

**TERMS OF REFERENCE
COMMUNITIES DELEGATION MEMBER
OF THE COMMUNITIES LIVING WITH HIV, TUBERCULOSIS AND
AFFECTED BY MALARIA DELEGATION
OF 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, Tuberculosis and affected by Malaria Delegation (Communities Delegation) of 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 and AIDS, 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 level.

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

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. This does not include members of the Advisory Committee.

C. Terms of Office

Members of the Communities Delegation serve a three-year term. Dependent on performance-based assessment, a two-year extension of this term may be granted by the leadership¹.

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. Living with or had Tuberculosis; and/or
 - c. Living in, or working with, communities affected by Malaria;
- 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

¹ After having served the full term, Delegation Members are required to have at least a one-year break before reapplying. Applicants will undergo the standard selection process.

- HIV, affected by tuberculosis and malaria in implementing countries of the Global Fund;
- iii. Consistent internet, email and phone access;
 - iv. Ability to work well in written and spoken English (additional languages are valued);
 - v. Demonstrated linkages with community networks (local, national and/or regional levels)²;
 - vi. Capacity to communicate and network effectively and broadly;
 - vii. Commitment to principles of transparency and accountability;
 - viii. Diplomatic and strategic political and negotiating skills to work with a variety of stakeholders;
 - ix. Openness, willingness and ability to learn, and the commitment to engage in issues of different constituencies;
 - x. Commitment to achieve the Key Performance Indicators (KPIs) of the Delegation;
 - xi. Commitment to a minimum of eight hours per week for Global Fund related activities;
 - xii. 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
 - xiii. 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 BM, ABM and CFP, and will work primarily through email and conference calls. The primary role of all delegation members is to provide support and advice to the BM, ABM, and CFP.

Members of the Communities Delegation have the following responsibilities:

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

Information on Global Fund issues and structures will be provided to new Communities Delegation Members in the form of a manual during their first year; and further training needs will be defined according to a needs analysis, and the availability of financial support to the Communities Delegation. An induction to Global Fund Board Meeting processes is held at every Delegation pre-meeting prior to each Board Meeting.

The following are **Key Performance Indicators (KPIs)** measured between Global Fund Board Meetings that members of the Communities Delegation must commit to and achieve:

- i. A 75% response rate for requests for input and/or decision(s) between Global Fund Board Meetings;
- ii. Involvement in the work of at least ONE committee³ of the Global Fund that the Communities Delegation is represented on and:
 - a. Demonstrates active participation in the core working group by reading and commenting on at least 25% of Committee Meeting papers; and
 - b. Actively participates in ongoing committee-related work; and
 - c. Communicate and consult with a minimum of 10 country/regional contacts on key issues.

² Applicants should not be working on a permanent/contractual basis for a United Nations Agency.

³ The Committees are the Ethics Committee, Finance and Audit Committee, Policy and Strategy Committee and Portfolio and Implementation Committee (PIC). More information is available at <http://www.theglobalfund.org/en/board/committees/?lang=en>

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.

Application for the Position of (Alternate) Board Member

Delegation Members are eligible to apply for the position of (Alternate) Board Member based on the criteria for this position⁴.

Representation on ad hoc working groups of the Global Fund Committees

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

Advisory Committee Members

Former Delegation Members may be invited to join the Advisory Committee based on the criteria for this position⁵.

G. The Selection Process

The CFP issues an open call requesting applications to the Communities Delegation at least once every two years. A Selection Panel⁶ 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 Policy.

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 a United Nations Agency;
- vi. The outcome of the KPI review give cause for a resignation;
- vii. If a conflict of interest is declared that makes it untenable for the individual to fulfil the duties;

⁴ See *Terms of Reference for Board Member and Alternate Board Member*

⁵ See *Terms of Reference for Advisory Committee*

⁶ The selection panel is made up of the Board Member, Alternate Board Member, Communications Focal Point, two members representing tuberculosis and malaria communities from the Communities Delegation, and may invite an individual external to the Communities Delegation who works on Global Fund issues.

- viii. There is clear evidence of misconduct and/or inappropriate behaviour⁷; 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 Delegation leadership for their consideration⁸.

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 14th April 2011

Should be reviewed before 14th April 2013

⁷ As described in the *Communities Delegation Handbook*

⁸ As described in the *Communities Delegation Handbook*