

**Terms of Reference (TOR) for Community and Civil society (CSO) Representatives in the Global Fund  
(GF) Regional Artemisinin Initiative (RAI), Regional Steering Committee (RSC)**

**2024-2026**

**CSO platform, GMS**

**1. Introduction**

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. Background of the RAI RSC**

The Regional Artemisinin Initiative (RAI) Regional Steering Committee (RSC) was established by the Global Fund to fight AIDS, TB, and Malaria in 2013 with a mandate to oversee (transparency, accountability and good governance) 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, the private sector, and academic institutions. Two elected representatives or alternate representatives represent the platform as an official member of the RSC.

**3. The main role of the CSO Representative in the Global Fund RAI Regional Steering Committee (RAI RSC)**

In the RAI RSC, the regional malaria CSO platform, GMS reserves two seats to represent the communities and Civil Society Organizations (CSO) in the GMS as an RSC member. Either of the two alternate representatives can also fill the seat when RSC CSO representatives are not available. The elected two RSC CSO representatives will sign both TORs presented by the CSO platform and by the RAI RSC once they are elected.

### **3.1 The main role of CSO Representative in RAI RSC:**

- As the RSC member, the CSO Representatives will represent the interests of communities and the entire CSO constituency and not those of themselves, an individual, or an organization.
- The CSO representative is fully empowered to participate in RSC decision-making processes on behalf of the communities and CSO constituency, including voting and approving key RAI-related documents in the RSC meetings and sub-committee.
- The CSO Representative in the RAI RSC must consult the Regional Malaria CSO Platform steering committee, and malaria-affected and vulnerable communities regularly through the CSO platform secretariat to provide feedback on the quality improvement of the programs and to raise their views and concerns in RSC meetings during decision making.
- The CSO Representative in the RAI RSC must share RAI grant related information through the Malaria CSO platform in a transparent and timely manner.
- The CSO Representative in the RAI RSC must contribute to reviewing RAI-related documents (key decision points, proposals, TORs) as requested by the RSC.
- The CSO representatives must attend all RSC key meetings and CSO platform Regional Consultations as required. If unable to attend he/she needs to provide at least 5 days of written notice to the platform Secretariat of his/her absence and nominate his/her alternate or the CSO platform secretariat. RAI RSC CSO representative's nomination to other members (outside alternate members) will not be valid unless it is agreed by the majority of the CSO platform steering committee members.
- The CSO rep should provide feedback sessions, strategic discussion and direction, and recommendations with the CSO SC members after each RSC meeting either in person or online. This is supported by the CSO platform secretariat.

### **3.2 Role of RSC alternate CSO representatives**

- The RSC CSO alternate member works closely with RSC CSO representatives and the CSO platform secretariat to engage in the GF RAI RSC-related discussion and engagement.
- RSC CSO alternate members will attend the RSC meetings and activities as nominated by the RAI RSC CSO representatives. The nomination needs to be approved by the RSC Chair.
- RSC CSO alternate members will have a voting right at the RSC meetings if they are nominated to replace the main CSO representative, and approved by the RSC Chair.
- RSC CSO alternate members will participate in the 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.

### **3.3 The additional role of the RSC CSO Representative and alternate representatives**

- RAI RSC CSO representative and alternate representative play 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

- They Play key roles in planning platform Workplan in close coordination with the platform steering committee, secretariat, and RAI RSC secretariat
- Participate in the consultations, meetings, and site visits as appropriate to gather up-to-date information, 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 malaria-related national, regional, and global events as appropriate and advocate on their behalf and RSC-related meetings.
- One of the CSO Representatives will be presented on the RSC Executive Committee

#### **4. Eligibility Criteria and Experience**

- Individuals with working experience and a proven track record of serving community and civil society health needs, advocacy, and planning are expected. Malaria, climate, and vector-related disease experience are ideal.
- A person who is working for the UN (eg WHO, IOM, etc), donor organizations, and the Ministry Of Health (MOH) in 5 Mekong countries (full-time or consultant) is not eligible to apply.
- Priority will be given to candidates from or based in Mekong countries or who have worked in the region. However, all applicants who meet the above eligibility criteria will be considered for election.
- Female and youth candidates are encouraged to apply.

#### **5. Term of membership**

The elected members will serve as CSO Representatives in the RSC for three years from 1 January 2024 to 31 December 2026.

#### **6. Financial support**

The CSO Representatives in the RSC work voluntarily and there will be no remuneration for their contribution. When required to attend meetings or activities for and/or on behalf of the regional malaria CSO platform, GMS, travel, and associated costs will be covered according to the regional malaria CSO platform, GMS host organization's rules and regulations, and travel policy. Their cost to attend the Regional Steering Committee meeting and activities will be covered by the RAI RSC secretariat.

#### **7. Operating Language**

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

#### **8. Time expectation**

The CSO Representative in the RSC is expected to spend at least 10 % of the working time on the activities of the RAI RSC and the CSO platform. Time contribution for activities and documents can be either virtual or in person.

#### **9. Decision-making**

The RSC CSO reps make decisions in consultation with the CSO platform secretariat and the country steering committee members. When the consensus is not possible platform secretariat will process the voting from the CSO platform steering committee members. Majority voting will be considered for the decision. The RSC CSO representatives at their advisor capacity will have no voting rights for CSO platform-related decisions unless they are also the steering committee members.

#### **10. Nomination**

- The CSO Representative can be nominated by himself/herself, or any individual working on a malaria project/activities in the Mekong region.
- RAI RSC CSO alternates are from the platform steering committee members. The full steering committee of the platform (except the alternate member candidate) decides on the alternate representation.
- Nominated individuals must submit a letter from their organization (if affiliated with any organization), mentioning no objection to utilizing at least 10% for the RAI RSC and CSO platform activities. The application needs to be endorsed by one person outside the Global Fund RAI grant recipient.
- The CSO platform secretariat will screen the application/nomination and forward the qualified candidate's list to the steering committee for final voting and/or no objection.
- Gender balance will be considered in finalizing the application process.

#### **11. Conflict of interest**

CSO RSC representative and alternate member must declare a conflict of interest in their application (Reference the Col definition as per GF). It is also mandatory to declare a conflict of interest before any engagement related to the Global Fund grant. The GF training on Conflict of Interest must be undertaken within 3 months of their taking up the role, or before the first RSC or RSC Executive Committee meeting, whichever is first.

#### **12. Election process**

- CSO platform steering committee decides the election criteria and process.
- CSO platform secretariat initiates the RSC CSO reps and alternate member election process.
- CSO platform steering committee members will vote to elect the CSO representative in the RAI RSC through a transparent voting process. The 2 members receiving the highest votes will be elected as the CSO RSC representatives.
- Gender balance will be considered in the voting process.
- After finalizing the election result, the CSO Platform secretariat will submit the elected CSO Representatives and alternate member names to the RAI RSC Secretariat and UNOPS by December 2023.

#### **13. Termination**

The Platform will set up a process to remove the RSC CSO Representative during his/her term if the elected RAI CSO representatives and alternate members are not able to perform their duties. The process will be

discussed by the CSO Platform steering committee. The process and decision of the CSO platform on the termination of CSO reps need to be agreed upon by the majority of platform steering committee members and acknowledged by the GF RAI RSC.

#### **14. Revision of Terms of Reference**

The Terms of Reference will be reviewed as required.

2023 approved by Oct 2023