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## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

**Job code title:** Oversight Officer, Country Coordinating Mechanism Iran

**Type of Contract:** Service Contract

**Reports to:** CCM Chair/vice Chair

**Level of Post:** SC8

**Duty Station:** Ministry of Health and Medical Education, Tehran, Iran

**Duration:** Six months with possible extension

### II. Organizational Context

Country Coordinating Mechanism is the national committee in Iran (like other countries) that submit funding applications to the Global Fund on behalf of the entire country. It includes representatives from government, the private sector, technical partners, civil society and communities living with the diseases. It is a key element of the Global Fund partnership.

The CCM for the grants provided to Iran by the Global Fund to Fight AIDS, Tuberculosis, and Malaria (the Global Fund) has been established in 2002 in accordance with the mandate laid out by the Global Fund Board. The structure and the concept of the CCM are intended to reflect the principles of national ownership and participatory decision making. This unique public-private partnership at the national level constitutes the governing body for the acquisition and use of the Global Fund resources in recipient countries.

At the present Iran is only recipient of HIV/AIDS grant for the utilization period of 1<sup>st</sup> April 2018-31<sup>st</sup> March 2021.

The Principal Recipient (PR) of the above grant as nominated by CCM is UNDP Iran, which closely works with national and international partners including, Center for Communicable Disease Control of the Ministry of Health and Medical Education, Prisons Organization, Welfare Organization, World Health Organization and UNAIDS.

The Global Fund has defined a set of main requirements to be met by CCMs. The details are available on the CCM website at the following address: ([www.theglobalfund.org/documents/ccm/CCM\\_RequirementsGuidance\\_Note\\_en/](http://www.theglobalfund.org/documents/ccm/CCM_RequirementsGuidance_Note_en/)).

Recognizing the importance of oversight role of CCM, the Global Fund requires all CCMs to submit and implement oversight plans for all projects approved and funded by the Global Fund. The plan must detail oversight activities and describe how the CCM will engage program stakeholders (including CCM members and non-members, and in particular non-government constituencies and people living with and/or affected by the diseases) in practicing programme oversight.

Under direct supervision of CCM Chair/vice Chair, the oversight officer will support CCM to realize performance areas including alignment, oversight, constituency engagement, capacity building and sustainability and Transition. To do so, the Oversight Officer is to define a detailed oversight methodology for achieving the defined objectives of the oversight role of CCM as well

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as a detailed implementation work plan to that end. The oversight officer will also be directly responsible for implementation of the CCM workplan and Performance Framework in full consultation with CCM Chair/vice Chair and in coordination with PR, SRs, SSRs and other CCM members and stakeholders.

The oversight officer should also assist CCM to analyze the progress and achievements of the ongoing projects on the basis of the data generated by PR, SRs and Oversight Body (OB) of the CCM, Supervision of the Implementation of the Programme Committee (SIP) and other data available for the purpose of oversight, monitoring and impact evaluation. These data will include information on both beneficiaries and non-beneficiaries. The oversight officer should also obtain a thorough understanding of the ongoing monitoring and evaluation activities programmed in the Global Fund funded projects. Accordingly, the oversight officer shall assist in providing well-analyzed input for OB and CCM.

### **III. Functions / Key Results Expected**

The oversight officer should develop a detailed oversight methodology/strategy, and implementation plan and should also be directly responsible for implementation, monitoring and reporting on the progress of the oversight plan, CCM workplan and Performance Framework. The oversight officer is required to make himself/herself familiar with (a) current situation of the country vis-à-vis the target disease/s, (b) the national strategic plans to address the disease/s, (c) other ongoing activities and plans to be conducted by the related entities to control the disease/s, and (d) the objectives and detailed activities of the ongoing Global Fund projects.

To this end, the oversight officer is required to assist CCM Chair/vice Chair to ensure that all requirements of CCM (defined by The Global Fund) are met and provide top quality advisory services to the CCM. Moreover, S/he should facilitate knowledge building and management in different level of country team.

Summary of Key Functions:

By performing the following key functions, the Oversight Officer should support the CCM in fulfilling its oversight role regarding development, submission, approval and implementation of the Global Fund grants in a timely manner and with standard of quality acceptable by the Global Fund:

- To ensure all performance areas of the CCM workplan including alignment, oversight, constituency engagement, capacity building and sustainability and transition activities to be conducted as per plan.
- To ensure technical and administrative support so that the CCM could achieve the target of its performance framework
- To ensure facilitation of sharing the information between country level and the GF secretariat as well as country team as per the PF of the CCM

The oversight officer will carry out the following detailed tasks aligned with the above key functions.

**1. To ensure implementation of all performance areas of the CCM workplan including alignment, oversight, constituency engagement, capacity building and sustainability and transition activities to be conducted as per plan:**

- Development of a strategic oversight plan which clearly describes Objectives, risk and

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challenges, activities to mitigate risks and challenges, methodology for oversight, tools, e.g. checklists, guidelines, reporting, timeline of the plan, terms of reference of the Oversight Committee, implementing entities/individuals, budget (in line with the CCM budget) and coordination mechanism

- Regularly update the oversight plan based on the inputs / feedback from CCM Chair / vice Chair and Committee members;
- Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to the CCM chair/vice chair, OB, and any other related entity/individual;
- To facilitate and conduct oversight field visits and manage to write report of visits and send feedbacks to the CCM Chair/vice Chair
- Review of field visit reports provided by project personnel, and (1) consider the findings in strategic development of oversight plan, (2) provide feedback regarding the observations and findings to CCM Chair / vice Chair;
- Coordination of Oversight Committee meetings in line with the indicators of the PF
- Technical support and coordination for conducting CCM members capacity building such as workshops, study tours, and all other activities that help CCM members gain a better understanding of their roles and responsibilities with respect to oversight of their grants
- To provide a long-term linkages and constructive interaction amongst the target NGOs/CSOs
- Coordination of constituency consultations and Constituency engagement meetings for non-governmental constituencies only and processes to promote and improve the quality of stakeholder participation.
- Coordination of CCM Plenary / General Assembly meeting
- Liaise and meet with different stakeholders, PR, SR, SSRs, and other entities to seek comments and viewpoints of various project partners and beneficiaries;
- Engaging the CCM to be prepared for and is taking into account sustainability and transition problematic in the response to the fight against the diseases under the GF grants
- Identification of risks and challenges based on desk review and a thorough analysis of the inputs received from various stakeholders;

**2. To participate in effective management of the CCM workplan with an aim to achieve the desired results as per the performance framework:**

- Provision of technical and administrative support to the CCM to be able to implement its activities as per the workplan of CCM
- Provision of technical guidance to CCM Secretariat in any technical aspects related to the Global Fund requirements
- To conduct required assessments and share results with the GF secretariat as per the indicators of the PF
- Prepare agenda of CCM meetings considering the requirement of the indicators of the PF
- To update eligibility and performance assessment (EPA), improvement plan and CCM contacts as per the indicators of the PF
- Analysis and synthesis of proposals on the areas for support and interventions within the practice area specialization assigned
- Participating in financial and substantive monitoring and evaluation of the projects under the GF grants, identification of operational and financial problems, development of solutions and support the PR in internal/external audit processes if required
- Coordination and monitoring the conduction of annual CCM retreat, CCM Board meetings, CCM elections, induction/orientation meetings

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- Preparation of the Minutes of the Meetings and circulation of the agenda to the members and the GF secretariat align with the indicators of the PF
- Preparation of all reports including annual workplan progress, financial reports and submit to the GF as per the indicators of the PF
- Implementation the activities related to workshops, meetings and trainings related to Funding Request development and Grant Making processes

**3. To ensure facilitation of sharing the information between country level and the GF secretariat as well as country team as per the PF of the CCM:**

- Holding periodic meetings with CCM Chair/vice Chair to inform them of the progress made against the oversight plan, achievements, challenges and obstacles;
- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to programme country policy goals;
- Facilitation of sound contributions to knowledge networks and communities of practice;
- Implementation of activities related to information sharing like maintenance of the CCM website, update the content of website, facilitate publication of the CCM newsletter and any other activities related to knowledge management.

#### **IV. Impact of Results**

The key results have an impact on strengthening CCM oversight role, and successful achievements of project objectives as per the workplan and performance framework of the CCM.

#### **V. Competencies and Critical Success Factors**

##### **Functional Competencies:**

##### Advocacy/Advancing A Policy-Oriented Agenda

##### **Level 1.2: Preparing information for advocacy**

- Identifies and communicates relevant information for a variety of audiences for advocating CCM and UNDP's mandate

##### Results-Based Programme Development and Management

##### **Level 1.2: Contributes into results through primary research and analysis**

- Assesses CCM performance to identify success factors and incorporates best practices into the work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation

##### Building Strategic Partnerships

##### **Level 1.2: Maintaining a network of contacts**

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

##### Innovation and Marketing New Approaches

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### **Level 1.2: Enhancing processes or products**

- Generates new ideas and proposes new, more effective ways of doing things

#### Resource Mobilization (Field Duty Stations)

### **Level 1.2: Providing inputs to resource mobilization strategies**

- Analyzes information/databases on potential and actual donors

#### Promoting Organizational Learning and Knowledge Sharing

### **Level 1.2: Basic research and analysis**

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things

#### Job Knowledge/Technical Expertise

### **Level 1.2: Fundamental knowledge of own discipline**

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

#### Global Leadership and Advocacy for CCM/UNDP's Goals

### **Level 1.2: Preparing information for global advocacy**

- Identifies and communicates relevant information for advocacy for CCM/UNDP's goals for a variety of audiences

#### Client Orientation

### **Level 1.2: Establishing effective client relationships**

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines

#### **Core Competencies:**

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each Service Contractor.
- Informed and transparent decision making

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<b>VI. Recruitment Qualifications</b>	
Education:	Master's Degree preferably in health. MD or MPH would be desirable.
Experience:	At least two years of relevant experience at the national or international level in management, planning, oversight, monitoring and evaluation, preferably in health projects. Experience in the use of computers and office software packages and handling of web-based management systems.
Language Requirements:	Fluency in Persian and English