

Constituency Focal Point Terms of Reference and Job Description:

DESIRED SKILLS AND QUALIFICATION

- Bachelors or advanced degree with specialization in public health, public policy, political science, sociology, social/international development or communications
- Have the ability and capacity to communicate and network effectively and broadly (must have functioning communication linkages);
- Have the ability to prepare position papers, policy briefs and other high level documents
- Experience in project and financial management approach to monitoring and evaluation, writing reports and communication briefs;
- Excellent computer and administrative skills
- Knowledge of public health policies, international development and human rights;
- Ability to communicate clearly (written, verbal and formal presentation skills) in English
- Ability to work with people of different backgrounds and time zones
- Experience working with civil society organisations and background in human rights, gender and justice reform would be an asset;
- Ability to make various international travel engagements to meetings with advance and or little notice, when travel commences
- Ability to exercise flexibility in daily time commitments
- Ability to adapt quickly to changing sizes of the delegation and potential increase in work loads at different times of the year.
- Knowledge in basic web site management and social media marketing and management
- Understand the scope of the GF work and the opportunities it presents, particularly as it relates to NGO and community issues and people affected by the diseases in developing countries.

DESCRIPTION OF JOB TASKS AND FUNCTIONS:

Administration and day-to-day operations of The Delegation

- Performing communication functions working with The Delegation to carry out its functions and mandates.
- Disseminating information to civil society organisations in developing countries, and consulting them, compiling their feedback for use by The Delegation.
- Providing communication support to the Delegation daily including at Board meetings.
- Ensuring timely dissemination of information and documentation related to the Board and Committee meetings and other GF related business.
- The CFP will work directly with the whole Delegation, under the guidance from the Delegation's Leadership. S/He/They will report directly to and be supervised by the Board Member and Alternate Board Member
- Create and maintain all files and institutional memory of the Delegation and produce these as required
- Facilitating periodic performance evaluations and membership renewals
- Collaborating with delegation secretariat in carrying out and advising the leadership and members of key information including finance and other matters.

Assist the Board Member (BM) and Alternate Board Member (ABM) and all others in leadership position to carry out their functions and mandates

- Facilitate the logistics of the Delegation for each of its meetings;
- Maintain close communication with the Delegation's Board Member (BM) and Alternate Board Member (ABM) through regular email messages and teleconferences between the Board meetings;
- Support Delegation leadership and members who serve on committees with consultative and other communications functions as appropriate.
- Organize Delegation teleconferences as necessary 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 GF Secretariat and the Delegation.
- Support the BM and ABM on their communication and linkages with CS/CBO community and potential or existing project partners and donors;
- Between Board meetings, in consultation with the BM and ABM, communicate decisions to Delegation members, GF Board and Secretariat, other partners, blocs and constituencies.
- Coordinate the elections of leadership positions per delegation manual procedures

Lead Communications support to the work of the Delegation

- Serve as chief communications contact between The Global Fund Secretariat and the Constituency
- Liaise with the Leadership Team to coordinate and manage the logistics of each Board meeting, including: all hotel and all flight bookings of participants from multiple countries, as well as invitation and visa assistance
- Prepare preliminary budget of expenses for each meeting.
- Liaise with the treasurer to coordinate, distribute and document per diems as well as reimbursement of incidental expenses incurred by members
- Ensure logistical documentation and country orientation and arrival information is disseminated to members in advance of arrival;
- Organize pre-Board retreat, meeting and post-Board meeting debriefing sessions of Delegation members;
- Develop internal agenda and schedule of activities and meeting with daily morning and nightly updates as needed
- Under the direction of the BM and ABM, communicate with the Communities and Developed Country NGO delegations to organize joint meetings, and assist in developing agendas in preparation for these meetings;
- Provide analysis on board documents, papers and decision points and develop communications for talking points for Board Member and table speakers
- Organize delegation pre-meetings with other delegations, as directed by the BM and ABM, to discuss key issues and coordinate strategies before the Board meeting;
- Liaise with GF Secretariat for bookings, developing meeting schedules, and all other logistical arrangements;
- Identify, organise and facilitate joint CS calls as necessary in advance of Board Committee meetings
- Prepare or contribute to notes and 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, Board meetings through debriefings and coordinate written reports on Delegation’s work;
- Live reporting of board 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 GF through NGO/CBO networks and through Regional Networks.
- Prepare a report of the Board meeting within 2 weeks.

Support the Delegation at all official Delegation Meetings and Events

- Liaise with the Leadership Team to coordinate and manage the logistics of each Board meeting, including: all hotel and all flight bookings of participants from multiple countries, as well as invitation and visa assistance. This also requires coordination with the delegation secretariat and Global Fund secretariat.
- Prepare preliminary budget of expenses for each meeting.
- Liaise with the treasurer to coordinate, distribute and document per diems as well as reimbursement of incidental expenses incurred by members
- Ensure logistical documentation and country orientation and arrival information is disseminated to members in advance of arrival;
- 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;
- 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.

Ensure timely dissemination of information and documentation related to the Board and Committee meetings

- Coordinate the flow of Board and Committee meeting documentation from GF 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.
- Working 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.

Facilitate the recruitment of new Delegation members

- Prepare the call for nominations in collaboration with the Leadership team for the recruitment of new Delegation members;
- Liaise with the Regional Networks to distribute the call for nominations widely in the language of the region;

- Support the Selection Committee to carry out its mandate
- Agree to the timelines and process to issue a “Call for Nomination;”
- Review ToR functions, working methods, and qualification criteria;
- 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 GF Secretariat of newly selected members.

To ensure wider Communication with NGOs/CBOs in developing countries

- Coordinate and oversee the Delegation website;
- Coordinate, oversee and update the Delegation social media platforms;
- Collaborate with the Regional Networks create an up-to-date database of NGOs/CBOs interested in receiving regular updates on the GF policies and programs;
- Collaborate with the Regional Networks, develop and implement a communications work plan;
- Collaborate with Regional Networks to produce an e-bulletin as a means of communication for developing country NGOs;
- Oversee translation of the bulletin into Spanish, French, Chinese, Arabic and Russian;
- Report back to 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

Assist and support the Delegation secretariat with:

- Preliminary budgets for meetings including per diem distribution and documentation
- Monitoring and evaluating the Delegation’s work plan in accordance with internal and donor stipulations
- Reporting and reviewing the Delegation work plan
- Reporting and reviewing reports to all Delegation’s funders
- Review delegation financial statements
- Creating and maintaining a special committee among the delegation members for resource mobilisation
- Prepare grant proposals in partnership with leadership and working group
- Manage and approve procurement processes and purchases upon recommendation of the leadership

Support Resource Mobilisation Processes

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