

KENYA COORDINATING MECHANISM

CALL FOR EXPRESSION OF INTEREST

CONSULTANCY SERVICE:

REVIEW OF KCM GOVERNANCE DOCUMENTS

REF:

KCM/EOI/1/2024

The Kenya Coordinating Mechanism invites prospective candidates to submit CVs and evidence of similar work to be considered for this assignment. Applicants are requested to submit the application to the Chair, Kenya Coordinating Mechanism by **21st November, 2024** via info@globalfundkcm.or.ke. Submission Format: Times new romans, font 12, spacing 1.5, PDF. Reference of similar work include links to policies or guidelines the candidate has developed.

Applicants will receive confirmation of receipt once their application has been successfully submitted. Applicants are required to submit Zipped files to avoid technical issues with large attachments.

The Kenya Coordinating Mechanism members, KCM Secretariat, oversight committee members, Global Fund grants Principal Recipients and Sub recipients in Kenya are not eligible to apply.

Overview

Country Coordinating Mechanisms (CCMs) are central to the Global Fund's commitment to local ownership and innovative mechanism towards stakeholder collaboration and participatory decision-making. The Kenya Country Coordinating Mechanism (KCM) coordinates and oversees Global Fund operations in Kenya.

KCM Mission

Harnessing the full potential of partners and resources to support HIV/AIDS, Tuberculosis and Malaria response

KCM Functions

- To coordinate and submit the funding request to the Global Fund.
- To select Principal Recipients through a transparent and documented process.
- To oversee the implementation of activities under the Global Fund grants.
- To evaluate the performance of Global Fund grants and Principal Recipients, including major changes to programme plans.
- To ensure linkages between the Global Fund and other programmes.
- To ensure constituencies are involved in the decision-making process for the Global Fund grants.

The KCM is reviewing its governance documents and guidelines to streamline operations and is seeking the services of a suitable consultant who is qualified and experienced to facilitate the process.

For additional information about the Kenya Coordinating Mechanism, please log into the KCM Website <https://globalfundkcm.or.ke/>

Broad Objective

Review and publication of KCM governance documents and guidelines by **31st December 2024**.

List of Governance Documents

- i. KCM Constitution and Conflict of Interest
- ii. KCM Standard Operating Procedures and Code of Ethical Conduct Policy
- iii. KCM Oversight Plan
- iv. KCM Positioning Plan -Editing and Publication
- v. KCM Committees Guidelines
- vi. KCM SR Selection Guidelines
- vii. KCM PR Selection Guidelines
- viii. KCM Risk register and mitigation plan-Final
- ix. KCM Communication and Engagement Plan
- x. KCM Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Action Plan for 2024 to 2027

Deliverables Amended

1. KCM Constitution and Conflict of Interest
2. KCM Standard Operating Procedures and Code of Ethical Conduct Policy
3. KCM Oversight Plan
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5. KCM Committees Guidelines
6. KCM SR Selection Guidelines
7. KCM PR Selection Guidelines
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Reporting Lines

The consultant will work in consultation with the Kenya Coordinating Mechanism

Level of effort (LoE)/ Consultancy Fee

21 days level of effort (LoE) @ USD 261 per day. The consultant's daily rate covers all costs, including travel, accommodation, communication, and materials.

Qualifications, Experience, and skills

Master's degree

Experiences and competencies

- The consultant should possess at least 7 years of overall professional experience, demonstrating proven knowledge, understanding, and reasonable experience in development of organizational policies and guidelines.
- Experience and Knowledge in Governance and leadership for organizational management, Health Systems Management, Community Health, Public Health, Policy development and communication, Kenya's Public Health Act, the Constitution of Kenya, or county governance frameworks under the devolved system.
- International Experience: Exposure to global health governance practices and initiatives, enabling a broader perspective on best practices, standards, and innovative approaches in health programme management.
- Understanding of the Global Fund (GF) and Its Mode of Operation.
- Familiarity with Kenya's HIV/AIDS, TB, and Malaria control programs.
- Ability to synthesize and summarize strategic information.
- Good analytical and documentation/report writing skills.
- Effective communication and facilitation skills.
- List at least 2 Referees

Evaluation Criteria:

As per the Qualifications, experience, and skills highlighted above. **Qualification 20marks, Experience and Competencies 40marks, Evidence of similar work or assignment/s 30marks. Feedback from Referees 10marks.**