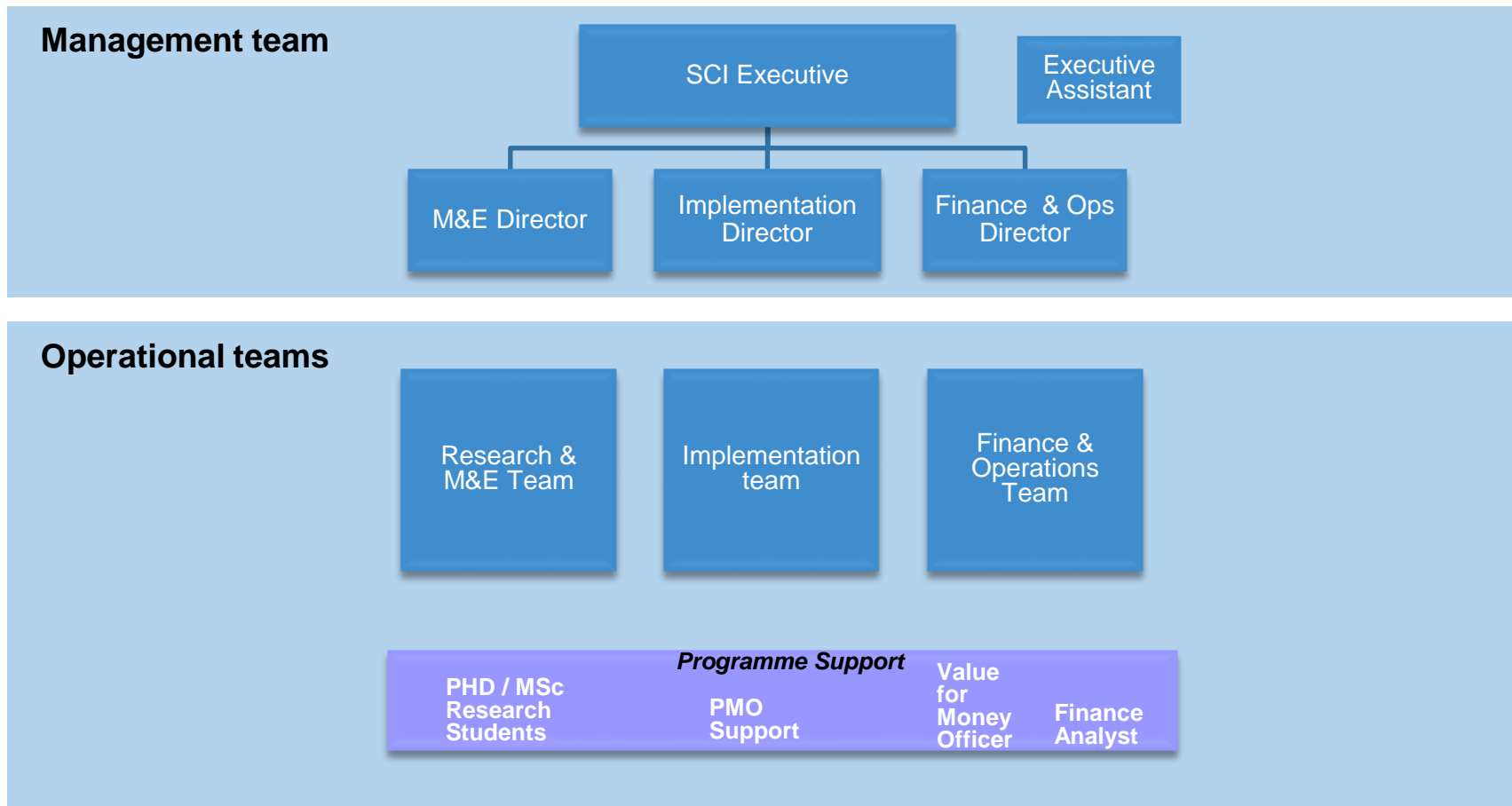


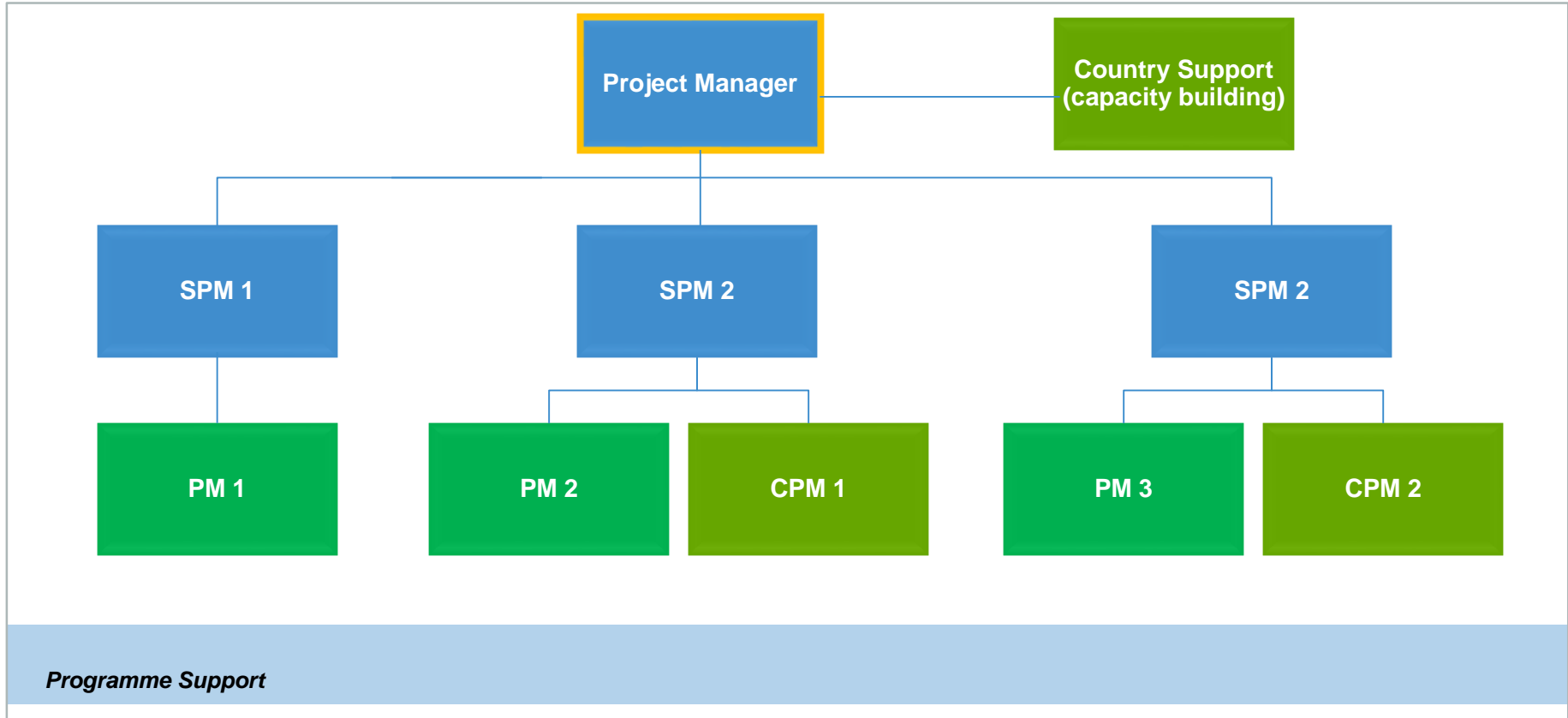
# Organisation Overview



**Note:** *The Programme Support* structure does not represent reporting lines, but shows the roles that will be working closely together to offer cross-programme PMO, Financial & Research support.

# To-Be Implementation Team Structure

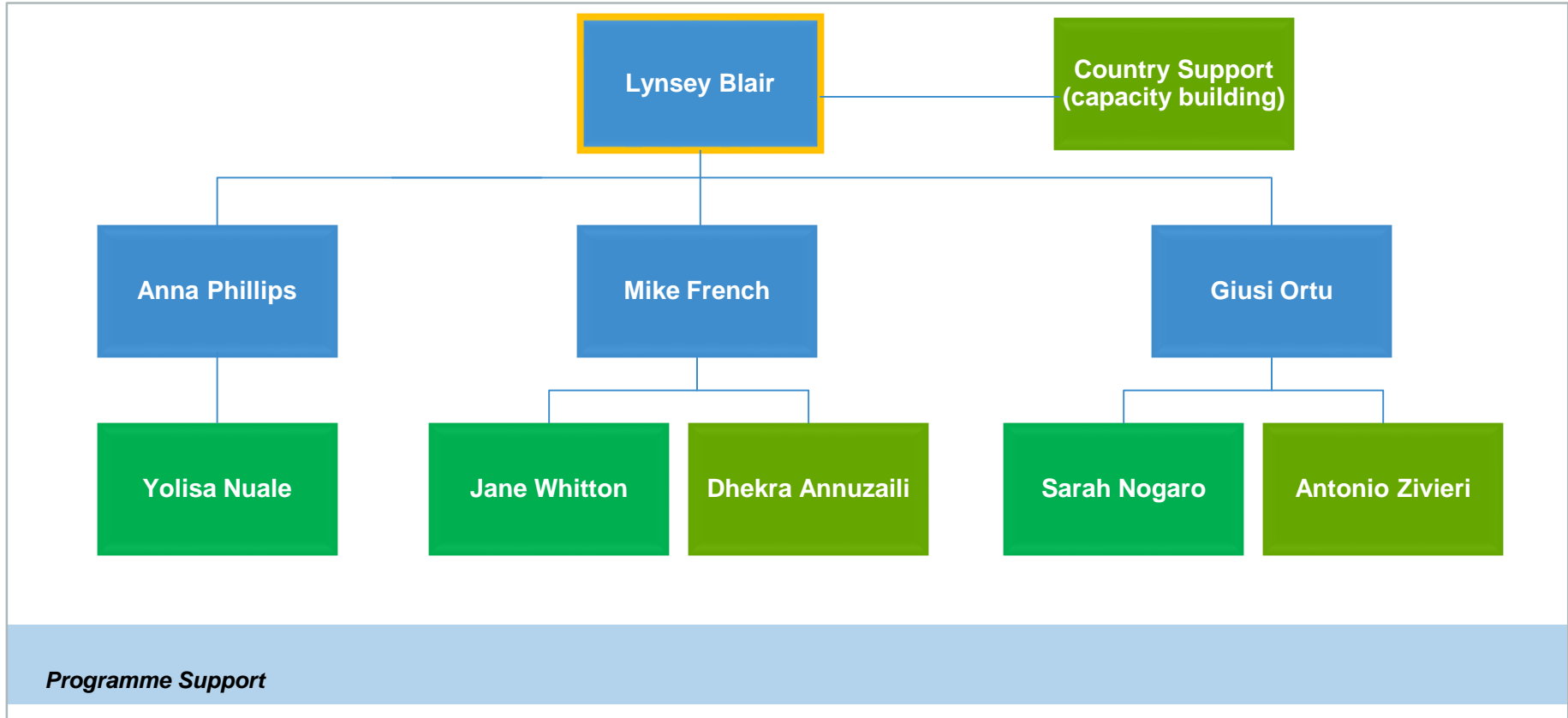
To-Be team will have clear organisational structure, reporting lines and hierarchies that is non-donor led



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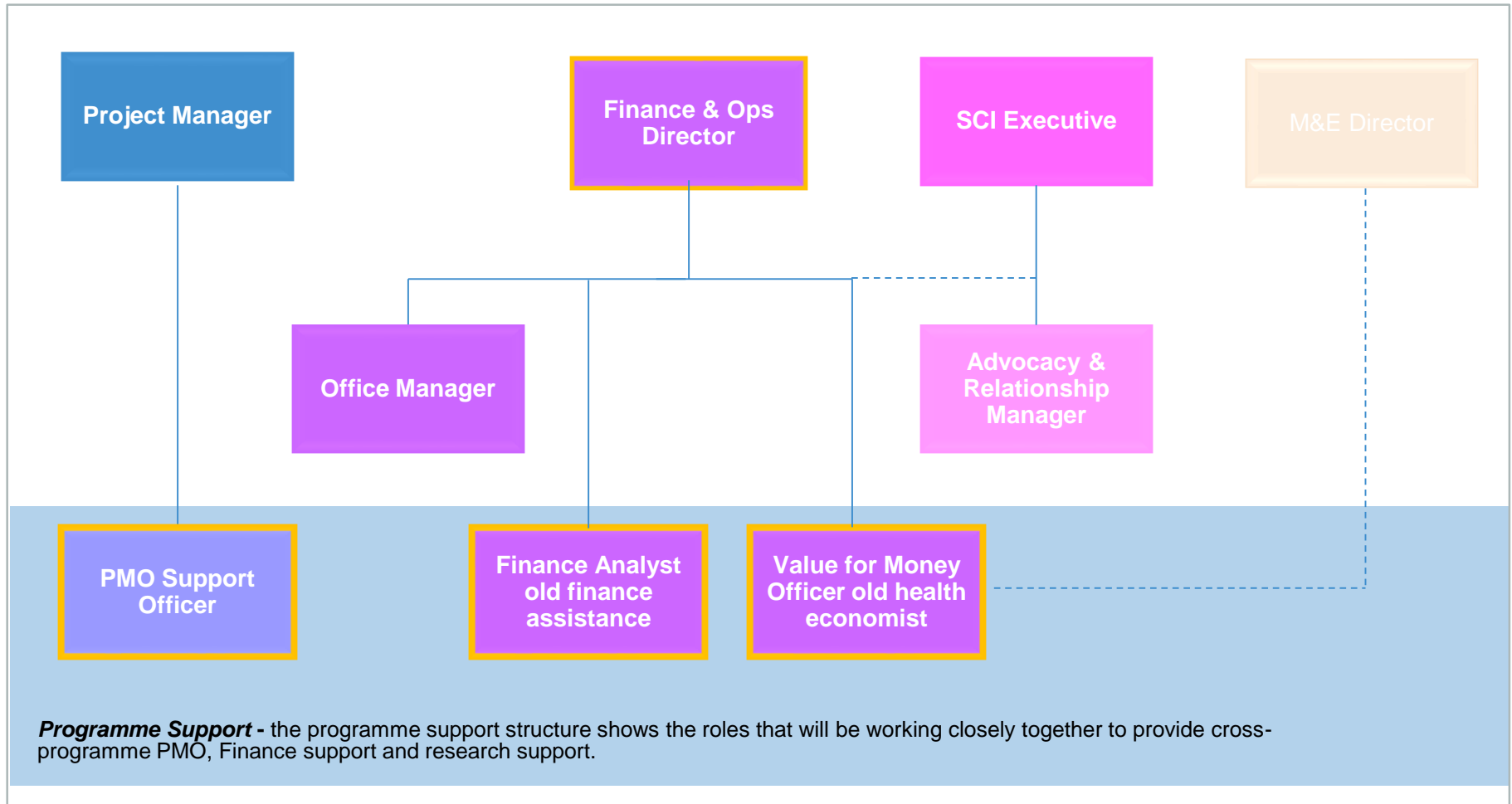
# Implementation Team

## High level overview of Implementation Team roles

Implementation Director	Senior Programme Manager	Programme Manager			
<ul style="list-style-type: none"> <li>▪ Provides management oversight to all of the implementation programmes, including budget decisions and milestone tracking</li> <li>▪ Ensures compliance to processes and tools across all programmes</li> <li>▪ Manages relationship with DFID</li> <li>▪ Pursues fundraising &amp; networking opportunities</li> <li>▪ Provides coaching and guidance to the Senior Programme Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversees implementation &amp; financial management of programmes (Increased size &amp; portfolio complexity)</li> <li>▪ Provides technical assistance</li> <li>▪ Supports M&amp;E activities</li> <li>▪ Pursues fundraising, advocacy &amp; networking opportunities</li> <li>▪ Provides coaching &amp; guidance to PMs</li> <li>▪ Continuous improvement of implementation processes &amp; tools</li> <li>▪ Seeks opportunities for Country Support Manager to support programmes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversees implementation and financial management of NTD control programmes</li> <li>▪ Provides technical assistance</li> <li>▪ Supports M&amp;E, advocacy, networking &amp; fundraising activities</li> </ul>			
<th data-bbox="374 815 921 886">Country Programme Manager</th> <td data-bbox="374 891 921 1296"> <ul style="list-style-type: none"> <li>▪ Based in-country to oversee implementation and financial management of NTD control programmes</li> <li>▪ Provides technical assistance</li> <li>▪ Supports M&amp;E, advocacy, networking &amp; fundraising activities</li> </ul> </td> <td data-bbox="927 815 1474 1296"> <th data-bbox="927 815 1474 886">Country Support Manager – Capacity Building</th> <td data-bbox="927 891 1474 1296"> <ul style="list-style-type: none"> <li>▪ Based in-country to provide support and guidance to programmes</li> <li>▪ Works closely with local staff to build capability where required</li> <li>▪ Looks for opportunities to support the programme managers</li> </ul> </td> </td>	Country Programme Manager	<ul style="list-style-type: none"> <li>▪ Based in-country to oversee implementation and financial management of NTD control programmes</li> <li>▪ Provides technical assistance</li> <li>▪ Supports M&amp;E, advocacy, networking &amp; fundraising activities</li> </ul>	<th data-bbox="927 815 1474 886">Country Support Manager – Capacity Building</th> <td data-bbox="927 891 1474 1296"> <ul style="list-style-type: none"> <li>▪ Based in-country to provide support and guidance to programmes</li> <li>▪ Works closely with local staff to build capability where required</li> <li>▪ Looks for opportunities to support the programme managers</li> </ul> </td>	Country Support Manager – Capacity Building	<ul style="list-style-type: none"> <li>▪ Based in-country to provide support and guidance to programmes</li> <li>▪ Works closely with local staff to build capability where required</li> <li>▪ Looks for opportunities to support the programme managers</li> </ul>

# To-Be Finance and PMO Support Team Structure

Additional Project Management and Finance resources will provide increased support to all programmes



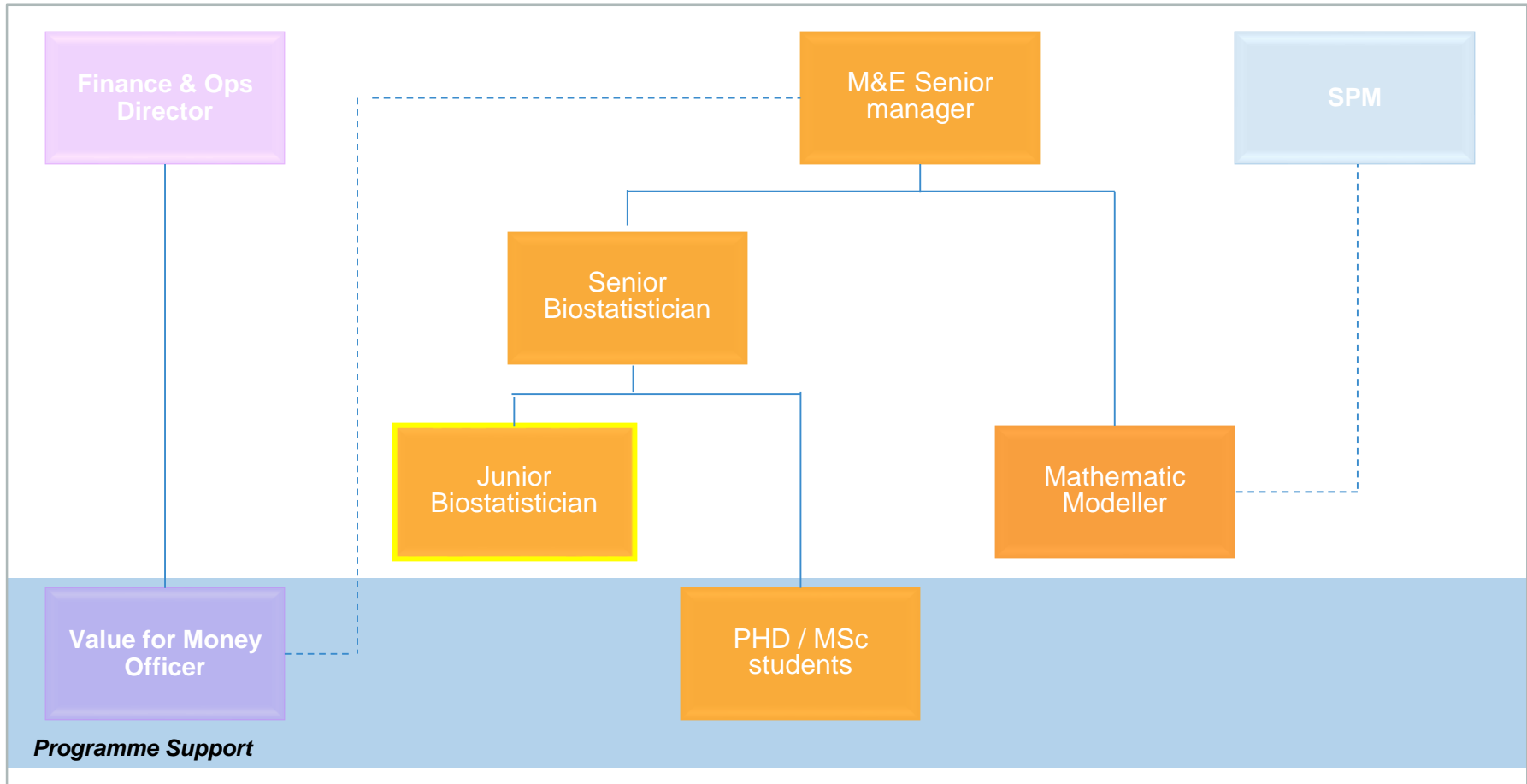
# Finance and PMO Support

## High level overview of Finance and PMO Support Team roles

<p><b>Finance &amp; Operations Director</b></p> <ul style="list-style-type: none"> <li>Leads all financial analysis and reporting</li> <li>Monitors and tracks key financial milestones (e.g. upcoming transfers) across programmes</li> <li>Leads reporting on actual expenditure against budget, forecasting, etc.</li> <li>Manages risk assessment process</li> </ul>	<p><b>Finance Manager</b></p> <ul style="list-style-type: none"> <li>Supports the creation of all financial analysis and reporting</li> <li>Actions financial milestones e.g. bank transfers / setting up of contracts</li> <li>Manages monthly bookkeeping functions, including bank account and expense reporting</li> <li>Manages procurement processes across SCI</li> </ul>	<p><b>Value for Money Officer</b></p> <ul style="list-style-type: none"> <li>Manages catalogue of programme costs</li> <li>Captures financial information &amp; expenditure across programmes</li> <li>Conducts analysis to assess Value for Money and cost effectiveness</li> </ul>
<p><b>Finance Analyst</b></p> <ul style="list-style-type: none"> <li>Supports the creation of financial reports &amp; tracking of milestones</li> <li>Assists with transfers to SCI accounts abroad, raising &amp; tracking Purchase Orders</li> <li>Liaises with in-country accountants to receive accurate account records &amp; manage reconciliation of receipts to accounts</li> <li>Tracks and follows up on status of college administration e.g. contracts</li> </ul>	<p><b>PMO Support Officer</b></p> <ul style="list-style-type: none"> <li>Assists Programme Managers with tasks, including organising travel, workshops</li> <li>Works with Programme Managers to make updates to work plans, activity books</li> <li>Assists Implementation Director with tracking of milestones</li> <li>Tracks staff contracts</li> </ul>	<p><b>Advocacy and Relationship Manager</b></p> <ul style="list-style-type: none"> <li>Manages relationships with donors</li> <li>Tracks and reports on income received from donors</li> <li>Manages advocacy and fundraising activities</li> </ul>

# To-Be Research / M&E Team Structure

The Research and M&E team are managed by the M&E Director



- The Value for Money Officer will work closely with the Research and M&E team
- The Mathematic Modeller will be part of the research & M&E team but will be working closely with the relevant SPM
- There will be a focus on developing a forum to bring together everyone involved in operational research

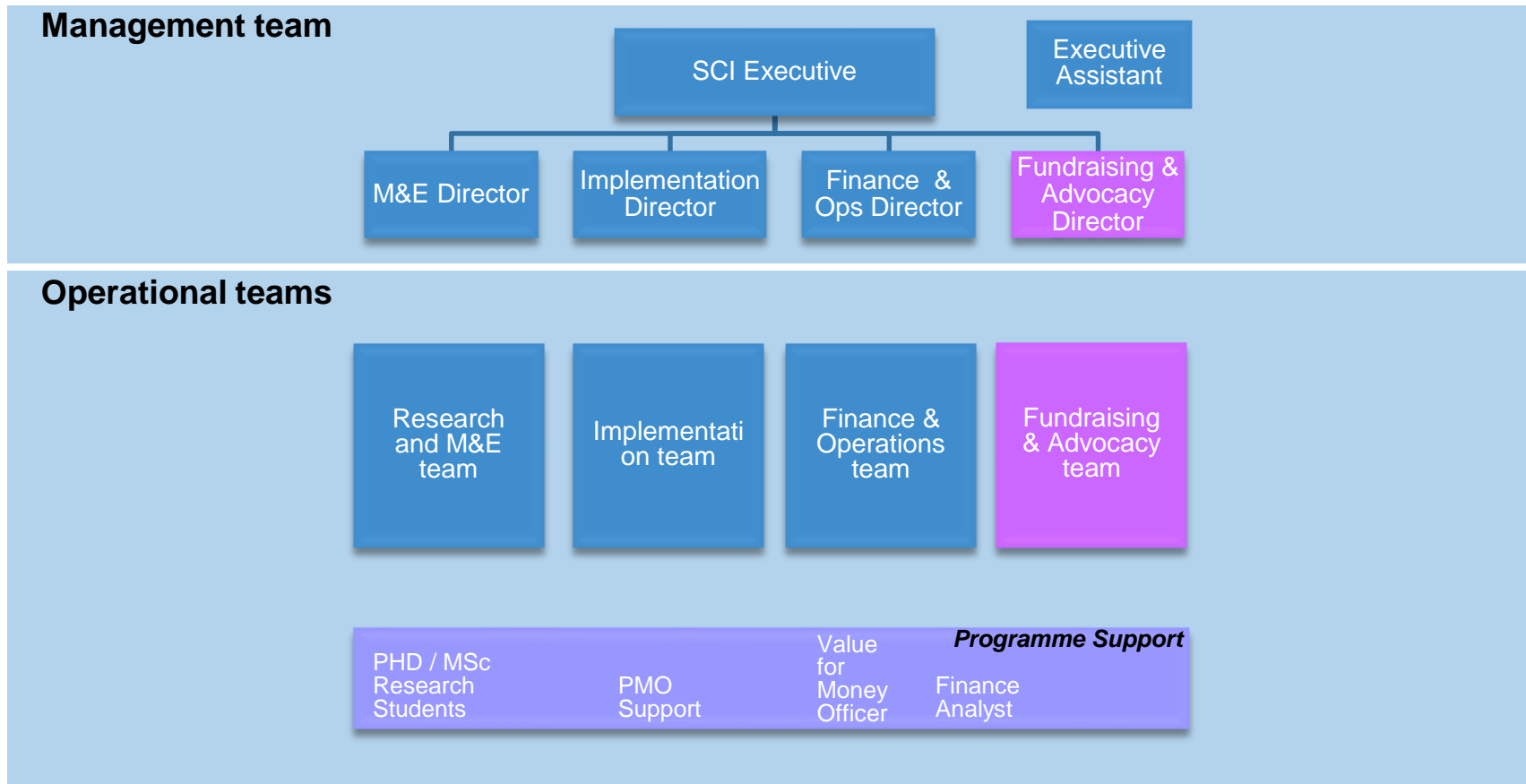
# Research & M&E Team

## High level overview of Research & M&E Team roles

M&E Director	Senior Biostatistician	Junior Biostatistician
<ul style="list-style-type: none"><li>▪ Directs completion of all M&amp;E activities</li><li>▪ Develops best practice &amp; tools for M&amp;E execution</li><li>▪ Writes reports for country decision / policy makers, donors and research funding agencies</li></ul>	<ul style="list-style-type: none"><li>▪ Manages &amp; analyses large data sets and prepares reports</li><li>▪ Ensures standardised data collection of M&amp;E data</li><li>▪ Works with PMs on monitoring &amp; surveillance issues of integrated control</li><li>▪ Manages data policies / guidelines</li><li>▪ Feeds all data analysis into reports to funders</li><li>▪ Provides guidance to the Junior Biostatistician and PHD / MSc research students</li></ul>	<ul style="list-style-type: none"><li>▪ Performs data cleansing and analysis across all programmes</li><li>▪ Inputs data analysis into reports to funders</li><li>▪ Feeds data analysis into reports to funders</li></ul>
<p data-bbox="494 843 813 875"><b>Mathematic Modeller</b></p> <ul style="list-style-type: none"><li>▪ Develops mathematical models of transmission dynamics to quantify and evaluate different treatment strategies</li></ul>	<p data-bbox="973 843 1441 875"><b>PHD / MSC Research Students</b></p> <ul style="list-style-type: none"><li>▪ Supports the key research priorities of the organisation</li></ul>	



# Future Organisation Overview



**Note:** *The Programme Support* structure does not represent reporting lines, but shows the roles that will be working closely together to offer cross-programme PMO, Financial & Research support.

**Key:**  Position & team to be implemented further in the future