



## Terms of references

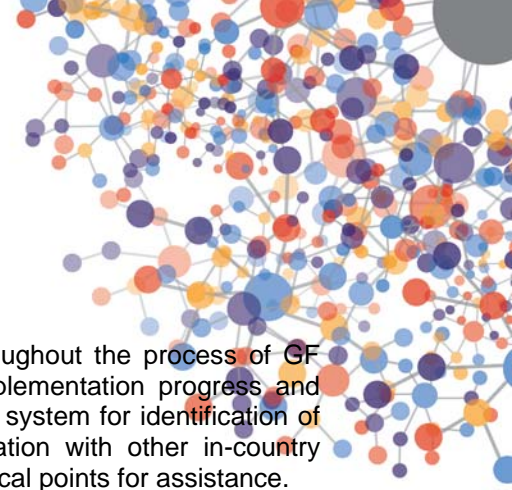
### **National/NTP TBTEAM Coordinator**

General description of role:

A person at the country level to serve as a national TBTEAM coordinator, designated by the NTP (for example a WHO Technical person and an NTP designated person act as focal persons together). This person could be an NTP employee or a staff person of a NGO/bilateral project or multilateral organization that has the capacity (time and skills) to fulfil this role. He/she should be recognized as the national lead to coordinate the technical assistance required to implement a NTP strategic plan. The person would guide the development of a national TA plan that meets the need of the NTP strategic plan, identify subsequent TA providers based on the needs identified in the TA plan, monitor and evaluate the quality of the TA and its coordination, and develop continuous planning and coordination mechanisms for TB TA with national and international partners. As a part of the national strategic plan, the Global Fund grants TA would be included in these plans and would benefit greatly by the coordinator and mechanisms developed by them. This person should have a clear understanding of what the priorities are for the country, and assist stakeholders in identifying solutions to bottlenecks and other means to achieve the country's TB control goals. The individual can also serve as a resource person for the CCM as well as the TA coordination mechanism developed and maintained by them.

### **The National TA Coordinator Terms of Reference:**

- Ensure that meetings of existing technical coordination body take place regularly, with participation of all stakeholders (NTP, civil society, private sector, etc.) that provide technical assistance for TB control activities. Regularly update the list of technical and financial partners working in the technical coordination body and its composition.
- If there is not one in place, work with the local stakeholders to develop a national TA plan for the national TB program and a TA plan for the GF TB grant, which would serve as a component of the overall TA plan. The TA plan should match up with the identified needs in the NTP strategic plan as well as the GF TB grant. Ensure the TA plan indicates a tentative or confirmed timeline, technical area, and partner agency to provide TA. Ideally, it should also outline required deliverables and/or outcomes it is expected to influence.
- Identify potential local resources to address stated TA needs (i.e., GF, USAID bilateral programs, other donors). Where there are not local opportunities to address TA needs, work with TBTEAM HQ and regional focal point to search for support within global or regional networks and databases (e.g., TBTEAM website).
- Monitor requests for TA and follow request through to fulfilment. This could include reviewing possible TA providers to ensure their skill sets are appropriate for the stated need. Respond to queries on missions entered in the TBTEAM website from external partners and facilitate coordination of missions with all relevant stakeholders. Complete (with the NTP) expert quality feedback questionnaire following TA missions.



- Coordinate strategic support to countries in preparation for and throughout the process of GF grant negotiations and Phase II renewals. In addition, monitor implementation progress and performance of on-going GF TB grant(s) and create an early warning system for identification of barriers or problems that require urgent or routine TA, in consultation with other in-country stakeholders. Communicate any challenges or needs to the regional focal points for assistance.
- Maintain regular communication and reporting with the Regional TBTEAM focal point and TBTEAM Secretariat regarding progress on TA needs and corresponding plans.

**National TA Coordinators in Intensive Countries** are responsible for the above TOR and also receive the following:

- Managing seed funding to support initial coordination meetings and other select activities to build the capacity of the coordinator and other country stakeholders
- Additional TA from international providers to develop coordination systems and provision of ad hoc TA in country
- Additional assistance from the region and HQ to perform the functions listed above by additional visits, phone calls and e-mails to intensify the monitoring of progress.
- Increased attention to the analysis and monitoring of the GF grant performance, conditions precedent and targets achieved.
- Actively promote the utilisation of the TBTEAM platform among the NTP and partners within the country, especially focussing on the NTP managers familiarity and ownership of the country technical assistance page.