



Job Description: Constituency Focal Point (CFP) for the Developing Country NGO Delegation to the Board of the Global Fund

1. **Reporting line:** Board Member
2. **Timeline & Location:** Annual and virtual with travel – It is preferred that the candidate be based in a lower income country for this role
3. **Number of days a week or full time equivalent:** Negotiable – minimum 25 hours a week noting more intense periods during Board and Committee meetings.

4. Background

The Board of the Global Fund embodies the partnership approach to help end the epidemics of HIV, TB and malaria, the Board incorporates leading stakeholders in an inclusive and effective way. The Global Fund's guiding philosophy, and the day-to-day work of the Board, embraces shared responsibility and a strong commitment by all involved. The core functions of the Board include:

- Strategy development
- Governance oversight
- Commitment of financial resources
- Assessment of organizational performance
- Risk management
- Partnership engagement, resource mobilization and advocacy

The Developing Country NGO (DCNGO) Delegation represents a constituency which includes national, regional and global non-governmental organizations (NGOs) and networks, civil society representatives on country coordinating mechanisms (CCMs) and regional coordinating mechanisms (RCMs) as well as civil society implementers of Global Fund grants who operate as Principal Recipients (PRs), Sub Recipients (SRs) and Sub Sub Recipients (SSRs).

The Delegation reflects this diversity and are drawn from NGOs, CBOs and FBOs working on the three diseases as well as organizations working on related cross-cutting issues such as human rights, key and vulnerable populations and gender. Delegates do not represent their own organization (or country) – they act as representatives of the broader regional or issue specific constituency that recommended them to participate in the Delegation. Delegation members bring the connections and knowledge of their region or issue-specific concerns to inform decisions taken by the Delegation.

5. Key Functions

Given the substantial work involved, the Constituency Focal Point (CFP) role is the only paid position in the Delegation and supports the Leadership Team (LT) to carry out its responsibilities on the Global Fund Board and its standing Committees. The CFP is the main link to the Global Fund Secretariat and supports all Delegation operations. The CFP will work with the whole Delegation, under the guidance and supervision of the Board Member (BM) and Alternate Board Member (ABM).

The CFP functions are to support the Delegation's work including to:

- Assist the BM and ABM to carry out their functions and mandates. This includes: supporting the BM, ABM and other delegates to carry out their roles on the Board and committees including through liaising with the Global Fund Secretariat and other delegations
- Lead all communications of the Delegation, including timely dissemination of information and documentation related to all Global Fund governance business to the

- Delegation and the broader constituency including between Board Meetings; and manage websites and social media pages and reaching out to partners;
- Develop and implement a work plan aligned to Delegation priorities;
- Oversee logistical arrangements and agenda for all delegations related events;
- Oversee the Delegations administration and financial business - liaising with any fiscal agents and donors;
- Support the BM and ABM to oversee recruitment and/or renewal process for the Delegation members based on annual appraisals;
- Act as a custodian of the Delegation's institutional memory on Global Fund policy issues and maximise knowledge management; and
- Any other responsibilities assigned by the leadership

6. Qualification, Experience and Skills

The CFP must have the following:

- Bachelor's degree in public health, public policy, political science, sociology, social/ international development or communication; or at least ten years of experience in AIDS, TB or malaria or health, rights, gender and development issues;
- Experience working with CSOs and background in human rights, gender and justice reform would be an asset; It would be an added advantage to have this experience in the context of Global Fund related programs;
- In-depth understanding and personal commitment to the Global Fund principles, core values and mission;
- Experience of contact management, with IT skills including web site management and social media;
- Excellent verbal and written communication skills to prepare position papers, policy briefs and other high-level documents and networking abilities;
- Experience in setting/implementing communication and work plans, project and financial management approach to monitoring and evaluation and writing reports;
- Access to communication infrastructure to allow the role to be carried out effectively;
- Excellent written and spoken English as well as languages relevant to the constituency (additional languages a great advantage).

7. Competencies

The CFP must have the following competencies and abilities:

- Understand governance structures;
- Work with people of different backgrounds and time zones; Be gender sensitive and accepting of diversity in sexual orientation and gender identity;
- Make international travel engagements to meetings with advance and or little notice;
- Exercise flexibility in daily time commitments;
- Adapt quickly to changing sizes of the Delegation and potential increase in workloads at different times of the year;
- Use diplomatic and strategic political skills (working within a large Delegation and between delegations);

The Annex on pages 3 and 4 provides more specific details on the key work areas.

8. Tenure, Level of Effort

Annual contract as a consultant, reviewed and negotiated annually. Salary is based on availability of funds, qualifications, experience, and permanent residency/ location. The level of effort is a full time equivalent; a part-time engagement may be negotiable, with surge periods. **The Delegation actively promotes in all recruitments the significant participation of people living with HIV and affected by TB and malaria, belonging to key and vulnerable populations. This will be considered and weighted in selecting candidates, although it is not an exclusionary criterion.**

Annex - Expanded description of job tasks and functions

Assist the BM and ABM to carry out their functions and mandates. This includes: supporting the BM, ABM and other delegates to carry out their roles on the Board and committees including through liaising with the Global Fund Secretariat and other delegations.

- Maintain close communication with the BM and ABM through regular email messages and teleconferences;
- Support Delegation leadership and members who serve on committees with consultative and other communications functions as appropriate;
- Organise Delegation calls for consultations, information sharing and other purposes;
- Provide advice on issues related to the Board functions and working methods;
- Support the BM and ABM on their communication and linkage with Global Fund Secretariat and the Delegation; linkages with CS/CBO community and potential or existing project partners and donors;
- In consultation with the BM and ABM, communicate decisions to Delegation members, Global Fund Board and Secretariat, other partners, blocs and constituencies;
- Coordinate the elections of leadership positions per delegation manual procedures.

Lead all communications of the Delegation, including timely dissemination of information and documentation related to all Global Fund governance business to the Delegation and the broader constituency including between Board Meetings; and manage websites and social media pages and reaching out to partners

OUTWARD Communications

Serve as chief communications contact between the Global Fund Secretariat and the constituency communicating outwards:

- Live reporting meetings and retreats via social media networks and coordinating delegation members to do same as appropriate;
- Enhance communications among regional networks and delegation members;
- Coordinate dissemination of information on Global Fund through NGO/CBO networks and through regional networks;
- Coordinate and oversee the Delegation website and social media platforms;
- Support the development of a broader constituency: Collaborating with the regional networks to create an up-to-date database of NGOs/CBOs interested in receiving regular updates on the GF policies and programs and reporting back to the larger constituency regarding delegation activities;
- Collaborate with the Regional Networks to create an up-to-date database of NGOs/CBOs interested in receiving regular updates on the Global Fund policies and programs;
- Produce an e-bulletin as a means of communication for developing country NGOs and where possible oversee translation into Spanish, French, Chinese, Arabic and Russian;
- Report back to the larger constituency regarding Delegation activities and ensure interested NGOs/CBOs in the constituency are updated following each Board meeting and on key points arising between Board meetings.

INWARD communications and organising

- Prepare budget (projected and actuals) for each meeting for BM/ABM approval;
- Coordinate, distribute and document per diems as well as reimbursement of incidental expenses incurred by members;
- Liaise with the Leadership Team to coordinate and manage the logistics of all meetings, including: hotel; flight; invitation and visa assistance;

- Ensure logistical country orientation and arrival information is disseminated to members in advance of arrival.

Organising during Board Meetings

- Develop internal agenda and schedule of activities and meeting with daily morning and nightly updates as needed;
- Liaise with Global Fund Secretariat for bookings, developing meeting schedules, and all other logistical arrangements;
- Organise pre- and post- meeting debriefing sessions of Delegation members;
- Communicate with the Communities and Developed Country NGO delegations and at times other delegations to organise joint meetings, and assist in developing agendas;
- Provide analysis on documents, papers and decision points and develop communications for talking points;
- Organise pre-meetings with other delegations, as directed by the BM and ABM, to discuss key issues and coordinate strategies before meetings;
- Identify, organise and facilitate joint civil society calls as necessary in advance of meetings;
- Organise with the support of the Delegation, notes/minutes from meetings and teleconferences;
- Conduct site visits and review with meeting coordinators as necessary at least one full day before delegation meets – also provide short briefing and assessment if needed - upon arrival;
- Participate in, and follow-up to, meetings through debriefings and co-ordinate written reports on Delegation's work;
- Prepare a report of the meeting within 2 weeks.

Communications and organising during a Delegation retreat

- Prepare the retreat agenda in collaboration with the leadership team;
- Disseminate information to the Delegation members;
- Assist the Leadership Team to identify individual members who will be responsible for agenda topics;
- Disseminate information for delegation members to prepare for the retreat;
- Under the direction of the BM and ABM, extend invitations to representatives from other NGO delegations and speakers;
- Assist with identification of location and venues for retreat;
- Liaise with Delegation secretariat for all logistical arrangements for the retreat;
- Appear on-site at least one full day before any Delegation Retreat;
- Participate in the retreat;
- Prepare a full report on the retreat within a period of 2 months.

Communications and organising related to Board and Committee meetings

- Coordinate the flow of Board and Committee meeting documentation from the Global Fund Secretariat to Delegation members;
- Collate and compile delegation ideas in response to decision points, policy and protocol requiring delegation input;
- Compile and disseminate information on the Delegation's work with the Global Fund Committees;
- Work with the Board member or Shadow Committee lead responsible provide research, documents and input as needed for the development of Board and Committee meeting position papers;

- Manage and approve procurement processes and purchases upon recommendation of the leadership.

Facilitate the recruitment of new Delegation members

- Prepare the call for nominations to recruit new Delegation members and agree to the timeline and process for this. This includes review ToR functions, working methods, and criteria;
- Liaise with the regional networks to distribute the call for nominations widely in the language of the region;
- Organise and support a selection committee to carry out its mandate
- Facilitate interviews across multiple countries and time zones
- Broadly communicate the selection to the NGO/CBO constituencies;
- Inform the selected candidates and the unsuccessful candidates in writing;
- Inform the other Board delegations and Global Fund Secretariat of newly selected members.

The Delegations work plan

- Develop the Delegation's work plan in accordance with internal and donor requirements – ensure its full implementation
- Reporting the Delegation work plan to all Delegation's funders
- Work with any fiscal agents to ensure financials are spent in line with the work plan and approved budget as well as MoU.

Support resource mobilisation

- Create and maintain a resource mobilisation committee among the delegation members to ensure adequate funding as well as grant proposals and review of reports
- Assist the leadership and resource mobilisation team in raising funds for the Delegation. This should include funds for:
 - The participation of Delegation members at Board meetings and annual retreats;
 - Leadership retreats;
 - Regional civil society meetings;
 - Representation at international conferences, meetings, conferences;
 - Delegation Special Initiatives (e.g. civil society, Replenishment & Risk Management);
 - Delegation consultation and communication (including website management, communicating with constituents);
 - Delegation capacity building.