



## EXPRESSION OF INTEREST-KCM/EOI/DSRSG/1/2019

# CONSULTANCY SERVICE FOR THE DEVELOPMENT OF GUIDELINES FOR SELECTION OF SUB-RECIPIENTS TO IMPLEMENT GLOBAL FUND GRANTS IN KENYA

The Kenya Coordinating Mechanism and the United Nations Program on HIV & AIDS (UNAIDS) is inviting prospective candidates to submit resume and reference of similar assignment to be considered for consultancy service for the development of guidelines for selection of sub-recipients to implement Global Fund grants in Kenya.

### Background

The Kenya Coordinating Mechanism(KCM) Mandate is to attract resources from the Global Fund, coordinate and oversee implementation of Global Fund Grants in Kenya.

The Global Fund, through the findings of the Office of the Inspector General Audit report for Kenya, published in November 2018, indicates that there have been delays in engaging sub recipients for the grants managed by the civil society Principal Recipients. Based on previous cycles, the sub recipient selection process takes nine months on average to complete, delaying implementation of some activities. The Global Fund made recommendations to the Kenya Coordinating Mechanism (KCM) to develop guidelines for timely selection of sub recipients (SRS) at the start of new implementation periods with a view to ensuring uninterrupted program continuity. Technical support for this assignment will be provided by the United Nations Program on HIV & AIDS (UNAIDS).

### Objectives of the assignment

The overall objective of this assignment is to develop guidelines for selection and management of Sub recipients (SR) in line with overall Global Fund and in country Procurement guidelines

#### **Specific objectives are as follows:**

1. To undertake review of best Country/Regional practices on SR selection in line with Global Fund and in country Procurement guidelines
2. To review existing in country selection processes and tools
3. To undertake stakeholder consultations, including but not limited to KCM members, Counties, state and non-state PRs, SRs, inter agency Coordinating Committees for HIV, TB and Malaria, (ICC Chairs), Programmes, Technical Review Committees (TRC Chairs), LFA, Appeals Review Committee members, communities, civil society organizations and development partners
4. To develop SR selection guidelines and Present to ICC and KCM for approval (SR Guidelines inclusive of –Road map, special considerations/waivers, assumptions and risks and appeals review process)

### Expected Deliverables

1. Develop and present an inception report inclusive of a roadmap and budget
2. Draft guidelines for selection of SRs to Implement Global Fund Grants in Kenya
3. To present and facilitate discussions and consensus building on the draft selection guidelines at ICCs and KCM.
4. To develop a final draft incorporating inputs from

ICC and KCM members

5. Present the final version at the ICCs and KCM for discussion, recommendations and endorsement

### Methodology / Reporting

The process to develop SR Selection Guidelines will include desk review, key informant interviews, drafting the SR Selection guideline and presenting to the ICC and KCM for approval. The consultant will be under the supervision of the KCM Management Committee and KCM Coordinator

### Budget and timelines

The Consultancy is expected to take **18-days** starting from **23<sup>rd</sup> April, 2019, a daily rate of USD 600** will be undertaken to support the development of the guidelines

### Consultant Qualifications

The following are the minimum requirements for consultants to undertake the Consultancy:

- At least a Master's degree in Community Health, or Public Health or Health Systems, Public Administration, Social Sciences or legal background or related field with comprehensive knowledge of TB, HIV/AIDS and Grants management.
- Demonstrated knowledge and experience working with Global Fund, particularly Development of National Guidelines (Min of Health), guidelines for Country Coordinating Mechanisms, Principal Recipients and sub recipients
- Proven ability in analysis and synthesis of data, including operational, epidemiological, financial, and programmatic components.
- Knowledge of the healthcare system of Kenya including community health systems
- Abilities in consensus-building, diplomacy and tact within complex, cross-cultural environments;
- Excellent communication skills with ability to express ideas clearly, logically and effectively
- Excellent writing and analytical skills
- Ability to meet tight deadlines
- Proven skills and experience in leading multi-disciplinary teams
- Excellent oral and written command of the English language;
- Strong computer literacy and ability to use Word Processing and office technology equipment

### Submission of Applications

Submit soft copy of a zipped folder containing **application letter** addressed to the KCM Chair, **soft copy of resume and two most recent reference** for similar assignment. Application should be submitted not later than **15th April, 2019 at 8:00am** to **info@globalfundkcm.or.ke**