

2022

CL-M Steering Committee

TERMS OF REFERENCE

1. Introduction and Background

The country is in the process of developing a framework to support implementation of Community Led Monitoring (CL-M) initiatives. A framework that will provide guidelines on how to design and implement an effective CL-M mechanism that enhances communities efforts in collecting and reporting on quality of health services and human rights violations. The framework is a resource that will be based on best practices, community data and information needs, institutional arrangements at community, county and national levels, existing capacity needs and community access to and participation in multi sectoral platforms.

The development of a framework to support CL-M activities will involve engagement with all key and relevant stakeholders that support and implement HIV, TB, Malaria as well as human rights interventions in the country. This will include the civil society organisations, representatives of the key and vulnerable populations, state agencies, development and technical partners. While the process involves consultations with multi sectoral stakeholders, the relevant and affected communities provide leadership in generating content for the framework, through consultations with various community groups.

In a bid to ensure comprehensive, detailed and meaningful consultations with the relevant affected community groups in the development of the framework, it is critical for communities to constitute a CL-M Steering Committee that includes representatives and leaders of the KPs, SGYW, PLHIV, IDUs, communities affected and impacted by TB and Malaria, community-based organisation and community groups supporting HIV, TB, Malaria and Human rights programmes. The CL-M Steering Committee will ensure communities effectively provide leadership role in the development of the content and structure of the framework for implementing CL-M interventions, as well as in the rollout and implementation of the framework as a community tool.

The CL-M Steering Committee will work closely with the consultant engaged to provide technical support to ensure the communities they represent are effectively engaged in the development of the framework and ensure the framework reflects the CL-M needs and proposals of the communities.

2. Goal and Objectives

The overall goal for establishing the CL-M Steering Committee is to ensure that the relevant and affected communities provide leadership, guidance and ownership in the development of the framework for implementing CL-M activities, a framework that reflects the CL-M needs of the communities. Specific objectives of the CL-M Steering Committee include:

- 2.1. To convene community dialogue forums to capture community inputs and proposal to be reflected in the framework for implementing CL-M initiatives.
- 2.2. To ensure effective and timely communication with respective community constituencies on the framework development process, progress and nature and structure of stakeholder engagement.
- 2.3. To review the framework for implementing CL-M interventions to ensure the framework reflect the community CL-M needs, proposals and aspirations.
- 2.4. To support the planning and mobilisation of community representatives to the validate the final draft framework for implementing CL-M interventions through.

3. Membership of the Community CL-M Steering Committees

The CL-M Steering Committee target to bring together representatives of various community interest groups that are affected by the HIV, TB and Malaria epidemics as well as those engaged and supporting programmes that target to eliminate and mitigate the impact of human rights violations that impact access and up take of health services.

3.1. Number and type of Interest Group

The membership of CL-M Steering Committee will include a total of 11 members. Drown from the following interest groups:

#	Interest Group	Number
1	Adolescents Girls and Young Women	1
2	Representative from TB affected communities	1
3	Representative of Malaria affected communities	1
4	Representative of PLHIV	2
5	Representative of the Faith Based Organisations	1
6	Representative of the NGOs	1
7	Private sector	1
8	Representative of key populations	3
	Total	11

3.2. Membership Selection Process

Membership to the CL-M Steering Committee shall be conducted in a transparent manner. The respective national networks and or national coordinating platforms shall be responsible for nominating representatives to the CL-M Steering Committee. Individuals' availability and interest to engage in the development of the framework for implementing CL-M interventions will be a critical criteria. This includes availability to participate in CL-M Steering Committee's meetings, availability to review assignment process outputs and provide comments, availability to communicate to respective constituencies of assignment progress and availability to mobilise respective community constituencies for meetings and dialogue.

4. Roles and Responsibilities

The CL-M Steering Committee shall have the following roles and responsibilities:

4.1. Attend all CL-M Steering Committee meetings: This includes participating in CL-M Steering Committee meetings prepared and reviewing the applicable materials prior to meetings. Member should have their comments, questions, and ideas ready for discussion.

4.2. Review draft assignment outputs- and deliverables: The CL-M Steering Committee members will review and analyse the outputs and recommendations of the consultants to ensure the draft outputs are aligned with the overall assignment goal and reflect the inputs and proposals from communities. The group will serve as a sounding board for the consultants to identify issues in draft documents and to brainstorm technical solutions.

4.3. Engage in productive discussion: Listen to and be respectful of all viewpoints and help brainstorm technical discussions and solutions that meet the objectives of the assignment.

4.4. Advocate for the process: The CL-M Steering Committee members shall advocate for the process of developing the framework for supporting CL-M interventions to their respective community constituencies and beyond and ensure communities understand the overall goal and objectives of the framework, including understanding the role of the framework in enhancing community capabilities to monitor and report on quality of health services and human rights. Members are expected to ensure communities support the process and commit support to adoption and implementation the framework.

4.5. Community mobilisation for meaningful participation in the process: The CL-M Steering Committee members shall liaise with their respective constituencies and encourage others to participate at key community dialogues sessions that seek to capture community inputs and proposals for the proposed framework for supporting CL-M interventions. This will also include mobilising respective constituencies to adopt assignment outputs that reflect their inputs and proposals

4.6. Communicate and provide feedback to constituencies: Communicate with your respective constituencies through your established outreach resources, and provide progress updates, give and seek feedback and ensure key assignment outputs and events are communicated promptly and in a precise manner.

5. CL-M Steering Committee Leadership

The CL-M Steering Committee shall have a Chairperson and Secretary.

5.1. The CL-M Steering Committee Chairperson

The Chairperson of the CL-M Steering Committee shall be elected by member in their first official meeting. The Chairperson shall be responsible for convening the CL-M Steering Committees meetings including running the meetings keeping the discussion on task and maintain focus on implementing the assignment.

5.2. The CL-M Steering Committee secretary

The focal persons from Amref health Africa and Kenya Red Cross shall service as secretaries to the CL-M Steering Committee and shall be responsible for hosting the CL-M Steering Committees meetings, document (minutes) CL-M Steering Committee meetings, disseminate relevant material and communicate key activities and events of the CL-M Steering Committee and those that relate to the assignment.

6. Linkages with Community Systems Strengthening Working Group

The CL-M Steering Committee shall have a direct working relationship with the Community Systems Strengthening (CSS) Technical Working Group (TWG) this will include:

6.1. Sharing assignment progress.

6.2. Sharing assignment outputs.

6.3. Hold discussions on how to enhance the assignment outputs and process.

6.4. Work together to ensure effective dissemination of assignment process and outputs.

7. Operations and Meetings

The official activities of the CL-M Steering Committee shall be conducted through official CL-M Steering Committee meetings. The CL-M Steering Committee is anticipated to meet approximately twice per month, with more meetings occurring during critical points of the process. The meetings of the CL-M Steering Committee shall be conducted virtually and face to face, depending of prevailing circumstances.