

Term of Reference (TOR)

For the post of Coordination Officer

BCCM Secretariat
Dhaka, Bangladesh

A) Overview:

The COVID-19 pandemic is having a catastrophic impact on the most vulnerable communities worldwide and threatens progress against HIV, TB and malaria. The Global Fund is also providing immediate funding to Bangladesh to fight COVID-19, mitigate the impacts on lifesaving HIV, TB and malaria programs, and prevent fragile health systems from being overwhelmed. Effective community and civil society engagement remain crucial for developing a robust response to the pandemic, including opportunities to support community-led initiatives to mitigate the impact on HIV, TB and malaria services, and to strengthen the national COVID-19 response.

B) Key aspects of the C19RM application process

- Countries will submit prioritized funding requests in defined submission windows as listed on the [Global Fund website](#). Request for time-critical commodities can be sent first via a fast-track option).
- CCMs need to ensure meaningful engagement and inclusive decision making.
- Control and containment interventions need to be aligned with national response plans and be endorsed by the relevant COVID-19 Coordinating Body

C) Objectives of the position/tasks

- Coordinate all aspects of the planning and development of C19RM Funding Requests (in close collaboration with CCM Secretariats and Leadership).
- Facilitate meaningful consultation and coordination (with Civil Society/communities, Technical Partners and national COVID-19 coordinating structures), documentation, good governance and inclusive decision-making in the development and submission of C19RM Funding Requests.
- Ensure the timely endorsement and complete submission (either via the Fast-Track option or the appropriate window) of C19RM Funding Requests
- Facilitate and coordinate the oversight function and decision-making process on GF C19RM Grants inception and implementation process.

D) Scope of work

Operational Area 1: Coordination of the C19RM Funding Request Planning and Development Process

- Maintain close collaboration with the CCM Coordinator, and any task force or committee setup to plan and develop the C19RM Funding Request.
- Conduct a desk review of relevant C19RM application documents and guidance materials, which include but are not limited to:
 - The [C19RM application package](#)

- [The C19RM Technical Information Note](#)
- [The Mitigation of COVID-19 Effects on HIV, TB and Malaria Services and Programs Information Note](#)
- [The Technical Information Note on Community Systems and Responses](#)
- Share relevant documents and guidance materials with all stakeholders.
- Maintain close and constant communication with CCM members in consultation with CCM Coordinator and proper authority, structures, Country Teams, technical partners and COVID-19 national coordinating bodies throughout the funding request development process. This coordination includes involvement of stakeholders from initial communications and development of first drafts to review and approval of final versions.
- Provide regular written updates on activities and progress on a bi-weekly or as and when authority requires to the CCM Coordinator, CCM members, Country Teams and the CCM Hub.
- Coordinate with the CCM Coordinator to ensure existing and additional resources to support inclusive dialogue (particularly to ensure community engagement) are available and can be utilized.
- Ensure the detail of planned activities and budgets are agreed with the CCM Hub/Country Team on an ongoing basis.

Operational Area 2: Consultation, documentation and inclusive decision-making

- Organize, conduct and document comprehensive consultations with:
 - ◇ Civil Society constituencies, Civil Society platforms beyond the CCM membership (if necessary) and communities most severely affected by COVID-19;
 - ◇ Technical Partners, and
 - ◇ COVID-19 National Coordinating Structures/Bodies
- The objective of these consultations is to discuss priority areas, needs for alignment and interventions following the guidance provided by the Global Fund.
- Communicate and facilitate so that the results/feedback and recommendations of consultations are considered in the C19RM funding request development process.
- All of the above activities will be in consultation with CCM Coordinator and proper authority
- Documentation of all these processes and proper record keeping

Operational Area 3: Timely endorsement and complete submission of C19RM Funding requests

- Ensure the C19RM Funding Request is endorsed by **all CCM members** using the appropriate materials/methods.
- Coordinate and facilitate that proposed COVID-19 control and containment interventions considered in funding requests are endorsed by the COVID-19 national coordinating body.
- Ensure the timely and complete submission of the C19RM Funding Request application materials following the guidance, method and timelines provided by the Global Fund.

Operational Area 4: Oversight function and decision-making process on GF C19RM Grants making and implementation.

- Facilitate the TRP responses as and if needed for the C19RM Grant Funding Request.

- Coordinate and facilitate oversight of C19RM grants implementations and required documentation and recording & reporting functions.

Operational Area 5: Others Responsibilities

- In addition to above responsibilities any other activities as required by the CCM Coordinator and proper authorities

E) Reporting and Communication Lines

The Coordination Officer reports to the CCM Coordinator and is accountable to the BCCM. In addition, the officer liaises and coordinates with other CCM Secretariat Staff, the CCM Executive Committee, Oversight Committee and the Country Team.

F) Period of Service contract

The end date of performance and end date of this for this position will be is till 31 December 2025. But initial contract with selected person will be till 31 December 2023. Authority will extend the service period based on the necessity, satisfaction of performance and budget availability.

G) Qualifications, experience and skills

Qualifications, experience

- Minimum Master Degree in Social Sciences with Master's in Public Health; or MBBS with Master's in Public Health.
- Familiarity with and knowledge of the national health sector and the development partner platforms/programs in country.
- Familiarity with national Civil Society platforms
- Familiarity with the development of Funding Request/ proposal development process.
- **At least 03 years of experience** in project-level or state/national-level project planning.
- Knowledge on epidemiologic and programmatic indicators for COVID-19 and key financial indicators.
- General familiarity with COVID-19 control and containment interventions.
- Experience of working in a multi-stakeholder governance environment desirable/preferable.
- Experience of working in a multi-stakeholder project or program portfolio specially health or public health in Bangladesh is desirable / preferable.

Skills

- Proficiency in data collection, triangulation and information analysis from different sources.
- Proficiency in the synthesis of financial, programmatic and management information.
- Proficiency in the use of Microsoft Office, particularly Microsoft Word, Power Point and Microsoft Excel
- Ability to work effectively with staff and organizational stakeholders.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government and non-government entities (e.g., National Health Programs, Civil Society Organizations, UN agencies and the private sector.
- Strong writing, presentation, facilitation, coordination and communication skills.
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.
- Proficiency in English and Bangla typing is required.
- Fluency in spoken and written English and Bangla.



H) Age limit: Up to 45 years of Age

I) Salary: BDT 75000/= per month (Seventy-Five Thousand Taka only) (Consolidated)

How to apply: Application needs to be sent to bccmsecretariat@gmail.com highlighting candidate's suitability and potential in contribution to the position with a cover letter, detailed CV and recent photograph. Complete application (Hard Copy) can be sent to the **BCCM Coordinator, BCCM Secretariat, Ansari Bhaban (4th Floor), 14/2 Topkhana Road, Dhaka-1000**. Incomplete application will **NOT** be considered. Detailed vacancy notice of this post is available at: bccmbd.org. Application deadline is **03 May, 2023**. The BCCM Recruitment Committee reserved all rights to make any decision for this recruitment. Only short-listed candidates will be considered for further process.