

COMMUNITIES DELEGATION

to the Board of the Global Fund to Fight AIDS, Tuberculosis and Malaria

TERMS OF REFERENCE COMMUNITIES DELEGATION MEMBER OF THE COMMUNITIES LIVING WITH HIV, AFFECTED BY TUBERCULOSIS AND MALARIA DELEGATION TO THE BOARD OF THE GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS AND MALARIA

A. Introduction and purposes of this document

This Terms of Reference (ToR) document specifies the term of office, qualifications and commitments required to serve on the Communities Living with HIV, affected by Tuberculosis and Malaria Delegation (Communities Delegation) to the Board of the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund), and is intended to inform individuals considering application for membership on the Communities Delegation.

B. Mission and Background

The mission of the Communities Delegation is to bring the voices and issues of people living with HIV, Tuberculosis and Malaria to the deliberations of the Global Fund Board and its committees, and through this, to ensure greater and sustained impact of the Global Fund at the community level¹.

The Communities Delegation consists of people living with HIV, affected by Tuberculosis and Malaria. The Communities Delegation commits to achieving geographic and gender balance, and appropriate disease representation. The *leadership* comprises the Board Member (BM), Alternate Board Member (ABM), and Communications Focal Point (CFP), which coordinate the work of the Communities Delegation. The leadership formally represent the Delegation to the Global Fund Board.

In addition, an Administrative Working Group (AWG)² made up of the leadership and up to four additional Delegation Members provides support to the leadership in managing administrative tasks and responsibilities pertaining only to internal processes and procedures. The final decision-making authority is still retained by the leadership.

The Communities Delegation has a maximum of 40 members (inclusive of the leadership) and will strive to achieve a minimum of 30% membership from malaria and tuberculosis communities, geographical and gender balance.

C. Terms of Office

Members of the Communities Delegation apply to serve for a two-year term. Dependent on annual performance-based assessments by the AWG, additional terms may be extended.

D. Operating Language

The operating language of the Global Fund is English, thus the operating language of the Communities Delegation is English. It is therefore a key requirement that Delegates are fully able to communicate clearly in both written and spoken English.

E. Criteria for Selection

Membership of the Communities Delegation is on an individual basis. To be eligible, the individual must meet the following criteria:

- i. A person: –
 - a. Living with HIV; and/or
 - b. Affected by Tuberculosis; and/or
 - c. Living in, or working with, communities affected by Malaria;

¹ Every effort will be made to include representation of Key Affected Populations, including by not limited to Sex Workers, People who Use Drugs, Men who has Sex with Men, and Transgender providing they meet the criteria listed in Section E.

² Terms of Reference for the Administrative Working Group is available [here](#).

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- ii. Demonstrated expertise and understanding of the scope of work of the Global Fund and the opportunities it presents, particularly relating to issues of people living with HIV, affected by tuberculosis and malaria in implementing countries of the Global Fund;
- iii. Demonstrate understanding on the mandate, roles, functions, and the governance role the Communities Delegation has on the Board of the Global Fund;
- iv. Experience in governance of global, regional, national institutions – including Boards of Health Institutions, Country Coordinating Mechanisms (CCMs), Boards of Civil Society Organisations (CSOs) and/or Community Based Organisations (CBOs);
- v. Consistent and/or predictable internet, email and phone access;
- vi. Ability to work well in written and spoken English (additional languages are valued);
- vii. Demonstrated linkages with community networks (local, national, regional levels);
- viii. Capacity to communicate and network effectively and broadly;
- ix. Commitment to principles of transparency and accountability;
- x. Diplomatic and strategic political and negotiating skills to work with a variety of stakeholders;
- xi. Openness, willingness and ability to learn, and the commitment to engage in issues of different constituencies;
- xii. Commitment to achieve the Key Performance Indicators (KPIs) of the Delegation;
- xiii. Commitment to a minimum of eight hours per week for Communities Delegation discussion on Global Fund decisions via list serve discussions and/or teleconferences³;
- xiv. If employed by an organisation, written assurance regarding the availability of between 4 to 8 hours per week of time for Global Fund related activities; and
- xv. A letter of institutional support from an employer or affiliated organisation.

F. Roles and Responsibilities

Members of the Communities Delegation are expected to work closely with the leadership, and will work primarily through email and conference calls. The primary role of all delegation members is to provide support and advice to the leadership.

Members of the Communities Delegation have the following responsibilities:

- i. To uphold and support the mission, values and principles of the Communities Delegation;
- ii. Respect and implement the Communities Delegation agreed internal policies;
- iii. Consult with communities, and communicate their priorities and needs linked to the Global Fund;
- iv. Meaningfully participate in all discussions of the Communities Delegation, especially related to Committee and Board Meetings of the Global Fund;
- v. Respond to communications within the time frame requested;
- vi. Commit to a minimum of 8 hours a week for Communities Delegation related duties;
- vii. Declare a conflict of interest as necessary; and
- viii. Maintain pre-board and committee documents confidential in their entirety⁴.

Information on Global Fund issues and structures will be provided⁵ to new Communities Delegation Members.

The following are **Key Performance Indicators (KPIs)** that members of the Communities Delegation must commit to and achieve:

- i. Quality and effective responses for requests for input and/or decision(s) required in between Committee(s) and Global Fund Board Meetings;
- ii. Involvement in at least two priority issues through the work of the relevant Global Fund Committees⁶ through:

³ Please note that this commitment may increase leading up to Committee and Board Meetings, and is an average approximate of time commitment to fully and effectively engage in the work of the Communities Delegation

⁴ See Confidentiality policy for additional information

⁵ This may be provided in the form of the Delegation Handbook, relevant background reading materials, webinars on specific topics, and a face-to-face induction that would be held prior to the annual Delegation Retreat (where sufficient resources are available)

⁶ The Committees are the Strategy Committee (SC), Audit and Finance Committee (AFC), Ethics and Governance Committee (EGC) More information is available at [here](#).

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- a. Demonstrating active participation by reading, commenting and supporting advocacy⁷ on Committee(s) and Board Meeting papers delegated by the CFP; and
- b. Communicate and consult with at least 3 global, regional and/or national contacts on key issues.

Participation at Global Fund Board Meetings

Two Board Meetings of the Global Fund are held per year, and up to 10 representatives of the Communities Delegation will attend for each Board Meeting. Members of the Communities Delegation will have the opportunity to attend Global Fund Board Meetings following a call for expression of interest to attend. Delegation Members should have an understanding that the necessity to travel for Global Fund Board Meetings need to be supported by their employers.

A panel consisting of the BM, ABM, and the CFP will select from the nominated applicants. Selection will be based on a range of criteria shared in the call, including achievement of the KPIs and active engagement in priority discussions of the Communities Delegation through the listserv and in teleconferences.

Application for the Position of Board and/or Alternate Board Member

Delegation Members are eligible to apply for the position of (Alternate) Board Member based on the criteria for this position⁸.

Representation on ad hoc working groups of the Global Fund Committees

Delegation Members may have the opportunity to serve on Global Fund ad hoc workings groups or Committees. The AWG, as required, will develop the nomination and selection processes.

Administrative Working Group Members

As and when needed, the CFP will release a call for Communities Delegation Members to apply for the AWG. The selection is made by the leadership based on the criteria for the working group.

G. The Selection Process

The CFP issues an open call requesting applications to the Communities Delegation at least once every two years. A Selection Panel⁹ is set up, and applicants are selected according to predefined criteria set out in this document. Applications will be treated in a confidential manner. The Selection Panel makes the final decision with the outcome shared through various list-serves and platforms by the CFP.

H. Financial Support

Membership of the Communities Delegation is voluntary and there will be no remuneration. It is strongly recommended that Delegation Members have adequate access to the resources necessary to fulfil their responsibilities, which include email and Internet access, occasional phone calls and printing.

When required to attend meetings for, or on behalf of the Communities Delegation, travel and associated costs will be covered according to the Communities Delegation Travel Policy¹⁰.

I. Cessation of Appointment

The Delegation Member appointment will be terminated if:

- i. The individual resigns;
- ii. The individual can no longer provide time commitment required;
- iii. Institutional support is no longer provided by an employer or affiliated organisation;
- iv. The individual is unable to perform the agreed upon tasks;
- v. The individual becomes a full time employee of, or has a long standing consultancy with any United Nations Agency or the Global Fund;

⁷ Mobilising global, regional and country support and gathering intelligence from own contacts.

⁸ See *Terms of Reference for Board Member and Alternate Board Member* [here](#).

⁹ The selection panel is made up the AWG, and when necessary, may invite additional Delegation Members who have the relevant expertise to review the applications, to join the selection panel.

¹⁰ The Communities Delegation Travel Policy will be made available by the end of Q4 2016 as it is currently undergoing review.

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- vi. The outcome of the annual performance evaluation give cause for resignation;
- vii. If a conflict of interest is declared that makes it untenable for the individual to fulfil the duties;
- viii. There is clear evidence of misconduct and/or inappropriate behaviour¹¹; or
- ix. The member ceases their principle involvement in HIV, tuberculosis or malaria work.

Any member may bring issues regarding the possible removal of a Delegation Member to the attention of the AWG for their consideration¹².

J. Revision of ToR

The ToR of Member of the Communities Delegation will be updated from time to time to reflect the changes that occur. Members will review the ToR on a bi-annual basis and propose recommendation for endorsement by the Communities Delegation.

Adopted by the Communities Delegation XXXXXXXX

Should be reviewed before XXXXXXXX

¹¹ As described in the *Communities Delegation Handbook* available [here](#).

¹² As described in the *Communities Delegation Handbook*