



Independent observer  
of the Global Fund

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## **CONSULTANCY OPPORTUNITY – Project Coordination Assistance**

Title of project: **Supreme Audit Institutions (SAIs) audit Global Fund grants in sub-Saharan Africa**

### **1. About Aidspan**

Aidspan ([www.aidspace.org](http://www.aidspace.org)) is an international non-governmental organization (NGO) created in 2002 as an **independent observer of the Global Fund to fight AIDS, TB and malaria**. It influences the transparency and effectiveness of the Global Fund by providing **information, critical analysis and commentary** on Global Fund's strategy, policies and processes at the global and country levels through its flagship publication, the bi-monthly newsletter **Global Fund Observer (GFO)** which is available in both **English and French, its reports and other documents**.

### **2. Background and context of the project**

The Global Fund requires that Principal Recipients (PRs) – both state and non-state – conduct annual audits of the grants. This annual audit is a key component of the Global Fund's risk and assurance framework; the annual audit informs disbursement of funds and continuation of grants. Currently, **only eight Supreme Audit Institutions (SAIs) from English-speaking countries audit of Global Fund grants in their countries**

The Global Fund Secretariat would like to **raise the number of SAIs that audit their countries grants by 2022** in collaboration with AFROSAI-E which is the umbrella organization of SAIs in English Speaking Africa.

This project aims to enable SAIs to audit state PRs through tailored support, capacity building and peer-learning among SAIs in selected African countries. Thus, countries that already conduct financial audits will be empowered to conduct compliance and performance audits; and those that are almost mature to meet the requirements to start conducting financial audit the Global Fund grants.

### **3. Objective of this consultancy**

We are seeking a multi-talented and quick learning individual to provide project coordination assistance (English/French) and administrative support for Aidspan day-to-day project implementation. The Consultant will report directly to the Senior Policy Analyst and work closely with other members of the Aidspan team. The Consultant will be based in the Nairobi Office. The Consultant may be required to travel to project countries.

## **Scope of work**

Specific work to be done by the consultant include:

- Coordinate and organize project activities according to the project workplan
- Liaise with the various partners (when appropriate) to ensure timely implementation of project activities
- Draft emails to stakeholders, take minutes of meetings
- Coordinate and help organize roundtables/workshops/meetings/events according to the project workplan
- Make logistical arrangements with/for the project team, and partners.
- Submit bi-weekly progress reports/updates to the supervisor
- Provide other related organizational and logistical support, as required
- Translate project-related documents, when needed

## **4. Duration and payment**

The consultancy will run from 01 February to 31 December 2019.

The Consultant will get into a contract with Aidspan and will be paid based on Aidspan's terms and conditions for consultancies. Aidspan will pay the Consultant on receipt of clearly defined deliverables by agreed upon timelines.

## **5. Qualification:**

- Background or experience in project management
- At least a basic understanding of the Global Fund operations
- Understanding of audit process preferable
- Ability to travel when need arises
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner
- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously
- Excellent analytical and organizational skills
- Familiar with Microsoft office
- Self-confident, able to think creatively, and a thirst for knowledge
- Excellent teamwork and interpersonal skills
- Able to provide document translation ( English  $\leftrightarrow$  French) and interpretation

To apply, please send a CV and letter of motivation to [info@aidspan.org](mailto:info@aidspan.org) and copy [ann.ithibu@aidspan.org](mailto:ann.ithibu@aidspan.org) by 11 January 2019. Both documents together should not be longer than three pages.

**The candidate should have the legal right to work in Kenya**