

Role Description – Temporary Assignment

TAP REVIEW CONSOLIDATOR - 100% **(DEFINED DURATION UNTIL END JULY – MID OCTOBER 2021)**

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

Introduction

The support to TAP C19RM project management will support the coordination and consolidation of Technical Advice and Partnerships department (TAP) reviews on COVID 19 Response Mechanism by keeping the oversight of the various country funding requests (FRs) reviews that the different technical teams in TAP are doing. They will support the TAP teams in coordinating, reviewing, and providing feedback on C19RM full FRs by consolidation of TAP team feedback into an overall aligned TAP feedback, and facilitating a consolidated dialogue with the Country Teams (CTs) if needed.

Background

Known as C19RM, the COVID-19 Response Mechanism supports countries to respond to urgent needs to respond to COVID19, to mitigate the impact of COVID-19 on programs to fight HIV, Tuberculosis, and Malaria, and supports urgent improvements in health and community systems. All countries, including regional/multi-country recipients, that are currently receiving funding from the Global Fund, are eligible to receive C19RM funding.

To ensure quick implementation of the grants, FRs have a very short review cycle. During this cycle, technical teams review the FR and share their observations, recommendations, and proposed conditions.

Within TAP, there are different technical teams: the diseases teams (HIV, TB and malaria), the RSSH team and the MECA team. All these teams provide their own review on the FR based on their focus. However, TAP needs to provide an aligned review from TAP overall. Consolidation of the different TAP reviews for each FR is therefore a critical task

Scope/Objective

The overarching purpose of this support is to make sure that TAP provides timely, qualitative, and aligned reviews on the FRs. The consolidated input on the RRF (Review and Recommendation Form) is being used by the C19RM Investment Committee (IC). The C19RM IC will consider TAPs input (next to other input) in determining funding awards or recommendations.

Tasks

Project manage consolidation of TAP reviews

- Work together with TAP management team to streamline review process for the different FRs with different TAP reviewers
- Assure guiding principles for filling in the TAP internal assessment from: clearly communicated with TAP reviewers and further optimize SOPs (Standard Operating Procedures) as needed
- Provide communication on deadlines for the TAP reviewers, send timely reminders and actively follow-up with TAP reviewers that didn't hand in their review on time
- Identify quick wins to optimize the overall review process further and collaborate with the C19RM Secretariat to implement those
- Inform C19RM secretariat on review progress or delays
- Join pre-IC (Investment Committee) meetings to provide summary of TAP's review of C19RM FRs. Pre-IC meetings are with CTs and technical reviewers to prepare for the IC
- Brief department head and others on the TAP feedback on C19RM FRs

Facilitate a consolidated dialogue between technical teams with CTs and across the GF secretariat:

- Link the CT or other GF teams with the relevant TAP reviewers of the FR where needed.
- Get timely input from reviewers on their questions for CTs and send reminders if needed
- Decide if discussion with CTs is needed and flag accordingly to the C19RM Secretariat
- Assure reviewers of different technical teams update their review timely (based on the CT dialogues). If reviewers update their review later than the deadline for the Review & Recommendation (R&R) form, assure that reviewers send a clear email with proposed changes in the internal assessment form and consequences for the R&R form. Update R&R form accordingly

Consolidate TAP team feedback into an overall aligned TAP feedback:

- Consolidate reviews from different teams into one TAP recommendation, making use of the wording in the boxes with “Succinct wording to include in the R&R form” that have been completed by the reviewers
- Follow-up with individual reviewers in case review doesn’t have succinct wording that can be used for the R&R form
- Decide if a TAP alignment meeting is needed to align on contradicting recommendations by different TAP teams. In case of an alignment meeting, facilitate meeting and steer towards consolidated TAP view as outcome of the meeting

Indicator for success will be the smooth, qualitative, and timely review of FRs by TAP resulting in qualitative strong and aligned R&R forms.

Deliverables

Qualitative strong R&R forms for each FR, showing the aligned TAP recommendation and completed on time

3. Candidate profile

Experience

At least 3 years of experience in project management at a consultancy firm
Experience within the global or public health space (desirable)
Summarizing right -> Capturing the main issues from variety of text

Skills

Strong analytical and writing skills
Teamwork, alignment, and diplomacy
Project management
Time management
Strong written and verbal communication skills

Education

Bachelor of master’s degree for a university, not specific studies required
(ideally a background in global or public health or development)

Desirable:

More than 10 years professional and practical experience in planning, management, monitoring & evaluation of public health programs
Skills at presenting a significant amount of information from various sources in a concise way

Competencies

Languages:

An excellent command of English.

Place of Performance

Work could be done remotely, but the person is ideally based in Geneva where the Global Fund is located, or at least in the same time zone (CET)

4. Application

Referring to the exact name of the above-mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
