

ACT-Accelerator Facilitation Council

Civil Society Representatives

Terms of Reference

The Civil Society Representatives (two in total, one NGO Representative and one Community Representative, with at least one representative from a low or middle income country) will advocate the viewpoints and needs of NGOs and Communities within the ACT-Accelerator Facilitation Council, supported by the ACT-A Civil Society and Community Representation Platform.

Please note, for the purposes of this call for nominations, the role of Community Representative is open to all populations who are known to have vulnerabilities to COVID-19 and representatives of communities living with COVID-19 (including Long COVID).

ACT-Accelerator (ACT-A)

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 (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 Facility)

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.

Facilitation Council

The Facilitation Council will provide high-level political leadership and enabling advice to facilitate the work of the ACT-A, its global collaborative framework, and its partnerships to ensure the realization of the ACT-A vision: the rapid development, scale-up and equitable distribution of COVID-19 vaccines, therapeutics and diagnostics, underpinned by relevant strengthening of health systems. The advice of the Council would include advocacy for collective approaches to solutions in the global interest and for the mobilization of additional resources as needed.

Primary Functions

1. To provide high-level advice and guidance to ACT-A Pillars, Principals and Partners:
 - Review ACT-A investments, progress towards its goals and outcomes;

- Assist ACT-A in addressing major strategic, policy and financial challenges identified by the partners and Pillars, to enable delivery of/equitable access to COVID-19 vaccines, therapeutics and diagnostics;
- Enhance cross-partnership coherence, transparency and accountability.

2. To provide global leadership and advocacy for ACT-A:

- Deepen global understanding of the ACT-A imperative and economic case for investment;
- Regularly amplify the successes of ACT-A globally to harness the trust and support needed to garner the necessary political backing and financing;
- Actively champion the mobilization of resources domestically, within multilateral fora and globally for ACT-A to deliver on its promise;
- Share insights into opportunities for ACT-A, as well as emerging risks and shifts in the external environment;
- Mobilize the broader global community of ACT-A stakeholders including Industry, Civil Society and Citizens themselves.

The Council composition of up to 34 people includes countries that collectively represent key founding ACT-A members and donors, market shapers and regional cooperation groups. It also includes 2 co-hosts, 2 WHO Special Envoys for ACT-A and 4 non-government partners. Industry representatives and civil society representatives are also invited to meetings.

The Civil Society Representatives will attend the Facilitation Council meetings to represent global civil society (NGOs and Communities), and will engage with and feedback on all material shared with Facilitation Council members between meetings (see responsibilities listed below).

The Council will meet at least every quarter with additional meetings on an as-needed basis, on the initiative of the co-Chairs or at the request of Council members.

Whilst the role of Civil Society Representatives is voluntary, collaborative efforts are ongoing to find funding that may allow small grants to become available to support representatives with communication costs.

ACT-A Civil Society Representatives Group

The Civil Society Representatives to the Facilitation Council will also be required to become a member of the ACT-A Civil Society Representatives Group hosted by the Platform for Community and Civil Society Representatives in ACT-A. The ACT-A Civil Society Representatives Group includes all the civil society and community representatives of the ACT-A. It has its own list-serv and meets virtually every two weeks to feedback and discuss issues across the ACT-A.

The Platform for Community and Civil Society Representatives in ACT-A

The Platform for Community and Civil Society Representatives in ACT-A is co-hosted by GFAN, WACI Health and STOPAIDS. It facilitates the ACT-A Civil Society Representatives Group to meet; hosts calls for

global civil society and communities to engage with the ACT-A civil society representatives and also hosts a website where key ACT-A documents are made available.

Candidate selection process and criteria

The two Civil Society Representatives will collectively bring the following skills, experience and attributes to the Council's deliberations. In order to be considered for the role of NGO or Community Representatives, applicants are asked to indicate in the application form examples of how they meet the following requirements:

- A person affiliated to an NGO or Community-based organisation, group or network
- Direct experience/expertise in at least one area of work of the ACT-A in the response to COVID at the community, regional or global level
- Experience leading collaborative and consultative approaches with civil society and communities to develop shared policy positions
- Experience developing resource mobilization campaigns and advocacy to mobilize resources for health – i.e. experience mobilizing resources for health services at the sub-national, national, regional or global levels
- Compelling communication skills, with the ability to engage with a broad range of stakeholders and high-level representatives
- Fluency in written and spoken English

Responsibilities of Civil Society Representatives and Key Performance Indicators (KPIs)

The Civil Society Representatives will:

- Participate in all Facilitation Council meetings and teleconferences;
- Advocate for the best interests of civil society and communities living with or affected by COVID-19;
- Work in collaboration with the Platform for Community and Civil Society Representatives in ACT-A to ensure that relevant information is shared across the partnership and to develop strategies that can be implemented collectively as ACT-A develops;
- Seek input from civil society and communities on all key issues and questions raised in the Facilitation Council, predominantly through regular participation in CSO meetings, mailing lists and social media channels (with support from the ACT-A Civil Society and Community Representation Platform);
- Follow up on key issues relating to the Facilitation Council between meetings, with support from the Platform for Community and Civil Society Representatives in ACT-A;
- Provide feedback on their activities and positions taken to civil society and communities through teleconferences and civil society and community mailing lists and social media channels (Platform for Community and Civil Society Representatives in ACT-A);
- Utilise opportunities for advocacy around issues of importance to civil society and communities;
- Advocate for the participation of civil society and community representatives in the design, implementation and evaluation of ACT-A policies, programs and governance;
- Participate in an performance evaluation process;
- Commit to a high level of accountability, represented by regular communication with the civil society and communities.

Duration of term and cessation of appointment

The term of office for the Civil Society Representatives will be for the full term of the ACT-A partnership (expected to be 18 months from April 2020 with a review at this stage if the ACT-A partnership continues beyond the original timeframe).

Cessation of Appointment

The appointment of the Civil Society & Communities Representative will cease if:

- They resign;
- Following a review and opportunity to respond, they are deemed by the Civil Society representative Group not to have met the responsibilities of their post;
- They no longer have links to an NGO or Community-based organisation(s) or group;
- If a conflict of interest is declared (between the work of the representative, their organisation or their group and the work of ACT-A) and it is not possible to work around this;
- When their term is completed.

This will be followed by a new call for nominations hosted by the ACT-A Civil Society and Community Representation Platform.

Candidate selection process

Civil Society 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 and social media channels
- A selection panel of 5 members will be formed with representatives identified by the civil society delegations to Unitaïd, Global Fund, Gavi, CSEM of UHC2030 and a community group of individuals living with COVID-19. With assistance from the ACT-A Civil Society and Community Representation Platform the selection panel will score applications against the criteria above. The selection panel will take into account the geographic diversity of the Civil Society Representatives, ensuring a balance of representation from diverse, most affected, countries and continents as well as gender balance and ensuring representation from people living with COVID-19. The selection panel may also invite the top applicants to interview.
- The selection panel will select 2 Civil Society Representatives (one NGO representative and one Community representative) following the interviews. The panel should try to reach their decision by consensus.