

Terms of References

I. Grant Manager

To overview the grant by giving technical inputs for implementation and monitoring of the program. Monitoring and supervision of the Govt. and Non Govt. Principal recipient, sub recipients and liaison with Global Fund and Local Funding Agent of Global fund

Responsibilities

- Working in close collaboration with NACO officials and other consultants
- Providing overall leadership and technical assistance for all aspects related to NACO
- Overall responsible for the effective implementation of NACO's grant management system
- Planning the Grant related activities and ensuring the implementation of grant activities and ensuring that no funding or implementation gaps occur
- Ensuring timely financial reviews take place, and coordinating work plans for undertaking monitoring and support of ongoing projects
- Assisting in proper negotiation of the terms and conditions for sub grants its renewals, amendments, requests for funding and closeouts are completed in accordance with contractual obligations and MOHFW Regulations
- Creating and operating a technical evaluation committee to review grant proposals

- Maintaining clear understanding of pertinent donor and local legislation regulations, and taking lead in the programmatic, financial and other part of various reporting by GFTAM
- Reviewing and analyzing budget estimates consistent with various grants program requirements
- To assist in the implementation on the components described in the project, review its status from time to time .
- To coordinate with Non Govt. PR , States SR, Civil Society SR and to ensure quality implementation of the program
- To develop log frame, matrix for monitoring and evaluation of program implementation in collaboration with NACO. To develop indicators of the program Grant.
- To assist in the development of methodology for midterm evaluation and to ensure they are undertaken
- Assist staff and implementing partners in preparing their progress reports and analyse reports / data received from various states / partners
- Coordinate with other NACO PRs in the country

- To coordinate with India CCM for addressing the GFATM concerns related to HIV
- Any other additional work assigned by DDG (Global fund)

Qualification and Experience

Post graduate qualification in Preventive Social Medicine /community medicine /Community Health Administration /MPH/ General Medicine / MBA from a recognized institution with 5 years of experience after getting PG and 1 year experience at national level of working in a public health program

However the essential qualification may be relaxed in cases of experienced candidates or if there are no candidates available with the prescribed qualification

Skills

- Experience of working with GFATM grant is an asset
- Experience of working with donors (GFATM, USAID, BMGF, UNDP etc)
- Knowledge and understanding of partnerships , principles of NGO support and /or
- Donor environment , donor relations /negotiations and reporting
- Experience of providing technical support to and capacity building of organisations in compliance related matters
- Experience of project proposal development and budget preparation
- Knowledge in accounting
- Extensive experience of managing multidisciplinary staff and financial resources
- Very strong analytical skills, and the ability to synthesise complex concepts and to communicate them effectively'
- Ability to work effectively and the ability to synthesis complex concepts and to communicate them effectively
- Excellent writing and verbal communication skills
- Ability and willingness to undertake extensive travel, primarily within India
- Fluent in English and Hindi

The grant manger will be required to submit a monthly and annual report to DDG Global Fund. Evaluation of performance will be done based on these activity reports