



ESWATINI COUNTRY COORDINATING MECHANISM

CALL FOR EXPRESSION OF INTEREST

CONSULTANCY SERVICE: SET UP OF GRANT OVERSIGHT DASHBOARD

REF CCM/EOI/1/2024

The Eswatini Country Coordinating Mechanism invites prospective candidates to submit CVs and soft copies of evidence and references of similar work to be considered for the assignment. Prospective candidates are requested to submit the application (CV, technical proposal, financial proposal) to the Executive Secretary, Eswatini Country Coordinating Mechanism by 15th November 2024 via recruitment@ccm.org.sz

Overview

The Mission of the Eswatini Country Coordinating Mechanism (ECCM) is to harness resources and the full potential of stakeholders to fight HIV, Tuberculosis and Malaria in Eswatini, and oversee the implementation of Global Fund grants. This entails constant review and tracking of the performance of the Principal Recipients (PRs) and Sub-Recipients (SRs) entrusted with the management of resources.

The tracking and review of grant performance is conducted through various structures of the CCM, including the Oversight Committee (OC). Currently, Principal Recipients (PRs) report financial and programmatic performance to the OC on a quarterly basis. However, these summary reports are fragmented and treated in isolation and thus inhibit the CCM from identifying and resolving challenges and bottlenecks in a timely and efficient manner.

Through the use of an electronic dashboard in visualizing data for timely identification of challenges and bottlenecks in program implementation, managers and decision-makers are empowered to take corrective actions to improve program performance. Eswatini is currently implementing a new Global Fund grant – Grant Cycle 7 for Malaria which began in January 2024, and the new GC7 grant for HIV & TB which commenced in October 2024. There is, therefore, an urgent need to develop and implement an integrated CCM Dashboard that supports efficient storage, analysis, data visualization and sharing of information with decision-makers, partners and stakeholders in supporting decision-making at all levels.

The CCM is therefore inviting suitably qualified candidates to apply for this consultancy assignment.

Objective and Scope

The objective of the consultancy is to Develop/set up and operationalize an Integrated Oversight Dashboard, involving remote support, that facilitates efficient storage, analysis, visualization and sharing of data on the performance of grants with decision makers, stakeholders and partners in effectively and efficiently supporting oversight and decision making at all levels.

As a minimum, the dashboard will facilitate documenting, analysing and visualizing data on the following:

- a) Programmatic and Financial Performance of the Principal Recipients and Sub-Recipients of Global Fund Grants on a Quarterly Basis (or any other frequency as may be required) to the CCM structures including the Oversight Committee.
- b) Government of Eswatini Co-Financing and Reporting
- c) Tracking of procurements/commodities
- d) Risk management matrix
- e) Tracking Implementation Status of Recommendations of the Oversight Committee and CCM,
- f) Reports on CCM Oversight Field Visits.
- g) Tracking Community Led Monitoring activities and feedback from constituencies

The core features of the dashboard will be as follows:

- a) Capability to integrate data storage, retrieval and analysis across funding cycles, reporting periods, programmes (including HIV, Tuberculosis, Malaria and COVID-19) and Principal Recipients.
- b) Capability to handle both numeric and text data and generate graphic, geographical maps and other forms of data visualisation as appropriate.
- c) Be web-based and facilitate full online access through the commonly available web browsers.
- d) Be user-friendly and easy to learn for non-technical users at all levels.
- e) Be free from expensive requirements such as payment for licences for software or installation of software that may hinder utilisation of the dashboard.

Tasks

| Task | LoE |
|--|--|
| Indicator Selection - consultation/selection of key indicators to be tracked on the dashboard. The indicators will be derived from the Performance Framework of Various Grants. Indicator selection will be done through an inclusive process involving the PRs and stakeholders. | 4 days |
| Dashboard Configuration - Configure the dashboard, map the indicators, and produce individual PR and SR data capture sheets/tools. | 15 days |
| Initial Dashboard Running and Testing - Capture available data and generate initial dashboard. Test run to remove 'bugs. | 10 days |
| Develop the PR Dashboard Management User Manual/ Procedure. | Within 14 days after assignment completion |
| Develop the CCM Summary Dashboard User Manual/ Procedure. | Within 14 days after assignment completion |
| Review by joint TWGs (HMIS, PRs, MoH SID, etc) | 1 day |
| Review by Oversight Committee | 1 day |
| Review and approval by the CCM | 1 day |
| Training - conduct training workshops using the generated dashboard on how to analyse and visualize the dashboard and make strategic decisions using the information displayed. | 3 days |
| Technical back stopping before and during oversight committee meetings 2024/2025 | 6 days (2 days per quarterly meeting x 3 meetings; Feb, May, Aug 2025) |

Deliverables

| Deliverable | Content | Due Date |
|---------------------------------------|--|----------------|
| PR Report on Indicators to be tracked | Key indicators for the PR and SRs to be tracked on the dashboard | 24th Jan 2025 |
| Integrated Oversight Dashboard | Individual PR and SR data capture sheets/tools, Recommendation Tracking Tool, Oversight Field Report Tracking Tool, Co-financing Data Capture Tool and Integrated CCM dashboard. | 14th Feb 2025 |
| Training manual and timetable | Training schedule plus training PowerPoints and other pertinent material | 7th March 2025 |
| PR Dashboard User manual/ Procedure | PR Dashboard management procedures | 7th March 2025 |
| CCM Summary Dashboard User Manual | CCM dashboard management procedures | 7th March 2025 |

Reporting lines

The consultant(s) will report to the CCM, through the CCM Oversight Committee and CCM Evolution task team.

Level of Effort, Consultancy fee and Period of Performance

50-days level of effort @ USD 200 per day.

Candidate Profile

Required qualifications, expertise and competencies of consultant(s):

- A Degree in Computer Science, Actuarial science, ICT, Economics, Monitoring and evaluation, or related.
- Demonstrated experience in developing Public Health related electronic dashboards.
- Demonstrated knowledge/understanding/experience of the Global Fund policies, priorities, and processes.
- Prior knowledge of Country Coordinating Mechanisms in the context of Global Fund funding model
- The consultant(s) must be a good communicator and fluent in the English language.

Skills

- Excellent facilitation skills; leadership; strategic approach to consultancy; diplomacy; cultural sensitivity; adaptability and flexibility; teamwork and team building skills.
- Ability to work effectively with staff and organizational stakeholders.
- Strong interpersonal skills and proven ability to communicate and interact with officials from the government, non-state actors, NGOs, development partners, and the private sector.
- Proficient in Microsoft Office applications especially PowerPoint and Excel.
- High degree of organization, initiative, and political awareness.

- Knowledge of public health issues.
- Strong written, presentation and communication skills and IT competencies are essential.

Evaluation Criteria:

Technical proposal (40%); Financial proposal (30%); Evidence of similar work assignments (20%); and Academic Qualifications (10%).