

Draft: Terms of Reference (TOR)
The Regional Malaria Civil Society Platform
Steering Committee

1. Background

The Communities and Civil Society Organisation (CSO) Platform in the Greater Mekong Subregion (GMS) provides advocacy, coordination, and capacity-strengthening support for and on behalf of communities and civil society regarding the implementation of the Regional Artemisinin Initiative (RAI) and other health projects. Established in 2014, and funded by the Global Fund since 2018, the platform has more than 60 CSOs, Community Based Organizations, and community groups as network partners. This TOR indicates the expected roles and responsibilities of the CSO platform steering committee members as part of the governance and decision-making team.

2. Main Goal of the CSO Platform

Support communities to have equitable access to quality health services and to live and work in healthy and malaria-free environments.

3. Objectives of the CSO platform

- 3.1 **ELIMINATION:** To **advocate for** continued resourcing and technically sound approaches for the achievement and maintenance of a malaria-free GMS in the context of health for all.
- 3.2 **EQUITY:** To support improved inclusiveness of and equitable access to health services by removing barriers identified by communities
- 3.3 **EFFECTIVENESS:** To share knowledge of best practices and challenges to advocate for quality, accessible, and sustainable health outcomes for all and support coordination of CSO work.
- 3.4 **ENGAGEMENT:** To strengthen the capacity of community-led and community-based organizations and networks to deliver quality integrated community-led health services through stronger partnerships among community and civil society organizations and key stakeholders including government, at local, subnational, and national levels.

4. Steering committee

The CSO platform steering committee is an elected governance body of the CSO platform. The member represents the organization unless he or she is an independent advocate or community representative. The Steering committee plays a key role in the decision-making of the platform, guiding platform strategy, finalization of plans, and support in implementation. The main steering committee consists of a total of 15 members. From each country, Myanmar, Thailand, Cambodia, Vietnam, and Lao PDR, there are three members. At least one member must be a Global Fund RAI grant-implementing partner NGO, CSO, or Community representative.

5. Key Roles and responsibilities of the regional Malaria CSO platform steering committee

- 5.1 Make a decision for the platform where it is appropriate. The decision-making scope covers.
 - Strategic direction of the platform
 - Platform workplan
 - Misconduct and mismanagement if related to the platform secretariat and host organization, CSO representatives, and steering committee members.
- 5.2 Engage with relevant NGOs, Ethnic Health Organizations, communities, National Malaria Programs, and community networks for platform advocacy, information sharing, and capacity strengthening.
- 5.3 Provide technical support and guidance to the platform secretariat and host
- 5.4 Facilitate and support the CSO platform activity implementation.
- 5.5 Contribute to the RAI RSC update preparation and platform representation

6. CSO Platform Country Focal Person

After each country completes the election of the steering committee members, one of the steering members acts as a country focal point which is endorsed by the steering committee members-in the own country. In addition to the above-mentioned roles, a country focal person will centralize the communication and coordination with the platform secretariat and the country partners at the national level. The focal person represents their country's constituency through the CSO platform at the regional and global levels.

If the organization representative is a focal person and no longer affiliated with the organization, another steering committee member will act as a focal person until the country confirms the new focal person.

7. Process of selecting Steering Committee member

With support from the CSO platform secretariat, the focal person at the national level is expected to take the lead in the reelection/nomination of the steering committee members. Members are decided in consensus. If there is an application from more than 3 members and a consensus is not met, the decision will be made based on the majority votes from the agreed CSO/CBO voting member.

8. Steering Committee Members Selection Criteria

- 8.1 Representatives of Malaria and other health project-implementing NGOs, representatives of vulnerable communities affected by malaria, or individual advocates are eligible to apply for membership. The applicant can apply to the focal person in the respective country or the platform secretariat expressing their interest to be a steering committee member.
- 8.2 A steering committee member should be based in representing the country regardless of their nationality.
- 8.3 The organization will be a member of the steering committee; the organization will nominate its representative to the Steering committee.
- 8.4 An individual with a proven/recognized track record of community advocacy and support is eligible to be a member.

8.5 If the organization has a presence in more than one country, the organization can nominate only one representative to be a member of the steering committee.

8.6 Regional Malaria CSO platform host organization and individuals under contract with the CSO platform are not eligible to be a member of the platform steering committee.

8.7 Government employees, regional networks, and UN organizations (eg WHO, IOM) are not eligible to be a steering committee member.

9. Term of steering committee member:

Members will serve on the platform steering committee for 3 years following the GF RAI grant cycle. This member term will begin on 1st January 2024 and ends on 31st December 2026.

10. Expected Time Effort and participation.

Steering committee members are volunteers to the platform and are expected to spend approximately 10% of their working time on the platform. The Platform secretariat organizes at least two regional consultations, two steering committee meetings, and two national consultations annually. All steering committee members are expected to be part of the 80% of the CSO platform above mentioned meetings, and decision-making activities. The Platform will provide travel support as appropriate following the host organization's rules and regulations if the Steering Committee member needs to travel to support platform work on attend workshops.

11. Decision-Making Procedures

Platform-related key decisions can be made virtually or in person. The Platform steering committee members (all 15 members) will be involved in any key decision-making processes. The members will be informed about the process and outcomes. Platform-related decisions will be made based on consensus. The majority vote from the platform steering committee will be counted where consensus is not possible, except where specified otherwise in the Terms of Reference. In case of equal votes, the Regional Artemisinin Initiative Regional Steering Committee (RAI RSC) CSO Executive Committee member (one of the two RSC CSO representatives to the RSC) will have the right to cast one vote for the decision.

The RSC CSO Representatives will have an advisory role in the decision-making processes of the CSO Platform. CSO representatives will represent the platform and its country network at the RSC as constituency representatives and RAI RSC members.

12. Conflict of interest

Each member must declare a conflict of interest before taking part in the decision-making process. The GF training on Conflict of Interest must be undertaken within 3 months of their taking up the role, or before the first Steering Committee, whichever is first.

13. Termination of steering committee member role

Member's term will be terminated in the following circumstances.

- 13.1 If the member acts to disadvantage or discredit the platform
- 13.2 If the member is being investigated for misconduct or abuse (eg financial, sexual harassment and abuse, racism criminal activities)
- 13.3 Unable to represent platform because of personal reasons.
- 13.4 Does not attend/formally send a proxy who has been oriented to at 2 SC and regional meetings in a row, and at least 75% of all required meetings.
- 13.5 The platform secretariat will initiate the discussion and set up a committee with the Steering committee member and RSC CSO reps to review the accusation or the condition. The committee representative will present their recommendation to the full steering committee member for decision.

14. Platform Secretariat:

ALIGHT (formerly known as the American Refugee Committee) has been a host of the CSO platform since 2018. As per the Steering Committee members' decision, ALIGHT will be continuing its role as a host for the period of 2024-2026 providing all the administrative and logistic support to the platform secretariat.

This TOR is a living document and will be reviewed as required.

