

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT (FCU) OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
SENIOR PLANNING, MONITORING AND EVALUATION OFFICER**

BACKGROUND

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) is an international partnership that provides grants to lower income countries with high disease burden such as Uganda. Specifically, it focuses on prevention and control of the three diseases HIV/AIDS, Malaria and Tuberculosis. The Funds Coordination Unit (FCU) was set up under MoFPED as the Principal Recipient (PR) to provide oversight over implementation of the Grants.

The overall objective of the FCU is to support MoFPED to ensure effective and efficient operation of the interventions supported by the Global Fund resources and it is intended to strengthen the decision by the Government of Uganda (GoU) to use its national mechanisms, as articulated in the 2006 Long Term Institutional Arrangements (LTIA) strategy. The FCU functions are vested in Public Financial Management (PFM) Reforms Coordination Unit (RCU).

Government wishes to engage services of a Senior Planning, Monitoring and Evaluation Officer (SPMEO) under the FCU.

A. OBJECTIVE

The Senior Planning, Monitoring and Evaluation Officer will play a critical role in supporting planning, implementation, monitoring, and knowledge management of the Global Fund grants under MoFPED. The officer will lead Performance, Accountability and Quality assurance processes for the performance update/disbursement requests (PUDRs), specifically ensuring that programs (HIV, TB, and Malaria) are developing the required operational plans and relevant monitoring and evaluations mechanisms. She/he will be the technical reference point on M&E and programmatic issues for the FCU and will ensure effective implementation and compliance with the grant agreements, policies and guidelines.

B. SCOPE OF WORK

She/he will play a key role on the Funds Coordination Team, with a broad range of responsibilities related to the Planning, Monitoring and Evaluation and programmatic components of grants. The incumbent requires expertise in monitoring and evaluation of health programs, stakeholder engagement and partnership building, ability to make key decisions to ensure effective implementation and timely solutions for the Principal Recipient.

She/he will also play an important liaison role between MoFPED,)Ministry of Health (MOH, the Country Coordinating Mechanism (CCM), the Local Fund Agent (LFA), and the Country Team (CT) ensuring leverage of existing synergies and coordination of M&E efforts for successful delivery of M&E related initiatives emerging from the Global Fund programs implementation.

The SPME will be responsible to analyse information from the programs throughout the grants cycle and provide advice on aspects related to quality of services, appropriateness of interventions, and updated guidance from implementation partners. This is useful in overcoming barriers to effective program implementation.

C. ROLES AND RESPONSIBILITIES

Advise on strategic investments and develop M&E frameworks for the PR

- (a) Participate in the PR Dialogue process for concept note development and support prioritization of appropriate package of interventions to achieve grant impact.
- (b) Facilitate alignment of the PR grant agreements are appropriate as possible to the country's epidemiological context, National Strategic Plans, strategic investment frameworks and programmatic gap analysis.
- (c) Coordinate with other Global Fund key stakeholder CCM, PR2, SRs, LFA to facilitate alignment with latest guidance provided by country team and consistent application of the Global Fund policies and procedures.
- (d) Participate grant monitoring and assessment of performance.
- (e) Identify opportunities to strengthen M&E systems and improve program and data quality.

Mobilize and strengthen partnership

- (a) Facilitate communication and engage with Ministry of Health on grant related M&E and programmatic issues and progress of implementation.
- (b) Facilitate discussion with key stakeholders on strategic investments, prioritization of interventions for key populations, women and girls, building resilient and sustainable systems for health and community systems strengthening.
- (c) Ensure adequate coordination with key stakeholders in planning and implementation of M&E activities across the three grants.

Lead M&E and programmatic risk assurance mechanism for data and program quality

- (a) Manage and lead the development of a risk assurance plans linked to program and data quality including risk mitigation measures and assurance mechanisms.
- (b) Provide guidance on resolving bottlenecks related to data collection, PUDR reporting and delivery of quality services.
- (c) Select appropriate program and data quality assessment tools, identify service providers and monitor implementation of the recommendations with the Program Monitoring and Evaluation teams.
- (d) Support program evaluation design, provide oversight to the methodology and protocol development, and ensure selection of external service providers and appropriate and timely implementation.

Facilitate building of Resilient & Sustainable Systems for Health

- (a) Coordinate efforts to close data gaps and ensure that adequate funds are allocated for data systems for routine reporting such as HMIS/DHIS, surveys, etc. Ensure the availability of data for reporting on impact including disaggregated data by relevant population groups at national and sub-national levels.
- (b) Lead planning and implementation of special initiatives to provide additional data to measure impact in selected countries.
- (c) Ensure establishment of systems for the measurement of data in priority work streams (such as women and girls and key populations).
- (d) Support initiatives to improve domestic resource mobilization for the three programs.

Data analysis and use

- (a) Review and analyses data from various sources such as routine data systems, program reviews, evaluations, health facility assessments, surveys and special studies.
- (b) Ensure use of data for program improvement, efficiencies, and reprogramming.
- (c) Promote use of data by PR policy makers and program implementers for effective planning, allocation and utilization of resources.

Contribute to the overall work of the Grant Management

Training and capacity building of internal and external stakeholders of the Principal Recipients, on M&E policies, procedures and tools.

D. PERFORMANCE AREAS

- (a) Routine support and monitoring Reports
- (b) Updates on programme progress reports
- (c) Grant documents updated

E. EDUCATION:

A Bachelors degree from a recognized university and a postgraduate qualification in medicine, pharmacy, public health, health system management, health economics, epidemiology or related field ; OR a bachelors degree in a health related field with postgraduate training in monitoring and evaluation.

F. EXPERIENCE

- (a) Must have sound M&E knowledge and at least 6 years experience in public health and disease programs with focus on HIV/AIDS, Tuberculosis and Malaria.
- (b) Experience in planning, collecting, analyzing and reporting information for assessing progress and data quality.
- (c) Experience in developing partnerships in M&E and in managing complex M&E issues and deliverables in the public sector is desirable.

- (d) Professional experience, including a good track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
- (e) At least three (3) years of professional experience (international or national) working in planning, management and M&E of programs in the health sector, including in developing countries.
- (f) Understanding of Global Fund processes is added advantage.
- (g) Excellent written and verbal communication skills.

G. REQUIRED COMPETENCES

- (a) Documented field experience in strengthening health management information system, executing large scale surveys, health program evaluation, and operational research.
- (b) Experience in developing M&E frameworks, policies, tools, and guidance.

H. CONTRACT ARRANGEMENTS

The assignment is intended for a period of one (1) year, but the contract may be renewed based on need and satisfactory performance.