



TERMS OF REFERENCE FOR THE APPOINTMENT OF THE SOUTH AFRICA GLOBAL FUND COUNTRY COORDINATING MECHANISM (CCM) ETHICS OFFICE CONSULTANT.

1. BACKGROUND

The implementation and monitoring of the Global Fund (GF) grant in SA is overseen by the SA Country Coordinating Mechanism (CCM). The CCM is required through its policy, to approve and adopt the Code of Ethical Conduct (CEC) for CCM members, develop or update (as necessary), and publish a conflict-of-interest (COI) policy that applies to all CCM members and CCM Secretariat staff. An Ethics Office consultant is required to support the ethics function of the CCM.

2. SCOPE OF WORK

The role of the CCM Ethics Office consultant includes ensuring ethical leadership and conduct and to support the CCM in its goal to coordinate national disease programs at the country level by promoting ethical conduct and decision-making in all CCM activities; to lead the ongoing compliance of the CEC to support the GF's ethical values; and to support the CCM in its shared responsibility for preventing and responding to sexual exploitation, abuse and harassment and related abuse of power in the context of Global Fund programs under the following objectives:

2.1. Promoting Values and Principles driven actions and behaviours – ensuring ethics considerations are embedded in decision making processes. Acting as custodian and mediator of ethical and governance matters to protect the integrity of the CCM; Ensuring all members are trained and aware of their role and responsibilities with training sessions and regular communications; and Tracking the completion of the CCM Code of Conduct e-learning modules by all CCM members;

2.2. Conflict of Interest (CoI) management – updating relevant documentation, supporting the CCM chair with managing and mitigating identified COI at meetings;

2.3. Policies and Procedures – ensuring adoption and implementation of the Code of Conduct by CCM and the review of governance documents; Ethics Committee ToR and plan development and support

2.4. Accountability in case of alleged or reported breaches - Ensuring CCM Code of Conduct breaches are appropriately and timely reported, addressed and documented; and

2.5. Protection from Sexual Exploitation Abuse and Harassment (PSEAH) - Supporting the CCM in its shared responsibility for preventing and responding to SEAH, child protection, and related abuse of power in the context of Global Fund programmes.

3. DURATION OF WORK

This is a part-time position and the period of performance and expected duration of the contract is at least one year.

4. PROFILE OF THE SUPPLIER (EXPERIENCE AND COMPETENCIES)

This is a part-time position and the period of performance and expected duration of the contract is at least one year.

A). Qualifications - Essential: •An advanced degree in Public Health, Ethics, Law, Public Administration, Business Administration or related field. **B. Competencies and Experience - Essential:** •Solid experience in building and developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international level •Experience working in programme planning and management and/or equivalent experience •Experience working in PSEAH or a related field, or in the prevention of/response to issues of misconduct •Solid understanding and experience of Governance and ethics matters, strategic, organisational and management issues •Understanding of Global Fund processes and its funding model •Excellent written, presentation and verbal communication skills •Working level of English as well as knowledge of the local language are a requirement for this role. **Desirable:** •At least 5 years of professional experience (international or national) working in planning or management in the humanitarian sector or public health or disease programme management.

5. REPORTING AND COMMUNICATION:

The CCM Ethics Office consultant reports to both the GF CCM Secretariat Manager and the CCM leadership and liaises and coordinates with the Ethics Committee and other organs of the CCM as needed.

6. CLOSING DATE FOR APPLICATIONS: 30 SEPTEMBER 2022

For more information visit: www.sanac.org.za and for submission please email: beullah@sanac.org.za / Direct line: 012 748 1009 (1000 switchboard).