCM Secretariat and Global Fund requirements.

3. Development of HR Policies:

- Prepare a comprehensive HR policy framework covering recruitment, performance management, employee benefits, leave, grievance redressal, and code of conduct.
- Ensure the policies are inclusive, gender-sensitive, and compliant with national labor laws and international best practices.
- Incorporate feedback from key stakeholders to finalize the HR policies.

Deliverables:

e) New HR Manual for BCCM Secretariat:

- A finalized HR Manual that includes detailed roles and responsibilities for all positions, HR policies, and procedures tailored to the BCCM Secretariat's needs.
- The manual will be presented in a user-friendly format, ready for implementation.

E. Communication Plan for BCCM

Specific Activities:

1. Review of Existing Communication Plan:

- Conduct a thorough review of the current communication plan, including its strengths, weaknesses, and gaps.
- Analyze the effectiveness of existing communication channels, tools, and strategies.
- Identify areas for improvement and alignment with BCCM's strategic objectives.

2. Requirement Analysis in Consultation with Constituencies:

- Engage with BCCM constituencies, including key stakeholders, partners, and beneficiaries, to understand their communication needs and expectations.
- Conduct interviews, surveys, or focus group discussions to gather insights and feedback.
- Identify key messages, target audiences, and preferred communication channels.

3. Development of a New Communication Plan:

- Design a comprehensive communication plan that includes clear objectives, key messages, target audiences, and tailored strategies for internal and external communication.
- Propose innovative and effective communication tools and channels, such as digital platforms, reports, and community engagement activities.
- Ensure the plan is inclusive, gender-sensitive, and adaptable to the evolving needs of BCCM and its constituencies.

Deliverables:

f) New Communication Plan for BCCM Secretariat:

- A finalized, actionable communication plan that addresses the needs of BCCM constituencies and aligns with the organization's strategic goals.
- The plan will include detailed strategies, timelines, responsibilities, and monitoring mechanisms to ensure effective implementation.

F. Support for PR Selection Process Implementation

Specific Activities:

1. Implementation of PR Selection Roadmap:

- Ensure timely execution of activities outlined in the PR Selection Roadmap, including stakeholder engagement, candidate evaluation, and decision-making processes.
- Monitor progress, identify bottlenecks, and propose solutions to keep the process on track.
- Provide regular updates to the Oversight Committee (OC) and other stakeholders.

2. Coordination of PRSNC Activities:

- Organize and facilitate PRSNC meetings, including preparing agendas, minutes, and follow-up actions.
- Support the PRSNC in reviewing candidate applications, conducting interviews, and finalizing recommendations.
- Ensure all PRSNC activities align with Global Fund guidelines and BCCM policies.

3. Communication, Documentation, and COI Compliance:

- Conduct necessary communication with stakeholders, including drafting emails, notices, and reports.
- Prepare and maintain all relevant documents, including meeting records, candidate profiles, and selection reports.
- Ensure strict adherence to Conflict of Interest (COI) policies throughout the selection process.
- Archive all documentation systematically for future reference and audits.

Deliverables:

g) Timely Implementation of PR Selection Roadmap:

- A completed PR selection process within the agreed timeline, with all activities executed as per the roadmap.

h) Comprehensive Documentation:

- Well-organized records of PRSNC meetings, candidate evaluations, and final recommendations.
- A final report summarizing the PR selection process, including challenges and lessons learned.

i) COI Compliance Report:

- Documentation confirming adherence to COI policies throughout the process.

Section 5: Other relevant information

Working hour and Work Station: Regular Government Office Hours at BCCM Secretariat

Timeline: 06 (Six) months

Reporting: The consultant will report to the Oversight Chair, Additional Secretary (WH).

Payment/Remuneration: BDT 2,35,000 per month.

Qualifications: Master's Degree in social Science

Required Experience: Minimum 10 years of working experience. Working Experience under the Global Fund grants will be added advantage. The ideal consultant should have:

- Extensive experience in governance, policy development, and organizational structures, preferably in the health or development sector.
- Familiarity with Global Fund guidelines and CCM governance frameworks.
- Proven experience in stakeholder consultation, facilitation, and policy document development.
- Strong analytical, writing, and communication skills.

Age Limit: 65 years (as of 01 March 2025)