

Key Advisor for the NGO Delegation to the Unitaid Board

Terms of Reference

Role profile

The NGO Delegation to the Unitaid Board consists of a Board Member, an Alternate Board Member, Liaison Officer, Key Advisors and a contact group of NGOs.

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

- Providing context and/ or 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 NGO Delegation
- 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 NGO Delegation for communications, equipment and office costs. Travel and per diem costs will be covered by the Unitaid NGO Delegation budget when attending Unitaid Board meetings.

Key performance indicators (KPIs)

Key Advisors are expected to fulfill the following criteria. They may also be required to undergo an annual evaluation, as decided by the NGO Delegation Board Member or the Delegation Evaluation Panel.

- Commit a minimum of 5% 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 delegation teleconferences and other events (e.g. strategizing prior to key meetings, debriefing constituents following meetings and delegation strategy meetings and retreats)

Key Advisors are also required to follow the terms of reference for the NGO Delegation Contact Group, for instance regarding confidentiality, document review and selection to attend Unitaid

Board and pre-Board meetings.

Duration of term and cessation of appointment

The term of office for a Key Advisor will be reviewed every two years. The term may be renewed if decided by the NGO 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

Cessation of Appointment

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 their term is complete and a handover is arranged with an incoming Key Advisor

Candidate profile and selection

The following is a guide to how the Key Advisor will be selected during the call for applications issued in January 2022. The application process and criteria may be adjusted during future calls for applications. A Key Advisor will be selected through the following application process:

- A call for expressions of interest will be circulated before the end of mandate of the current Alternate Board Member as a minimum to the Delegation Contact Group and civil society listservs.
- A selection panel, formed of the current NGO Board Members, a Key Advisor from the NGO Delegation, a member of the Contact Group and one other person with strong experience of civil society engagement with Unitaid, 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.
Essential criteria:
- Affiliation with an NGO working on HIV, TB or malaria (whether as an employee, trustee, volunteer, consultant etc)
- Expertise in HIV, TB or malaria and other field of relevance to Unitaid such as cervical cancer, market dynamics or intellectual property
- Knowledge of historical and current context of Unitaid
- Understanding of other 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, geographic and gender diversity of the current Board Member, Alternate Board Member and Key Advisor(s) when selecting a new Key Advisor

Annex 1 – Meeting Dates (to be updated each year)