

Country Coordinating Mechanism Guidance Note: Engagement

Annex 2 – Use of 15% CCM Funding for meaningful civil society constituency engagement

Updated: March 2021

Background

As per the Global Fund Operational Policy Manual¹, at least 15% of the annual Country Coordinating Mechanism (CCMs²) Funding Agreement amount must be allocated to support constituency engagement for non-governmental sector activities, including civil society and key, vulnerable population groups to promote and improve the quality of stakeholder participation. Failure to comply with this requirement may affect subsequent disbursement decisions and total funding allocation.

This annex outlines potential activities (non-exhaustive) that a CCM may include in the annual costed work plan to strengthen meaningful engagement of civil society and strengthen the accountability between CCM representatives and their constituencies. Implementation of these activities may be facilitated by the CCM Secretariat staff, civil society representatives on the CCM, and/or a hired local consultant.

Proposed activities that may be supported with the 15% CCM funding for the following:

- **Representation**

- ✓ To support civil society election or renewal processes.
- ✓ To solicit input from civil society constituency into grant application documents, ensuring priorities indicated in the funding request are fully translated into programs and reflected in key grant documents (e.g. Performance Framework, Implementation Maps, etc.).
- ✓ To support civil society, key and vulnerable populations and community engagement during grant-making, grant implementation and post-funding request submission.
- ✓ To strategically build capacities on CCM-related topics and processes (e.g. orientation on oversight, communication, research, budgeting and supply chain management, etc.) so civil society representatives may participate on CCM committees (i.e. oversight).
- ✓ To invite key and vulnerable population networks, organizations and groups to share feedback on program quality with the CCM. Key and vulnerable population networks, organizations and groups not associated with grant implementation structure are able to provide critical feedback on quality of programs. In addition, beyond service delivery, non-governmental, non-profit organizations play a unique role in maximizing health results through advocacy and mobilization. The presence of diverse key and vulnerable populations is especially desirable for the purposes of grant oversight, conflict of interest management and policy coherence.

- **Preparation**

- ✓ To prepare before and after CCM meetings, including use of remote communications arrangements and virtual meeting forums.

¹ [The Global Fund Operational Policy Manual](#), October 2020. Page 117.

² For purposes of this paper, CCMs includes Regional Coordinating Mechanisms (RCMs) as further defined in the [CCM Policy](#).

- ✓ To develop relevant materials and facilitate discussions.
 - ✓ To induct new civil society and community representatives on governance, key thematic areas (e.g. on gender, human rights, key populations, community responses and systems), ethical code of conduct, and additional topics critical to addressing the capacity needs of civil society and community representatives for them to more effectively perform their roles.
 - ✓ To train on ethical code of conduct to ensure conflicts of interest are understood by constituency members.
 - ✓ To develop key performance indicators for Civil Society constituency CCM representatives to promote accountability and support civil society organizations monitor the performance of its representatives on effectiveness, transparency and inclusion of multiple stakeholders.
 - ✓ To train on key oversight aspects and considerations, including data analytics for Civil Society and Community Members to promote their participation on the oversight committee, and related activities
 - ✓ To mobilize additional resources to co-finance a full- or part-time civil society/community liaison officer within the CCM Secretariat dedicated to supporting civil society and community representatives on the CCM, including key and vulnerable populations and people living with and/or affected by the three diseases, to prepare for each CCM meeting. This includes timely translation of key background documents as well as support with outreach and documentation of constituency feedback.
- **Participation**
 - ✓ To organize meetings for CCM representatives and their constituencies to agree on modalities and terms of engagement.
 - ✓ To collect relevant data – qualitative, quantitative and drawn from a diversity of levels including the community in order to voice constituency priorities.
 - ✓ To develop terms of reference, communications modalities and frequency
 - ✓ To develop specific CCM meeting agenda items to advocate for on behalf of constituencies
- **Communications**
 - ✓ To set up a communication system to ensure bi-directional information flow between a CCM member and their constituency.
 - ✓ To facilitate an outreach and communication plan for specific constituencies (e.g. informal group of people living with the diseases or key affected populations such as ex-TB patients, key populations in TB, Malaria-affected communities).
 - ✓ To organize a joint strategy meeting between key population networks on the CCM. Key population networks may have little information about each other's activities and their advocacy work may be uncoordinated. Funding can be used to support key population networks to strategize and articulate common advocacy priorities; ensure timely knowledge and information sharing; and improve the reach and inclusivity for effective participation.
 - ✓ To simplify or translate key materials into accessible language. Language barriers may represent major obstacles for civil society and community representatives on the CCM and their constituencies alike, especially in settings where more than one common language is spoken.