

Terms of Reference (TOR) for the independent 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 independent CSO Representatives are expected to fulfill the following roles and responsibilities from the regional malaria CSO platform. In addition, RAI RSC CSO independent representatives will receive separate TOR from the RSC secretariat.

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 independent 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 Nominee not employed by organization that receives funds directly or indirectly from RAI3E grants or working directly for the RAI3E projects are considered "**independent**".

The main role of independent CSO Representative in RAI RSC:

- As an RSC member, the independent CSO Representative will represent the interests of their entire CSO constituency and not of an individual organization.

- The CSO representative is fully empowered to participate in RSC decision-making processes on behalf of the CSO constituency, including voting and approving key RAI-related documents in the RSC meetings and sub-committee.
- The independent CSO Representative in the RAI RSC must consult the Regional Malaria CSO Platform steering committee and its networks, and malaria-affected and vulnerable communities regularly not only to provide feedback on the quality improvement of the programs but also to raise their reviews and concerns in RSC meetings during decision making. The consultation can be done through CSO platform secretariat with country CSO platform focal person or respective steering committee members.
- The independent CSO Representative in the RAI RSC must share information through the Malaria CSO platform in a transparent and timely manner.
- The independent CSO Representative in the RAI RSC must contribute to reviewing RAI related documents (key decision points, proposals, TORs) as requested by the RSC.
- If an RSC member is unable to attend an RSC meeting, he/she needs to provide at least 3 days of written notice to the Secretariat of his/her absence.
- The RSC CSO representatives can nominate alternate CSO representatives or the CSO platform secretariat to represent them at the RSC meeting and activities to get approval by RSC chair. RAI RSC CSO representative's nomination to other members (outside alternate members and CSO platform secretariat) will not be valid unless it is agreed by the majority of the CSO platform steering committee members.
- The RSC CSO representatives must provide strategic information and guidance to the CSO platform secretariat, alternate CSO reps, and steering committee in line with the Global Fund secretariat, donor and RSC expectation.

2.1 The additional role of the RSC independent CSO Representative

- RAI RSC CSO 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 independent CSO Representatives in the RSC for three years from 1 January 2021 to 31 December 2023.

4. Financial support

The independent 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 independent CSO Representative is fully able to communicate clearly in both written and spoken English.

6. Time expectation

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

7. Decision making

Decisions will be made by consensus together with country steering committee members. RAI RSC CSO representatives will have voting right at the RSC. The RSC CSO representatives at their advisor capacity will have no voting rights for CSO platform related decisions.

8. Nomination

- Individuals or representatives of the civil society organization are eligible to be nominated or self-nominate. The nominee must be an independent (not the employee of the GF RAI Malaria grant and or working for the organization which is PR/SR or the implementor of the GF malaria grant).
- The qualified candidate either from the GMS region or outside of the GMS region is eligible to nominate. Nomination form must be submitted with an authorized signature within the given deadline.
- Nominated individuals must submit a letter from their organization (if affiliated to outside of RAI3E related 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 candidate's independent status, candidates' expertise (at least one year experience with the 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 independent 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.
- If there are more than two nominations/applications which meet the criteria, platform will process for election. 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 independent 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 independent CSO Representative, followed by the candidate with the highest number of votes from a different gender identity.¹
- After finalizing the election result, the CSO Platform secretariat will submit the elected independent CSO Representatives to the RAI RSC Secretariat and UNOPS by December 2020.

10. Termination

If the elected RAI CSO independent representatives are not able to perform their duties, or their situation changes which creates a conflict of interest, 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.

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	ShreehariA@arcrelief.org
2	Dr. Sai Nay Min Shein	Sai.Shein@arcrelief.org

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