



**ROBERT
CARR
FUND**
for civil society
networks

CALL FOR NOMINATIONS TO SERVE ON THE RCNF INTERNATIONAL STEERING COMMITTEE

**ISC CIVIL SOCIETY MEMBERS NOMINATION AND SELECTION
PROCESS**

Contents

1.	Governance	3
1.1.	RCNF International Steering Committee (ISC)	3
1.2.	ISC Role & Responsibilities	4
1.3.	ISC Civil Society Members	4
1.4.	ISC Civil Society Member Profile and Duties	4
2.	ISC civil society Members Self-Nomination Process	5
3.	ISC civil society Members Selection Process	6
3.1.	Selection Process	6
3.2.	Selection Panel	6
Annex: 2016 NOMINATION FORM		7

Call for nominations to serve on the RCNF ISC

This document outlines the nomination and selection process for civil society members of the International Steering Committee (ISC) of the Robert Carr civil society Networks Fund (RCNF). The ISC aims to identify 2 or 3 new representatives from civil society to serve as members for the ISC.

The RCNF was named in honour and recognition of Dr Robert Carr's memory and work and was launched in Washington DC in July 2012. The first round of funding was awarded in December 2012 and it recently completed its third round of funding decisions in December 2015. Inspired by Robert's commitment to vulnerable communities and protecting human rights, the RCNF aims to:

- Support global and regional civil society networks addressing critical factors for scaling up access to HIV prevention, treatment, care and support; and
- Protect the rights of inadequately served populations (ISP)¹ across the world.

1. GOVERNANCE

The main roles of the ISC are to set strategic direction, define funding priorities and eligibility criteria for grants in a given funding cycle, maintain oversight and approve proposals for funding, based on the advice of the Programme Advisory Panel (PAP).

The ISC also instructs the Fund Management Agent (FMA), Aids Fonds to manage the RCNF secretariat; operationalize decisions; enter into agreements with grantees; and manage, monitor and report on these agreements.

The RCNF PAP is responsible for reviewing grant applications and reports to the ISC, but operates independently as the main advisor of the ISC. The PAP reviews proposals through a peer-led process that includes technical experts and recommends proposals for funding to the ISC.

1.1. RCNF International Steering Committee (ISC)

- The ISC consists of eight or ten members, an external Chair and an external Vice-Chair. The members of the ISC are representatives from both civil society networks and donors. There are an equal number of seats for civil society representatives and donors.
- The ISC has non-voting (ex-officio) members, who act as observers (one non-voting civil society member, one non-voting member representing the UN and one non-voting member representing the Global Fund).
- In the case of a donor or civil society ISC-member having to excuse him/herself from attending an ISC meeting/ISC teleconference, this member will select and brief an alternate.
- ISC civil society members serve on a voluntary basis, with costs for face-to-face and virtual meetings being covered from the RCNF's budget.
- The minimum term of membership on the ISC is two years and members commit to serving at least one term and a maximum of two terms when elected. For the sake of effectiveness and continuity, at least one third of members will continue to serve a second term.

¹ Inadequately served populations are key and other populations that face a higher HIV risk, mortality and/or morbidity when compared to the general population, and have, at the same time, less access to information and services. They include people living with HIV, gay men and other men who have sex with men, women and men who use drugs, prisoners, sex workers and transgender people and in a number of localities would also include women and girls, youth, migrants, and people living in rural areas.

1.2. ISC Role & Responsibilities

- Set strategic direction.
- Provide and maintain oversight of strategy implementation.
- Establish and affirm funding priorities and eligibility criteria.
- Oversee selection processes of (future) ISC and PAP members.
- Select and install members of the PAP.
- Approve proposals for funding, based on the advice of the PAP.
- Instruct the FMA and assess the performance of the FMA.
- Approve the annual work plan and budget of the fund.
- Oversee and support resource development activities to sustain the fund.
- Approve application processes and procedures as prepared by the FMA.
- Review, approve, and oversee conflict of interest and confidentiality policies drafted by the FMA for proposal review processes and PAP members.
- Approve and provide guidance on proposal evaluation criteria developed by PAP in collaboration with the FMA.
- Provide guidance on the monitoring and evaluation systems for the Fund and for proposals.
- Provide strategic guidance on the development of a peer-led monitoring and evaluation system.
- Oversee the work of the FMA as the fiduciary agent.
- Adhere to all RCNF policies, including the Conflict of Interest and the Corruption, Fraud and Mismanagement policies.

1.3. ISC Civil Society Members

The selection process for representatives of civil society will comply with the following principles ensuring that civil society membership:

- Represents high HIV burden countries from at least two regions that are well connected to ISP regional or global networks
- Includes at least two representatives from the Global South, and at least two representatives of an ISP network (overlap between the two is possible);
- Includes at least one person openly living with HIV;
- Reflects gender balance;
- Represents a mix of skills representing grassroots community mobilising as well as expertise in governance.

1.4. ISC Civil Society Member Profile and Duties

- Experience and expertise in working with and well connected to global and regional civil society networks active in the HIV response;
- Ability to work in English;
- Willing to serve on a voluntary basis (costs for virtual- and in-person meetings are covered)/
- Willing and able to undertake at least two hours' work on the ISC per week (more at peak times), including providing critical feedback on documents, attending teleconferences & in-person meetings and consulting with their peers;
- Availability to meaningfully participate in up to two in-person meetings per year and up to six teleconferences;
- Able to participate on ISC sub-committees and related teleconferences as required/
- Able to identify an alternate if required;
- Adhere to the RCNF Conflict of Interest policy.²

² <http://www.robertcarrfund.org/wp-content/uploads/2013/05/Conflict-of-Interest-policy-final.pdf?50a4e2>

2. ISC CIVIL SOCIETY MEMBERS SELF-NOMINATION PROCESS

Self-nominated applicants will be reviewed and comparatively scored by a selection panel established by International Civil Society Support (ICSS) – an independent civil society partner appointed by the ISC. After completion of the nomination and selection process, only the successful incoming ISC civil society member will be contacted to join the ISC.

Please submit your application no later than **1 July 2016** as one email to RCNF@icssupport.org with subject matter: 2016 ISC CIVIL SOCIETY NOMINATION FORM with the following attachments:

- Completed nomination form (attached)
- A letter of support from your/a relevant organisation/network (confirming support of time required to RNCF)
- A reference letter (from organisation/network other than the letter of support (outlining why you should be considered for this position)
- CV (max. 2 pages)

3. ISC CIVIL SOCIETY MEMBERS SELECTION PROCESS

3.1. Selection Process

The selection process will be facilitated by an independent civil society partner (ICSS) and include the following:

1. Applications are reviewed by ICSS to verify eligibility and accompanying documentation.
2. The selection panel reviews and assesses eligible applications and makes recommendations for candidates to be invited for a virtual interview.
3. Following virtual interviews with selected candidates, the selection panel (via consensus) identifies the preferred candidates for ISC civil society membership.
4. The selection panel provides the ISC with a recommendation.
5. Final selection is made by the ISC and communicated by the FMA.
6. ISC members, together with the civil society partner, report on the process and outcomes of the nomination and selection process.

3.2. Selection Panel

Facilitated by ICSS the panel will include the following four members:

- ISC chair or vice-chair
- ISC member representing civil society
- ISC member representing donors
- External civil society representative

ANNEX: 2016 NOMINATION FORM

RCNF International Steering Committee (ISC) Civil Society Members

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1. Completed nomination form
2. A letter of support from your/a relevant organisation/network (confirming support of time required to RNCf)
3. A reference letter (from organisation/network other than the letter of support (outlining why you should be considered for this position)
4. CV (max. 2 pages)

A. Personal information	
Last name (family name)	
First name	
Middle name	
Gender	
Date of birth	
Age	
Nationality	
Country of residence	
Home Address	
Postal address (if different)	
Town/City	
County/State	
Postal Code	
Country	
Email address	
Telephone home	Country code: + Number:
Telephone mobile	Country code: + Number:
Are you openly living with HIV?	Yes N/A
Do you identify as one or more of the following populations (please select all that apply)	<input type="checkbox"/> People living with HIV <input type="checkbox"/> Men who have sex with men <input type="checkbox"/> People who use drugs <input type="checkbox"/> Sex workers <input type="checkbox"/> Transgender people <input type="checkbox"/> Women <input type="checkbox"/> Adolescents <input type="checkbox"/> Young people <input type="checkbox"/> Migrants <input type="checkbox"/> Refugees/Internally displaced populations <input type="checkbox"/> Indigenous groups <input type="checkbox"/> Prisoners <input type="checkbox"/> People with Co-infections <input type="checkbox"/> Other (please specify):

B. Organisation / Affiliation	
Organisation / Affiliation	
Address	
Address (line 2)	
Town/City	
County State	
Postal Code	
Country	
Telephone office	Country code: + Number:
Position	
Duties & responsibilities	
Communities served by organisation (please select all that apply)	<input type="checkbox"/> People living with HIV <input type="checkbox"/> Men who have sex with men <input type="checkbox"/> People who use drugs <input type="checkbox"/> Sex workers <input type="checkbox"/> Transgender people <input type="checkbox"/> Women <input type="checkbox"/> Adolescents <input type="checkbox"/> Young people <input type="checkbox"/> Migrants <input type="checkbox"/> Refugees/Internally displaced populations <input type="checkbox"/> Indigenous groups <input type="checkbox"/> Prisoners <input type="checkbox"/> People with Co-infections <input type="checkbox"/> Other (please specify):
In which region does your organisation's work primarily occur (please select all that apply)	<input type="checkbox"/> Eastern Europe and Central Asia <input type="checkbox"/> Eastern Mediterranean Region <input type="checkbox"/> Eastern and Southern Africa <input type="checkbox"/> Latin America and the Caribbean <input type="checkbox"/> North America <input type="checkbox"/> South East Asia <input type="checkbox"/> West and Central Africa <input type="checkbox"/> Western Europe <input type="checkbox"/> Western Pacific <input type="checkbox"/> Middle East and North Africa <input type="checkbox"/> Global

C. Community Affiliation e.g. volunteer work, governance positions, representational roles		
Date (years)	Organisation	Nature of role and level of affiliation

D. Motivation
Why you are interested in becoming a member of the ISC? Max. 300 words
Describe your connection to and experience in working with key and inadequately served populations in global or regional networks Max. 300 words
What perspectives, skills and (governance) experience would you bring to the ISC? Max. 300 words
Explain up to three key issues that global and regional civil society networks face and that you feel the RCNF could better support Max 300 words.

E1. Letter of Support (attach as PDF)	
Organisation	
Full name	
Position	
E-mail address	
E2. Reference Letter (attach as PDF)	
Organisation	
Full name	
Position	
E-mail address	

F. Declaration and signature	
I certify that I understand the roles and responsibilities associated with this position and that the information provided is true and correct and I understand that providing false or misleading information will disqualify me from selection.	
Signed (type name if submitted electronically)	
Date	