

## **Team Leader**

### **Statement of Work**

#### **LFA Team Leader in Papua New Guinea**

##### **Background:**

The Global Fund is a financial mechanism for dispersing large-scale funding to mainly low-income countries in order to combat the spread of HIV/AIDS, malaria, and tuberculosis. Proposals for funding are made to the Global Fund through a Country Coordinating Mechanism, which as part its submission, identifies one or sometimes several Principal Recipients, which will receive and disburse funds for the disease program in the event that the proposal is successful. The Global Fund is represented in each country by a Local Fund Agent (LFA) which is responsible for: 1) assessing each Principal Recipient to determine its capacity to implement the proposed program 2) assisting with grant negotiations 3) verifying program implementation and 4) monitoring performance and impact.

As a Local Fund Agent for the Global Fund in Papua New Guinea, Emerging Markets Group provides Principal Recipient assessments, grant negotiations, verification of implementation services and performance and impact monitoring.

The Team Leader will serve as in-country representative and coordinator of LFA activities.

##### **Objective:**

As in-country representative and coordinator of LFA activities, the Team Leader will manage communication in-country, answer queries from regional stakeholders, attend meetings, coordinate all management issues in-country, and provide quality control and assurance at the country level. The Team Leader will liaise when requested, with the Global Fund's Portfolio Fund Manager, EMG Project Manager, and other LFA team members to complete the verification and disbursement recommendation process. This may include distributing materials and information gathered to appropriate persons, as well as organizing and attending meetings with local stakeholders and Global Fund teams.

##### **Terms of Reference:**

The Team Leader will be responsible for the following:

- Review and process Principal Recipient's Disbursement Requests and Progress Updates and all other documents as may be required by the Global Fund.
- Before disbursement from the Global Fund to the Principal Recipient, the Team Leader shall verify that any conditions (e.g., Conditions Precedent for disbursement, special conditions, and/or reports, etc.) set forth in the Grant Agreement (including its Annexes and Attachments) have been fulfilled by the Principal Recipient within the deadlines established in the Grant Agreement. In the case of anticipated or observed delays in the fulfillment of these conditions, the Team Leader shall immediately inform EMG and take any necessary action, as agreed.
- Unless other conditions are provided in the Grant Agreement for disbursement and reporting, disbursements are based on projected program cash requirements and performance as reported by

the Principal Recipient in quarterly or semi-annual Disbursement Requests and Progress Updates. Within five working days of receiving them, the Team Leader shall review these Disbursement Requests and Progress Updates from the Principal Recipient, make recommendations and perform ad hoc verifications of program performance as deemed necessary. Based on this and following the Disbursement Report template, the Team Leader shall make recommendations and provide advice on the next disbursement.

- Liaise with the EMG Project Manager, and other LFA team members to complete all activities. This may include distributing materials and information gathered to appropriate persons.
- Review any other reports that may be submitted by Principal Recipient and forward these to EMG with relevant comments on performance related information;
- Review any updated implementation plans submitted by a Principal Recipient, provide advice on the appropriateness and reasonableness of these plans, and work with the Principal Recipient to update the disbursement plan as necessary; and
- Provide independent verifications of any other issue as requested.
- Other tasks as may be requested.

The Team Leader, in order to provide accurate advice regarding implementation performance, may need to:

- Visit Principal Recipient, sub-recipients, and/or program sites to discuss and view implementation progress;
- Review Principal Recipient's Fiscal Year Progress Report and provide advice on any findings relevant to program performance;
- Review any other reports that may be submitted by Principal Recipient and forward these to EMG with relevant comments on performance related information; and
- Review any updated implementation plans submitted by a Principal Recipient, provide advice on the appropriateness and reasonableness of these plans, and work with the Principal Recipient to update the disbursement plan as necessary.

### **Deliverables and Results:**

1. Efficient and effective coordination of local LFA team activities in *country*.
2. Continuous, up to date knowledge of the Principal Recipients' progress and key issues and risks faced by the program.
3. Comments/advice on any other issues as requested by the Global Fund and given appropriate level of effort.
4. Written reviews/comments on documents produced by the Principal Recipient, as requested by the EMG Project Manager, following format and content guidelines provided by the Global Fund.
5. Written updates and advice to the EMG Project Manager on issues encountered including, but not limited, to the pre-grant award assessments, grant negotiation process, disbursement requests and progress updates, on-site verifications, Phase 2 assessments, following format and content guidelines provided by the Global Fund.

6. Completed ad hoc reports and special assessments as may be requested following format and content guidelines provided by the Global Fund.
7. Attendance at meetings as may be requested with sufficient notice.
8. Ensure regular and timely communication with the EMG Project Manager, LFA team members, and the Principal Recipients.

The Team Leader will submit all deliverables to the EMG Project Manager, not directly to the Global Fund. The performance of the Team Leader will be evaluated by the EMG Project Manager with feedback from team members.

The Consultant will submit a timesheet monthly to Cardno Acil Pty Ltd. Inputs and scopes of work for all assignments will be agreed as soon as guidance is provided by the Global Fund. Days paid will be based on actual days worked. The ceiling price and level of effort cannot be exceeded without written authorization from Emerging Markets Group. Cardno Acil is not obligated to offer the maximum level of effort.