



Key Advisors for the NGOs and Communities Delegations to the UNITAID Board

Terms of Reference

Role profile

The NGOs and Communities Delegations to the UNITAID Board (collectively known as the Civil Society (CS) Delegations) each consist of a Board Member, an Alternate Board Member and up to two Key Advisors.

The role of Key Advisors is to provide support and advice to the NGOs or Communities Delegation's Board Member, Alternate Board Member and Liaison Officer primarily through:

- Providing context and historical background to current issues before the UNITAID board
- Gathering strategic intelligence from key countries and other constituencies
- Participating in advocacy on behalf of the CS Delegations
- Providing technical input on UNITAID issues
- Providing linkage to other global health institutions, national NGOs or communities affected by HIV, TB or malaria
- Acting on behalf of the Board Member or Alternate Board Member at UNITAID or other meetings and events if requested.

The role of Key Advisor is voluntary, hence there is no payment for participating. However, a small grant may be available from the Civil Society Delegations for communications, equipment and office costs. Travel and per diem costs may sometimes be covered by the UNITAID Secretariat or the Civil Society Delegations' budget.

Candidate profile and selection

Key Advisors will be selected through the following application process:

- A call for expressions of interest will be circulated as a minimum to the Delegations' Contact Group and Communities Support Team and on the Delegations' Facebook page.
- A selection panel, formed of the Delegation's Board Member, Alternate Board Member and one other person with strong experience of civil society engagement with UNITAID or boards of other global health institutions, with assistance from the Liaison Officer, will score applications against the criteria below and invite the top applicants to interview.
- The selection panel will select a Key Advisor from amongst those interviewed. They should try to reach their decision by consensus but in case of disagreement, the final decision will lie with the Board Member.

Essential criteria:

- A person affected by HIV, TB or malaria; or affiliated to an NGO working to combat at least one of the three diseases, whether as an employee, trustee, volunteer, consultant etc.
- Expertise in HIV/AIDS, TB or malaria and other field of relevance to UNITAID such as market dynamics or intellectual property.

- Knowledge of historical and current context of UNITAID.
- Understanding of global health initiatives, e.g. the Global Fund.
- Proven experience of successful advocacy
- Fluency in written and spoken English
- Continuous access to internet-connected computer and international telephone (or able to gain this if provided with appropriate financial support).

Desirable criteria:

- Experience of working with Boards or Board Members of global health institutions.
- Well-connected to other actors in the global health arena.
- Able to attend meetings in Geneva.

Other criteria:

- The Board Member and Alternate Board Member may also wish to take into account the current expertise and geographic and gender diversity of the current Board Member, Alternate Board Member and Key Advisor(s) when selecting a new Key Advisor.

Key performance indicators (KPIs)

Key Advisors are expected to fulfil the following criteria. They may also be required to undergo an annual evaluation, as decided by the NGOs or Communities Delegation Board Member or the CS Delegations' Evaluation Panel.

- Commit a minimum of 10% of working time to work as a Key Advisor.
- Read all relevant documents in advance of UNITAID Board and Committee meetings that they attend.
- Provide written input on at least 10% of or 2 meeting documents (whichever is greater), using the template provided by the Liaison Officer.
- Participate in at least 20% of internal CS delegations' teleconferences and other events (e.g. strategizing prior to key meetings, debriefing constituents following meetings).

Key Advisors are also subject to the terms of reference for the CS Delegations' Contact Group, for instance regarding confidentiality, document review and selection to attend UNITAID Board and CS pre-Board meetings.

Duration of term and cessation of appointment

The term of office for a Key Advisor will normally be two years (with some flexibility to allow for handover and recruitment of a new Advisor if necessary). The term may be renewed if so decided by the NGOs or Communities Board Member and Alternate Board Member, with consideration given to:

- Satisfactory performance.
- The need to balance continuity among Board Members, Alternate Board Members and Key Advisors in order to retain institutional knowledge and the need to bring in fresh perspectives.

The term of a Key Advisor will cease if:

- They resign.
- They are no longer able to adhere to requirements under the KPIs or it is deemed by the Board Member or Evaluation Panel that they have underperformed.
- A conflict of interest is declared and it is not possible to work around this; or
- When his/her term is completed and a handover is arranged with an incoming Key Advisor.