

# Key Advisor for the NGO Delegation to the Unitaid Board

## Terms of Reference

### Role profile

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The NGO Delegation to the Unitaid Board consists of a Board Member, an Alternate Board Member, Liaison Officer, Key Advisors/Honorary 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 and Secretariat concerns
- Providing linkage to other global health institutions, national NGOs or communities affected by HIV, TB or malaria
- Reviewing documents (whether they be for the Committee meetings) or in preparation for the Executive Board meetings
- Help to organise and facilitate the NGO Delegation Learning & Development (L&D) sessions and other quarterly information sessions
- 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 from the NGO Delegation may be available for communications, equipment and office costs. When attending Unitaid Board meetings, the Unitaid NGO Delegation budget will cover travel, per diem and accommodation. Please note travel insurance is not included.

### Key performance indicators (KPIs)

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Key Advisors are expected to fulfill the following criteria. They are required to undergo a biannual evaluation. The performance of the Board Member, Alternate Board Member and Liaison Officer are also reviewed annually. NGO Delegation Board Member or the Delegation Evaluation Panel.

Key Advisors can use the template in Annex 2 to track their progress against each KPI.

- 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 as well as in preparation of the Executive Board meeting

- Provide written input on at least 5% of or 2 Board or Committee meeting documents per year (whichever is greater), using the template provided by the Liaison Officer
- Provide written input on at least one set of key project go-ahead or final grant agreement documents per year
- 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)
- Report on an annual basis the documents they have reviewed, the delegation zoom, telephone, or in-person meetings they have attended, and any recommendations that they have concerning improvements in NGO delegation performance
- Participate as requested in the performance review of NGO board members, alternate board members, key advisors, and delegation.

Key Advisors are also required to abide by any relevant Conflict-of-Interest Policies and Code of Conduct/Zero Tolerance Policy and 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 recurring 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
- They do not adhere to the delegation's Zero Tolerance policy which all Key Advisors are required to sign up to when assuming the role

If a Key Advisor is unable to fully meet the requirements under the KPIs but is still able to engage, they could be designated as a 'secondary tier' Key Advisor - where they will not receive a stipend but may still be asked for input.

## **Candidate profile and selection**

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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 solid 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, malaria, MNC health, sexual and reproductive health, or related fields (whether as an employee, trustee, volunteer, consultant etc)
- Expertise in HIV, TB, malaria, MNC health, sexual and reproductive health and another field of relevance to Unitaid, such as cervical cancer, monoclonal antibodies (biologics), long-acting technologies, market dynamics, local production, climate sustainability/health or intellectual property
- Knowledge of the historical and current context of Unitaid
- Understanding of other global health initiatives, e.g. the Global Fund
- Proven experience of successful advocacy (e.g., domestic, regional and global)
- 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)**

29th April - Policy & Strategy Committee (virtual)

30th April - Finance & Accountability Committee (virtual)

19th - 20th June - Executive Board Meeting (Geneva)

15th October - Policy & Strategy Committee (virtual)

16th October - Finance & Accountability Committee (virtual)

13th - 14th November - Executive Board Meeting (In-person, location to be determined)

**Annex 2:**

<b>Tracking progress against KPIs (2024)</b>
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 5% of or 2 Board or Committee meeting documents per year (whichever is greater), using the template provided by the Liaison Officer
Provide written input on at least one set of key project go-ahead or final grant agreement documents per year
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)

Report on an annual basis the documents they have reviewed, the delegation zoom, telephone, or in-person meetings they have attended, and any recommendations that they have concerning improvements in NGO delegation performance

Participate as requested in the performance review of NGO board members, alternate board members, key advisors, and delegation.

Further comments: