

ACT-Accelerator
COVAX Manufacturing Taskforce
Civil Society & Community Representatives

The Civil Society & Communities Representatives to the COVAX Manufacturing Taskforce will advocate the viewpoints and needs of NGOs and Communities within the taskforce, working closely with the civil society representatives to COVAX, Gavi CSOs and the Platform for Civil Society and Community Representatives.

The Platform for Civil Society and Community Representatives to ACT-A and the Gavi CSO Steering Committee are currently inviting applications for five representatives:

- 1 representative to the manufacturing taskforce leadership team
- 1 representative to workstream 1: Improve input supply availability
- 1 representative to workstream 2: Maximize mid-term manufacturing capacity
- 1 representative to workstream 3: New and expanded sustainable capacity in LMICs
- 1 representative to workstream 0: Taskforce Coordination Office

This document contains:

- Overview and Background
- How to Apply
- Selection Process and Assessment Criteria for Representatives
- Responsibilities of Representatives

Overview and Background

The ACT-Accelerator (ACT-A) is designed to accelerate the development, production and equitable global access to safe, quality, effective, and affordable COVID-19 diagnostics, therapeutics and vaccines.

The overarching coordination for ACT-Accelerator is the Facilitation Group, which is supported by a small secretariat/coordination hub at WHO. The Facilitation Group is intended to oversee progress from the four main pillars:

- Vaccines (COVAX) (co-convenors: CEPI, Gavi & WHO)
- Therapeutics (co-convenors: Wellcome Trust & Unitaid)
- Diagnostics (co-convenors: FIND & Global Fund)
- Health Systems Connector (co-convenors: the World Bank, Global Fund & Global Financing)

The crosscutting Access and Allocation workstream is led by WHO and is developing the principles, framework and mechanisms needed to ensure the fair and equitable allocation of these tools.

Vaccines Pillar (COVAX)

COVAX is the vaccines pillar of the ACT Accelerator, co-led by the Coalition for Epidemic Preparedness Innovations (CEPI), Gavi, the Vaccine Alliance, and the World Health Organization (WHO). Its goal is to help end the acute phase of the global pandemic by the end of 2021 by providing access to at least 2 billion doses of safe and effective COVID-19 vaccines to the most vulnerable in all participating economies. If it succeeds in this goal, through the appropriate allocation of safe and effective doses of vaccines in phases determined by epidemiology and public health to slow and ultimately to stop the pandemic, it could save millions of lives and transform the economic prospects of governments and individuals. Further information can be found in [‘Covax: The Vaccines Pillar of the Access to COVID-19 Tools \(ACT\) Accelerator - Structure and Principles’](#)

There are currently 10 civil society and community representatives advocating the viewpoints and needs of broad civil society and communities within COVAX workstreams. The full list of appointed representatives can be found:

<https://www.gavi.org/news/media-room/covax-welcomes-appointment-civil-society-representatives>

Manufacturing Taskforce

The Manufacturing Taskforce is convened under the COVAX umbrella to collaboratively address emerging challenges and strengthen COVID-19 vaccine supply chain and manufacturing to secure more doses for the world with the following vision and ambition¹:

- Support COVAX mission to end acute phase of the pandemic by end 2021
- Optimize the number of vaccine doses manufactured in the short term
- Prioritize doses for COVAX with an emphasis on AMC92 to ensure greater equity
- Mitigate unintended impact on other vaccines and health products
- Initiate regional health security through establishment of sustainable regional long-term manufacturing of vaccines

The Manufacturing Taskforce includes four workstreams and a leadership team that provides strategic guidance and ensures a holistic, aligned approach:

- Workstream 1, convened by CEPI, will focus on: improving input supply availability; aiming to launch a marketplace for critical input supplies; facilitating global free flow of critical supplies for vaccine manufacturing; and expanding mid-term available input supply capacity.
- Workstream 2, convened by CEPI and Gavi, will focus on: maximizing mid-term manufacturing capacity, with the goal to enhance visibility on and maximize existing deployable capacities, without compromising on quality and safety.
- Workstream 3, convened by WHO and BMGF, will focus on: new and expanded sustainable capacity in LMICs for the manufacturing of vaccines.

¹ https://cepi.net/news_cepi/covax-manufacturing-task-force/

- Cross-cutting Workstream 0 will establish the Taskforce Coordination Office (TCO), and help provide information to the workstreams, as needed. This workstream is mostly operational / PMO focused.

The Taskforce sits within the COVAX governance under the objective “secure doses”. The three key governance levels of the Taskforce are the leadership team, the workstreams, and the TCO.

Platform for ACT-A Civil Society and Community Representatives

Since June 2020, WACI Health, STOPAIDS and the Global Fund Advocates Network (GFAN) have collaborated as the Platform for ACT-A Civil Society and Community Representatives to facilitate the selection processes of interim and then full-time representatives for each of the ACT-A pillars. The Platform also supports the ACT-A civil society and community representatives across all the pillars and the Facilitation Council to come together to share information with each other and to connect with the civil society and community delegations and advisory groups from the co-lead organisations including the Global Fund, Unitaaid and Gavi. The Platform supports the representatives to engage with broader civil society and communities interested in the work of ACT-A. You can learn more and stay in touch with those efforts [here](#).

Gavi CSO Constituency

The Gavi CSO constituency is a network of CSOs and NGOs working in or advocating for immunisation. Most Constituency members are grass-roots organisations based in Gavi-eligible countries. The group is led by an 18-member Steering Committee-- of which IFRC is a permanent member—and currently includes representatives from a wide range of countries such as Afghanistan, Senegal, DRC, Ghana, Pakistan, Liberia, Somalia, among others (see SC members bio here).

The CSO Constituency is represented on the following fora:

- Gavi Board (one seat, plus an alternate)
- Gavi Programme and Policy Committee (one seat)
- Gavi Market Sensitive Decisions Committee (one seat)
- Gavi Audit and Finance Committee (one seat)
- WHO Strategic Advisory Group of experts in immunisation (SAGE): one observer seat
- Immunization Agenda 2030-IA2030 core team and thematic areas

The mission of the Gavi CSO SC is to provide the perspective and voice of civil society for better health outcomes, leveraging civil society organizations in countries to increase and improve level of immunisation coverage, with a focus on hard to reach and underserved populations.

How to Apply

Interested applicants are asked to apply with the following documentation by 5pm BST on Friday 25 June:

- Completed application form which can be downloaded [here](#)

- Short CV/resume (maximum of 2 pages) – please highlight or otherwise indicate the most relevant roles, work, education, or life experience(s) that drive your interest in engaging within COVAX
- Letter of reference. Preferably this letter would be from the NGO or community-based organization that you are formally or otherwise affiliated with, but this can also be from a community representative or colleague (if applying as a Community Representative)

Please send all documents in one email to courtenay@stopaids.org.uk with “Application for COVAX Manufacturing Taskforce - Civil Society Representative” in the subject line.

Please note that we highly encourage persons with lived experience with COVID or long-COVID, frontline health workers and individuals living and working within countries or contexts where equitable access to COVID tools is most at risk to apply to be representatives.

Selection Process

The application process is being managed by the co-lead organisations of the Platform for Community and Civil Society Representatives to ACT-A and the Gavi CSO Steering Committee. Representatives will be selected through the following application process:

- A call for expressions of interest will be circulated widely through civil society and community mailing lists, as well as posted on the Platform website and social media channels of the co-lead organizations and other members of the Platform.
- A selection panel of 3-5 members will be formed with representatives from Gavi CSO Steering Committee and the Platform of current representatives in other ACT-A pillars
- The selection panel will score applications against established criteria (listed below and included in the application form)
- The selection panel will be tasked with selecting representatives with a high-level of expertise, interest and experience from a geographically diverse and gender equitable membership
- The selection panel will seek to have representation from diverse areas of health expertise (i.e., disease focus) and ensure community representation (people with lived experience of COVID-19 or other diseases that make individuals more susceptible to COVID-19 and frontline health workers)
- The panel will try to reach their decision by consensus
- The selection panel will select five representatives

Assessment Criteria

COVAX Manufacturing Taskforce leadership team

The leadership team representative should:

- Be a recognised leader and sufficiently expert and well-connected to provide meaningful guidance and contributions to the Taskforce mission, e.g., through political and community engagement to foster the support necessary to enhance global COVID19 vaccine input supply chain and manufacturing

- Hold a top role (highest seniority level) within a globally recognised CSO with broad capabilities and more than 10 years' experience in relation to the input and manufacturing supply chains for vaccines and vaccine manufacturing
- Provide in-depth subject-matter expertise in one or more of the following and related areas: input and manufacturing supply chains, vaccine manufacturing, tech transfer, and global trade (e.g., health products, international supply chains)
- Bring their seniority, experience, and acumen to bear on critical decision making, strategy formulation and tactical approaches
- Act as a representative for civil society and community perspectives as appropriate, and within the context of the Taskforce objectives and timelines

COVAX Manufacturing Taskforce workstreams

For the three workstreams, representatives should bring:

- Knowledge of infectious diseases and transmission
- Experience with public health measures in low- and middle-income country settings
- Scientific background preferred
- Experience with vaccine manufacturing, preference for experience with CMC, QC, and supply chain management for (vaccine/pharmaceutical) manufacturing
- Experience with drug development, regulatory affairs and/or clinical research
- Experience with distribution and deployment of vaccines in low- and middle-income countries

Workstream 1: Improve input supply availability

The workstream representative should, additionally to the general conditions outlined above provide expertise on at least one (preferably several) of the following:

- Setting up programs and platforms to leverage market forces for the public good (to support with establishing “input supply marketplace” for manufacturing of vaccines and other critical biopharmaceuticals)
- Removing trade and customs barriers to enable free flow of critical supplies for manufacturing of vaccines and other critical biopharmaceuticals

Workstream 2: Maximize mid-term manufacturing capacity

The workstream representative should, additionally to the general conditions outlined above provide expertise on at least one (preferably several) of the following:

- Workforce training programs for manufacturing of vaccines and other biopharmaceuticals (experience with existing programs, operational expertise with setting up/executing on such programs to provide fast, but sustainable impact in crisis situation)
- Enabling global travel for critical staff in pandemic environment (through interventions with governments/relevant authorities)
- National and international vaccination programs from a governance perspective – with the focus on supporting discussions with governments and supranational entities on higher prioritization of critical staff for vaccine and supply manufacturing in current and future vaccination rounds

- Project-based funding (for manufacturing of vaccines and critical supplies) – especially rational selection of projects & programs, coordination of funding from diverse sources across (global) public health, NGO and public/private sector, project oversight and auditing
- Regulatory affairs – especially with regards to manufacturing of vaccines and other biopharmaceuticals
- Quality control / release testing (e.g., via CDMOs or partnerships between vaccine manufacturers)

Workstream 3: New and expanded sustainable capacity in LMICs

The workstream representative should, additionally to the general conditions outlined above:

- Have knowledge, experience and expertise that would enable them to provide input and advice to one or more of the five working groups (tech innovation, selection & IP; manufacturing & plants; clinical & regulatory; business model & financing; hub & recipient governance). More specifically, either an in-depth knowledge of vaccine manufacturing technologies and intellectual property, vaccine manufacturing, CMC regulatory as relevant to LMICs, vaccine manufacturing business and/or international donor funding and investments in LMICs or private-public partnerships, private- and/or public-governance of vaccine manufacturing and distribution in LMICs.

Workstream 0: Shared Fact Base / Taskforce Coordination Office

The workstream representative should, additionally to the general conditions outlined above:

- Project management skills, including planning, coordination and overseeing projects
- Communication and relationship / stakeholder management
- Data analytics and data management competencies, including ability to translate complex problems clearly and in nontechnical terms and to validate data from various sources
- Scenario and forecast modelling
- Epidemiology / epidemiological modelling
- Analytical skills related to the understanding of supply chain dynamics, legal, policy, economic, rights based, development or political issues in global trade systems

A note on Terms

The term of service for the Civil Society & Communities Representatives in ACT-A is expected to be approximately 12-14 months with the possibility of extension through to the end of Q2 2022 and beyond.

As the term of the ACT-A itself is not time bound, terms are difficult to determine. As a general principle, the Platform will undertake a review of timelines and work with representatives across all the ACT-A pillars beginning no later than December 2021 to determine whether new selection processes are needed and when they might be needed if at all.

Responsibilities of Representatives

The Civil Society & Communities Representatives will:

- Allocate sufficient time to attend and make meaningful contributions to meetings
- Be appointed in a person's individual capacity (i.e. cannot be transferred to another person in the same organisation or another individual with similar qualifications)
- Have sufficient expertise in the field of vaccine input supply chain and manufacturing and well-networked to provide meaningful guidance and contributions to the Taskforce mission
- Be able to work in the English language
- Maintain strict confidentiality of any oral and written information that is exchanged and not disclose any confidential information to third parties
- Familiarize themselves with the objectives, working arrangements and needs of the Taskforce
- Contribute an independent, constructive, and impartial view to discussions based on their experience and their knowledge of the needs and perspectives of communities and civil society, and in considering the coordination processes and systems to enable successful implementation of the Taskforce's objectives
- Bring their experience and acumen to bear on critical decision making and strategy formulation
- Represent the needs, priorities, and perspectives of community and CSO perspectives as appropriate, and within the context of the Taskforce objectives and timing
- Participate in meetings and teleconferences to ensure continuity (replacements for meetings are not the modality of the workstreams)
- Liaise with the broader constituency on key issues, except for topics subject to confidentiality requirements
- Follow up on key issues relating to the workstream between meetings, with support from the constituency
- Work in collaboration with the Gavi CSO Constituency, COVAX Civil Society Representatives and with the Gavi CSO Board representatives
- Work in collaboration with other civil society and community representatives across the ACT-A Pillars via the Platform for Civil Society and Community Representatives to ACT-A
- Attend all ACT-A Platform meetings (bi-weekly) and COVAX civil society representatives meetings (bi-weekly) and be willing to provide updates on taskforce activities to all
- Advocate for the participation of civil society and community representatives and constituencies throughout the work of COVAX
- Commit to a high level of accountability and engagement, represented by regular communication with the COVAX Representatives, Gavi CSO Steering Committee, the Gavi CSO Board representative and the ACT-A Platform.

The COVAX Manufacturing Taskforce will meet every two weeks in 1-2 hour teleconferences and the workstreams will meet through bi-weekly 1-hour teleconferences.

The role of Civil Society & Communities Representatives is 100% voluntary.

Cessation of appointment

The appointment of the CSO Representative will cease if:

- They resign in writing
- They no longer have a contractual link to an NGO or community-based organisation(s)
- If a conflict of interest is declared and it is not possible to work around this
- When their term is completed
- They breach the terms of any Non-Disclosure Agreement entered into by them in relation to their role and activities
- COVAX lead agencies and GAVI CSO Steering Committee/ ACT-A Platform determine that the representative is not meeting the roles and responsibilities as outlined above (the process for determining this may be as a result of a planned evaluation across all the representatives or be triggered on an ad hoc basis if any one of the lead agencies or civil society facilitators deem that the roles and responsibilities are not being met)