

## **Terms of Reference (TOR) for the Alternate CSO Representatives in the RAI Regional Steering Committee covering 2021-2023 (RAI3E)**

### **Regional Malaria CSO platform, GMS**

#### **1. Introduction**

The Regional Malaria CSO Platform in the Greater Mekong Sub-region (GMS) is a network of Civil Society Organizations (CSOs) from the Global Fund RAI implementing countries: Cambodia, Lao DPR, Myanmar, Thailand, and Vietnam. The Platform serves as the CSO constituency engagement mechanism for the RAI RSC to fill the gap of coordination and communication at the national and regional levels. To date, the platform connects more than 50 CSOs, CBOs, and community networks at the national and regional levels. The RAI RSC CSO alternate Representatives are expected to fulfill the roles and responsibilities of the regional malaria CSO platform.

#### **Background of RAI RSC**

The Regional Steering Committee was established by the Global Fund to fight AIDS, TB, and Malaria in 2013 with a mandate to oversee the RAI grant and its implementation. The RSC's main responsibilities are 1) steering the Global Fund grant emergency response, 2) taking collective responsibility for strategic direction, and 3) allocating and reallocating Global Fund resources as needed. The RSC effectively operates as a "regional coordinating mechanism" for the RAI grant, following the model and principles of the Country Coordinating Mechanisms (CCMs) established at the national level to oversee the use of Global Fund grants.

Historically, the RSC holds at least two general meetings and two Executive Committee meetings per year. Other special meetings when called at the request of the Chair, the Vice-Chair, or the Executive Committee. The RSC includes members from all five governments of the RAI recipient countries, as well as representatives from various stakeholders from within the region, including multilateral and bilateral development partners, WHO, civil society organizations, private sector, and academic institutions.

#### **2. The main role of the CSO Representatives in the Global Fund RAI Regional Steering Committee (RAI RSC)**

In the RAI RSC, the regional malaria CSO platform, GMS receives two 'CSO Representative' seats to represent the civil society organizations and communities. The two independent CSO Representatives will sign both TORs presented by the CSO platform and by the RAI RSC once the regional malaria CSO platform elects them. The two alternate representatives will sign TOR only with the Malaria CSO platform.

#### **The main role of RSC alternate CSO representative**

- RSC CSO alternate member will attend the RSC meetings and activities as nominated by the RAI RSC CSO independent representatives. The nomination needs to be approved by the RSC Chair.
- RSC CSO alternate member will have a voting right at the RSC meetings if they are nominated and approved by the RSC Chair.
- RSC CSO alternate member will participate in RSC working group as advised and requested by the RSC CSO representatives.

- RSC CSO alternate member will provide input in RAI related documents as requested by the RAI CSO representatives. They may also provide their advice and input in CSO platform activity planning and preparation as necessary.

### **2.1 The additional role of the alternate representative**

- The alternate representative plays an advisory role to the Regional Malaria CSO Platform, GMS for key decision making, and review the CSO platform related documents as requested by the CSO platform secretariat
- Play key roles in planning platform activities in close coordination with platform secretariat and RAI RSC secretariat
- Participate in the regional consultations (at least twice a year) and cross border site visits (at least one time per year) to gather evidence of best practices and challenges and advocate for the malaria vulnerable communities at the national, regional, and global level
- Represent the regional malaria CSO platform, GMS, and communities in other malaria-related events as appropriate and advocate on their behalf.

### **3. Term of membership**

The elected member will serve as alternate CSO Representatives in the RSC for three years from 1 January 2021 to 31 December 2023.

### **4. Financial support**

The alternate CSO Representatives in the RSC works voluntarily and there will be no remuneration. When required to attend meetings or activities for and/or on behalf of the regional malaria CSO platform, GMS, travel and associated cost will be covered according to the regional malaria CSO platform, GMS host organization available budget, and travel policy.

### **5. Operating Language**

The operating language will be English. It is a key requirement that RAI RSC CSO Representative is fully able to communicate clearly in both written and spoken English.

### **6. Time expectation**

The alternate CSO Representative in the RSC is expected to spend at least 15% of the working time for the activities of the platform including the RAI RSC. They must contribute to CSO Platform and RAI RSC related virtual discussions, meetings, site visits, and document review as necessary.

### **7. Decision making**

Decisions will be made by consensus together with country steering committee members. RSC CSO alternate member will have a voting right at the RSC meetings if they are nominated. The RSC CSO representatives at their advisor capacity will have no voting rights for CSO platform related decisions.

## **8. Nomination**

- Two alternate CSO Representatives in the RAI RSC will be elected.
- The alternate CSO Representative can be nominated by himself/herself, any CSO working organization in malaria project in the RAI implementing countries, organizations outside of the existing CSO platform, and consultation participants in the RAI2E.
- Nominated individuals must submit a letter from their organization (if affiliated to any organization), mentioning no objection to utilizing up to 15% for the RAI RSC and CSO platform activities.
- During the application review process, the main selection criteria will be candidates' expertise (at least one year experience with community, advocacy, preferably malaria knowledge), geographical representation, and gender consideration.

## **9. Election process**

- All non-governmental organizations implementing the GF RAI2E grant will have a voting opportunity to select the alternate CSO representative in the RAI RSC through transparent online/email voting. More than 50% vote from the non-government recipient (Civil Society Organization) of the GF RAI2E is required for the election to be valid.
- An organization located in different countries in the GMS region collectively has 1 eligible voting right. In case of an organization being operated independently as a local organization will have one eligible vote even though the organization is a member of certain affiliates at the international level.
- If there are only two nominations/applications which meet the criteria, decision will be made in consensus without going through the election process.
- Should all nominated candidates identify as the same gender, the candidates receiving the highest and second-highest number of votes will automatically be elected as RAI RSC alternative CSO Representatives. Where there is gender diversity among nominated candidates, the candidate receiving the highest number of votes will be automatically elected as RAI RSC alternative CSO Representative, followed by the candidate with the highest number of votes from a different gender identity.<sup>1</sup>

## **10. Termination**

If the elected RAI CSO alternate members are not able to perform their duties, CSO Platform steering committee may follow agreed procedures for termination based on a majority vote and the result of termination process need to be acknowledged by the GF RAI RSC.

## **11. Gender balance**

Qualified female candidates are encouraged to apply.

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<sup>1</sup> More than 50% vote from the non-government recipient (Civil Society Organization) of the GF RAI2E is required for the election to be valid.

## 12. Revision of Terms of Reference

The Terms of Reference will be reviewed and revised as necessary on an annual basis.

## 13. Instruction to send nomination form and required documents

Please send the following **required documents** to the CSO Platform Secretariat.

- ***Complete nomination form***
- ***CV***
- ***Short biography (not more than 150 words)***

No.	CSO Platform Secretariat	Email address
1	Shreehari Acharya	<a href="mailto:ShreehariA@arcrelief.org">ShreehariA@arcrelief.org</a>
2	Dr. Sai Nay Min Shein	<a href="mailto:Sai.Shein@arcrelief.org">Sai.Shein@arcrelief.org</a>