



**KENYA COORDINATING MECHANISM
CALL FOR EXPRESSION OF INTEREST**

**CONSULTANCY SERVICE:
TRAINING CIVIL SOCIETY MEMBERS
PRE AND POST KCM MEETINGS**

REF: KCM/EOI/3/2022

The Kenya Coordinating Mechanism invites prospective candidates to submit CVs and soft copy of evidence and reference of similar work /assignment/s to be considered for the assignment. Prospective candidates are requested to submit the application to the Chair, Kenya Coordinating Mechanism by 29th July,2022 via info@globalfundkcm.or.ke

Overview

Engagement of key populations, people living with and/or affected by the three diseases, civil society and community representatives is a key principle that guides the activities of the Kenya Coordinating Mechanism (KCM). Such engagement should continue throughout the grant life cycle to provide valuable input to strengthen the delivery of programs and achievement of targets. Each KCM should establish a mechanism to engage with these constituencies in a way that allows their input and voices to be heard.

For this engagement, at least 15% of the funding provided to the KCM by the Global Fund must be allocated to constituency engagement for non-governmental sector activities, including civil society, key vulnerable population groups, and communities of people living with and affected by the three diseases, to promote and improve the quality of stakeholder participation.

To amplify the participation and voice of a KCM's key populations, civil society and people living with and/or affected by the three diseases constituencies, this assignment will enhance their preparation and participation both prior to and following CM (and relevant KCM Committee) meetings. The planned support will be provided by a national consultant hired independently by the KCM.

Objective and Scope

- a. Amplify the participation and voice of representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases in KCM meetings and related decision-making forums (e.g. KCM sub-committees), and more generally in governance and stewardship of national HIV, TB and malaria response(s).

For KCMs in the transition context, there should be an added focus on how inclusion and participatory decision-making in national health governance will be maintained when the country transitions out of Global Fund financing.

Scope of Work

Task	Metric
Understand the principle of Engagement and its relationship to the other Evolution principles such as Positioning and Oversight.	Engagement E-Learning module completed, and guidelines reviewed. Engagement guidance note and Annexes read. Positioning and Oversight guidance notes read.
Undertake a desk review. Obtain relevant KCM documentation (bylaws, conflict of interest management policies, civil society communication/ engagement plans, contact information of civil society constituencies, calendar of activities). For transition contexts, the positioning plan should also be reviewed, where it exists.	Reviewed: <ul style="list-style-type: none"> • KCM bylaws or governance documents. • Civil society communication/engagement plans. • Positioning plan, where it exists. • Any other relevant documents.
Meet with relevant KCM members to discuss the scope of work, timelines and to gather background for the assignment and input into the process. This includes, but is not limited to, representatives for: <ul style="list-style-type: none"> • Key populations • People living with and/or affected by the three diseases • Civil society and community representatives • KCM Secretariat • KCM Executive Committee or Leadership. 	At the beginning of the assignment, at least one meeting held.

Task	Metric
<p>Support preparation of up to 4 meetings (general KCM meetings, oversight committee, other sub-committees, technical meetings, etc.).</p> <ul style="list-style-type: none"> • Receive key information from the KCM Secretariat in advance of KCM meetings. • Support representatives to prepare for meetings by helping them review and understand agenda items and key documents in advance. • Facilitate consultation process with their constituency to obtain input (e.g. qualitative or quantitative data) and positions on the agenda and any emerging issues requiring governance attention. • Help define and articulate the constituency's position for the KCM meeting, ensuring clarity, evidence-based and data-driven arguments and analysis. This should specifically highlight the differentiated needs of populations most vulnerable to and affected by HIV, TB and malaria and community representatives. • Outline desired outcome of meetings and proceedings at KCM meetings, ensuring views of diverse stakeholders are taken into consideration. • Coordinate the development of speaking notes and other supporting materials to use during KCM meetings. • Facilitate and support analytical data-driven discussions and decisions. 	<p>Prior to each KCM meetings:</p> <ul style="list-style-type: none"> • Key KCM meeting documents reviewed. • Timely consultation with constituencies conducted. • Speaking notes developed.
<p>Facilitate debriefs from KCM meetings.</p> <ul style="list-style-type: none"> • Conduct a facilitated discussion of the results achieved /decisions made during KCM meetings by the KCM civil society and community members and/or alternates. • Discuss and finalize the agendas to be raised in the next KCM meeting. 	<ul style="list-style-type: none"> • Virtual meeting conducted to discuss results achieved, decisions made at the last KCM meeting and next steps. • Bi-directional communication on the issues raised and decision made by KCM and its Committee related to civil society organizations, key populations and/or people living with and/or affected by the three diseases and community with respective constituencies
<p>Develop engagement or communication plan, tools, and/or templates for rapid sharing of data/information by KCM representatives of key and vulnerable populations, civil society, and/or communities living with and affected by the three diseases to their constituencies – based on needs of constituencies and their representatives.</p>	<p>Engagement/communication plan, tools and/or templates developed for information-sharing and exchange pre- and post-meeting</p>
<p>Develop a summary report with key findings, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.</p>	<p>Report (maximum 3 pages) on meeting outcomes and next steps.</p>

Deliverables

- Costed work plan with activities to improve the quality of pre-post meeting preparations.
- Preparation documents and speaking notes summarizing the position(s) of representatives of key and vulnerable populations, civil society, and communities living with and/or affected by the three diseases.
- Quarterly reports (prior to KCM meetings) summarizing decisions made at KCM meetings and follow-up actions by representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases.
- Evidence of functional and effective bi-directional accountability/feedback communication channels and tools for rapid sharing of data/information by representatives of key and vulnerable populations, civil society, and/or communities living with and affected by the three diseases to their constituencies.
- Summary report, including communication gaps, recommendations to strengthen bi-directional feedback, outcomes from facilitations for each of the meetings.

Reporting Lines

- The consultant will report to the KCM Evolution Task Force.
- The consultant will work in close collaboration with the KCM representatives of key and vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases.
- The KCM Secretariat is requested to share the consultant's deliverables with the Global Fund.

Level of effort (LoE)/ Consultancy Fee

Recommendation of at least **12 days level of effort (LoE) @ USD 297 per day** to support pre- and post-preparations for at least 4 KCM (or relevant KCM committee) meetings between **July 2021 to December 2022**.

KCM Committee, Evolution Task Force and KCM representatives of key populations, people living with and/or affected by the three diseases, civil society and community representatives will decide on the level of effort based on the number of meetings as well as constituency needs and capacity.

Qualifications, experience and skills

Qualifications

Bachelor's degree required, with social science, public health, population studies orientation highly desirable.

Experiences and competencies

- At least 3 years of experience working with key populations, people living with and/or affected by the three diseases, civil society and community groups.
- Ability to engage populations most vulnerable to and/or affected by HIV, TB and malaria and community representatives, encourage participation, keep people's attention and keep the discussion moving.
- Ability to synthesize and summarize strategic information.
- Ability to coach/mentor.
- Good analytical and documentation/report writing skills.
- Strong communication and facilitation skills.
- Demonstrated commitment to the role of communities in responses to HIV and AIDS, TB and malaria, and the principles of meaningful community engagement and participation.
- Demonstrated expertise and experience of consulting with multi-stakeholder bodies in the areas of civil society organizations engagement, management, capacity development, and/or rights advocacy of populations most vulnerable to and/or affected by HIV, TB and malaria and community groups.
- Working level of English as well as knowledge of the local language (particularly the one most widely spoken by key population representatives).

Optional qualifications, expertise and competencies

- Demonstrated knowledge/experience of the Global Fund grant architecture and management process.
- Demonstrated knowledge/experience of KCM governance related issues.
- Experience in successful provision of technical assistance in the short and medium term.
- Demonstrated understanding of civil society constituencies' role in the Global Fund.

Preference will be given to consultants who are living with and/or affected by the three diseases and/or key populations themselves.

Evaluation Criteria:

Qualifications 40marks, Experience and Capabilities 30marks, Evidence of similar work or assignment/s 30marks.