

ACT-Accelerator Facilitation Council - Tracking & Accelerating Progress Working Group

Civil Society Representatives

Terms of Reference

The Civil Society Representatives (three in total) will advocate the viewpoints and needs of NGOs and Communities within the ACT-Accelerator Facilitation Council Tracking & Accelerating Progress Working Group, supported by the Platform for ACT-A Civil Society and Community Representatives.

The three representatives will include at least one NGO Representative and one Community Representative, with at least one representative from a low or middle income country and one representative supporting the global advocacy agenda.

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) in a low or middle income country.

In addition we highly encourage 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.

If you have any questions, or would like to discuss this role further, please contact Courtenay Howe, Coordinator of the Platform for ACT-A Civil Society & Community Representatives (courtenay@stopaids.org.uk)

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 & Response Connector (co-convenors: the World Bank, Global Fund & Global Financing Facility)

Facilitation Council

The Facilitation Council provides 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.

Tracking & Accelerating Progress Working Group

The objectives of the ACT-A Facilitation Council Tracking & Accelerating Progress Working Group are:

- Track overall commitments and progress towards global COVID-19 vaccines, diagnostics, treatments, and PPE targets in order to mobilize Council members, inform investments and priorities to drive accelerated progress.
- Review ACT-A progress towards its goals and outcomes within the broader global access to COVID-19 tools agenda (in line with Facilitation Council ToR item 1.1)

The Tracking & Accelerating Progress Working Group will meet biweekly or more often as needed, particularly in the initiation phase of its work, at the discretion of the WG Co-Chairs. The duration of the Working Group will be determined jointly by the Working Group coChairs in consultation with the Council co-Chairs.

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

The Tracking & Accelerating Progress Working Group Terms of Reference can be found [here](#).

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 ACT-A Civil Society and Community Representatives. 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 ACT-A Civil Society and Community Representatives

The Platform for ACT-A Civil Society and Community Representatives is currently co-hosted by WACI Health, GFAN and STOPAIDS (with a nomination process to identify two Community co-lead organisations in 2021). 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. More information about the platform can be found [here](#).

Candidate selection process and criteria

The three 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 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 campaigns, advocacy briefs or other tools to engage community and civil society actors to provide input and engage in issues related to those being addressed within ACT-A
- Experience and expertise of global health issues, policies and programmes (working with national governments, multilateral organisations and/ or donors)
- Understanding of global health institutions, e.g., WHO, Unitaids, Global Fund, GAVI (at country or international level) including issues of civil society and community engagement and advocacy related to those institutions
- 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 Tracking & Accelerating Progress Working Group 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 Working Group, predominantly through regular participation in CSO meetings, mailing lists and social media channels (with support from the Platform for ACT-A Civil Society and Community Representatives);
- Follow up on key issues relating to the Facilitation Council Tracking & Accelerating Progress Working Group 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 Facilitation Council Tracking & Accelerating Progress Working Group. The duration of the Working Group will be determined jointly by the Working Group coChairs in consultation with the Council co-Chairs.

In addition there will be a review if the ACT-A partnership continues beyond its current mandate (September 2022).

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 panel of ACT-A NGO & Community representatives will select the representatives. With assistance from the Platform for ACT-A Civil Society and Community Representatives, the selection panel will score applications against the criteria above. The selection panel will take into account the geographic diversity of the Community representatives, ensuring a balance of representation from diverse, most affected, countries and continents as well as gender balance and ensuring representation from people having been infected with COVID-19 and/or living with Long COVID. The selection panel may also invite the top applicants to interview.