

**2016 CALL FOR NOMINATIONS**  
**Alternate Board Member for the Developed Country NGO Delegation**  
**Global Fund to Fight AIDS, Tuberculosis and Malaria**

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This is to inform you of the Developed Country NGO Position available on the Board of the Global Fund to Fight AIDS, Tuberculosis and Malaria.

These representatives will be selected to serve up to 2 years, subject to a yearly conducted performance review. The Board Member and Alternate Board member will serve for a term of 2 years. The Communications Focal Point is allowed to renew their term once, based on an assessment process convened by the Board member and Alternate.

The delegation will seek regional and gender balance among its three official representatives wherever possible.

In special circumstances the delegation, in consultation with the constituency and in a transparent manner, may decide to depart from the above guidelines.

**WE ARE NOW SOLICITING NOMINATIONS FOR A POSITION:**

**Developed Country NGO, Alternate Board Member**  
**Term of Service: June 2016 - June 2018**

Leadership positions currently occupied by:

**Board member:**

Owen Ryan, International Aids Society (US)  
Terms of Service, November 2015-2017;

**Alternate Board member:**

Annemarie Meyer, Malaria No More (United Kingdom)  
Terms of Service, April 2014- May 2016;

**Communications Focal Point:**

Beate Ramme-Fülle, Action against AIDS (Germany)  
Terms of Service, November 2012 - June 2016;

**Nominated individuals need to prepare and submit a four page application and attach letters of reference. The selection criteria and application process are explained in detail in the Terms of Reference (1), Criteria for Selection (H) and the Section Application Process (2);**

**(1) Terms of Reference (ToR):**

**A. Vision**

A world free of the burden of HIV/AIDS, Tuberculosis and Malaria with better health for all.

**B. Mission of our Delegation**

Our mission is to bring the voices and needs of civil society to the Global Fund. We represent the developed country NGOs and to ensure that the Global Fund remains ambitious, transparent, accountable and achieves maximum impact. We strive to ensure full funding for the fight against HIV, TB and Malaria and to assure that people most affected by the epidemics are reached and can enjoy healthy lives in which their human rights are guaranteed.

### **C. Objectives**

1. Ensuring that civil society needs are embedded in the Global Fund structure.
2. Contributing significantly to Board and Committee discussions of issues that are important to its constituency, including ensuring that the Global Fund Board makes decisions that preserve the role of civil society within Global Fund;
3. Keeping the Global Fund honest by ensuring its transparency and accountability;
4. Ensuring that the funding mechanism is accessible and easy to understand for civil society organizations;
5. Ensuring a fully funded Global Fund in order to maximizing impact.

### **D. Values**

- Impact
- Transparency
- Human rights
- Engagement and partnerships
- Activism

### **E. How we work**

The delegation works on achieving its mission by working together with others and taking on different roles and responsibilities. This includes the following activities:

- Ensuring that the delegation represents a broad geographical NGO constituency active in both donor -and implementing countries;
- Operating with a high level of technical knowledge and understanding of key issues to proactively take on complex policy issues;
- Seeking close collaboration between all three civil society constituencies and acting as an amplifier of civil society partners in developing countries and in donor countries;
- Creating a ‘reality check’ in the Global Fund Board and Committees by bringing civil society and implementers perspectives to policy debates and agenda setting
- Members of the Developed Country NGO Delegation are expected to work closely with the BM, AMB 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, AMB and CFP.
- To constantly meet the highest standards of transparency and accountability when it comes to performance.
- To build bridges between the Delegation and the Global Fund Secretariat and the other Delegations;
- To advocate for full funding for the Global Fund and mobilize resources;

### **F. Operating Language**

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

## G. Profile of the delegation

The delegation is made up of a BM, ABM, CFP and 12 delegation members. Together they represent the constituency of the Developed Country NGO's by ensuring that there is a fair balance in membership related to:

- Different regions and countries that are part of the Developed Country NGO constituency;
- NGO involvement in the three diseases (HIV/AIDS, TB and Malaria);
- Implementing NGO's and NGO's with a focus on advocacy/policy issues;
- Striving for gender-balance
- Issues related to people infected and affected by the 3 diseases;
- Good knowledge of either replenishment issues (donor and domestic finances) and/or financial expertise of large multinational organizations.

### Terms of Reference (ToR):

The role of an Alternate Board member is that of a volunteer - there is no payment for participating. Travel and per diem costs are covered by the Global Fund Secretariat. Previous NGO Alternate Board members have found that the position can demand at least 50% of their working time during the busiest periods. The Board meets two times a year, as do the Board Committees two months prior to each Board Meeting. The Alternate Board member would preferably also sit on one of the Board Committees. It is expected that you will **attend all Board meetings scheduled in the period of your term, as well as the respective Committee meetings. Usually, the Delegation has 2-3 days of preparatory meetings on site before the Board meeting.**

#### (A) Board Functions

For a full list of Board Functions please take a look at the Global Fund's Bylaws which can be found at <http://www.theglobalfund.org/en/board/?lang=en>

- Set policies and strategies for the Fund, in line with the agreed Purpose, Principles and Scope.
- Set operational guidelines, work plans and budgets for the Secretariat and the Technical Review Panel;
- Make funding decisions;
- Select and, if necessary, replace the Executive Director;
- Set criteria for membership of, and appoint, members of the Technical Review Panel and other advisory groups as appropriate;
- Establish a framework for monitoring and periodic independent evaluation of performance and financial accountability of activities supported by the Fund;
- Establish conflict of interest policies for the Global Fund Board, the Technical Review Panel, the Secretariat staff and others as appropriate;
- Consider, approve, and monitor cooperative arrangements or agreements with other organizations and institutions;
- Establish Board committees as appropriate;
- Develop and implement a strategic agenda regarding the Global Fund in consultation with the Developed Country NGO constituency;
- Represent the NGO constituency on policy, strategy, and implementation issues regarding the Global Fund;
- Advocate for full funding for the Global Fund, and mobilize resources;
- Select and appoint a Chairperson and a Vice-Chairperson for the Board;
- Participate in committees and working groups of the Board.

#### (B) Mandate and working methods

- Participate fully in all meetings of the Global Fund Board, including Board retreats;
- Read all relevant documents prior to a Board Meeting to ensure effective input in the decision-making process;
- Participate in teleconferences and other virtual means of communications among the delegation, the NGO community, networks and with the other delegations;
- Vote on all necessary electronic Board decisions;
- Advocate for the participation of community representatives in the design, implementation and evaluation of all policies and programmes at all levels of the Fund;
- Maintain a focus on issues of interest and importance to the community and NGO movements;

- Seek input from the constituency on issues being considered by the Board prior to its meeting;
- Consult with and report to a broader community of NGOs and CBOs and communities living with or affected by HIV/AIDS, malaria and tuberculosis before and after Board meetings;
- Represent the interests of the Global Fund as necessary, both within the constituency and to external stakeholders.

#### (C) Qualifications and criteria for selection

Based on the Board functions, the selection of an Alternate Board member should take the following criteria into consideration:

- An in-depth knowledge of the issues around HIV/AIDS, TB and malaria, international public health and development;
- An in-depth understanding of the scope of work of the Global Fund, its mission and the opportunities it presents;
- Ability to strengthen the Board's understanding of NGO and people living with HIV/AIDS issues in developing countries;
- Minimum 3 years' experience in front-line NGO work in 1 or more of the 3 disease areas;
- Strong leadership skills;
- Ability to represent and promote the Fund publicly, as a Board member representing the NGO community;
- Be gender sensitive;
- Ability to apply a facilitative and consultative approach within a team - diplomatic with strategic and political skills;
- Ability to work in written and spoken English (additional languages a great advantage)\*;
- Capacity to commit adequate time to the Global Fund processes (at least 25% of working time);
- Preference will be given to those candidates who have been engaged in the Delegation's work through the NGO Contact Group and who are willing to continue their support to the Delegation after the end of term.

#### (D) Length of terms

- The solicited position is for 2 years;
- The position is subject to a performance review that is conducted on a yearly basis, which outcomes are binding and may cause either the Alternate or the Board Member to have to step down;
- Previous experience with the Delegation and participation in the NGO Contact Group is an asset;
- A Call to Join the Contact Group will be issued annually through the listserves to encourage future candidates to get involved in the delegation's work before applying for the Board position;
- The selected candidate is expected to continue support to the Delegation after the end of his/her 2-year mandate at the Board;
- This process is intended to ensure that selected candidates are well versed in the mechanics of the Global Fund, prepared to effectively represent NGOs at the Global Fund Board and are willing to share their expertise after the end of term.

#### (E) Cessation of Appointment

An NGO Board member will cease to be a member if:

- He/she resigns;
- He/she no longer has an employer who is supportive of the time commitment required or he/she no longer has links to the organizations that secured his/her nomination and/or selection to the Board;
- He/she is unable to perform the agreed upon tasks;
- He/she is unable to work with the other NGO Board members as part of a team;
- The outcomes of the performance review give cause for a resignation, or
- If a conflict of interest is declared.

### **(2) Application Process – Read carefully**

Nominated individuals to the delegation need to prepare and submit a 4 page application (only the first 4 pages in the application will be considered) that covers the following:

- Name, contact information, age, organizational affiliation, communities served, position applied for;
- Short Curriculum Vitae (CV) outlining experience (maximum 2 pages);
- Short Narrative outlining understanding of the Fund and vision for its future, NGO and community linkages in terms of relevant experience (particularly in southern and developing countries), and the most significant capabilities one would bring to the delegation that address the specified criteria (maximum 1 page).

Attached to the 4-page application will be:

- 1 letter of reference from the applicant's own organization, or closest affiliated organization, agreeing to support the additional workload and travel (1 page only).
- The reference letters must be signed and on letterhead. Note that only the 3 references requested will be utilized, additional letters will not be considered.

**Applicants may be invited to also participate in a telephone interview conducted by the selection committee.**

The CLOSING DATE for nominations is **1 June 2016**. Interviews are to be held in the week **2 June - 3 June**. Actions against AIDS Germany will serve as a mailbox for applications. The candidates should send applications with all required documents to:

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| Beate Ramme-Fülle, <a href="mailto:rammefuelle@aims-kampagne.de">rammefuelle@aims-kampagne.de</a><br>Tel.: 0049-7071-855 1564 |
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We thank all applicants for their participation. **The results of selection process will be announced beginning of December 2014 through the listserves:**

- the delegation's Contact Group;
- GFAN listserve
- Health GAP listserve
- Other electronic forums (as determined by individuals for broader posting); and
- Other lists used by various NGOs and networks. Networks and organizations are also requested to send the information out broadly within their own electronic lists if possible.