

**Charter for
Gavi CSO Steering Committee and
Constituency**

Updated November 2018

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1. Introduction

Civil Society plays a major role in immunisation around the world and in the activities of Gavi, the Vaccine Alliance (Gavi). Civil Society Organisations (CSOs) deliver a high proportion of rural health care (including immunisations) in many developing countries. Many CSOs have unique connections with communities and the population at large and are able to reach the un-reached. CSOs are also important advocates in resource mobilization at local, national and international levels. In addition, as Gavi has no structured, formal country presence, CSOs provide important feedback about the situation on the ground, informing discussions on key policy issues such as prioritization, co-financing and supply strategy. Many CSOs are involved in a range of health and non-health activities. The Gavi definition of CSOs includes non-government and community-based organisations, faith-based groups, professional associations and in some cases, academic institutions.

The added value of civil society in immunization, and more broadly in reproductive, maternal, neonatal and adolescent health, has been well documented, including by Gavi. CSOs provide support to Ministries of Health and EPI programs on technical issues, delivery-related challenges and demand creation, while also playing a primary role in advocacy, ensuring representation of community voices, and holding governments and partners accountable for reaching all populations with high-quality immunisation and health services.

Gavi recognizes that CSOs are critical partners across a wide spectrum of activities and welcomes organisations with aims consistent with the spirit and goals of Gavi, focused on immunisation, child health and health system strengthening. Gavi also recognizes that CSOs are involved in a range of immunisation- and broader health-related activities at the local, country, regional, and international level including:

- a. Delivering immunisation or child health care packages
- b. Providing technical assistance in design and implementation of immunisation and health programs
- c. Monitoring/evaluating immunisation and health programs
- d. Mobilizing communities to increase demand for immunisation and health care
- e. Advocating/lobbying for immunisation and health care issues
- f. Emphasizing immunisation as a human rights issue
- g. Undertaking operational research
- h. Teaching and training healthcare personnel

Civil Society representatives formally created the Gavi CSO Constituency in 2010. The CSO Constituency contains two major components:

- a. **Steering Committee:** 18 members plus. Board Member, Alternate Board Member, Programme & Policy Committee (PPC) Member and Strategic Advisory Group of Experts on immunisation (SAGE) Committee Member. Supporting the activities of these components is the Communications Focal Point (CFP).
- b. **CSO Constituency:** (450 plus member CSOs from across the globe) Current Gavi CSO Constituency organisations range from large international and regional NGOs to local and national CSOs. The Constituency also includes a growing number of national paediatric associations and NGO consortiums as well as more technical- and service-delivery oriented agencies. The Gavi-supported national CSO platforms for immunisation and health systems form an important foundation for the CSO Constituency. All country-level platforms are members of the Gavi Civil Society Constituency.

1.1 Purpose of Creation of Steering Committee

The Gavi CSO Steering Committee was created to provide the perspective and voice of civil society at the global level and contribute to:

- Strategic decision making at the Board level
- International, national and sub-national advocacy
- Technical support to CSO platforms for equitable and sustainable use of vaccines, the delivery of vaccinations, and improvement of health systems strengthening at all levels
- Country- and local-level decision making and service delivery

2018 and 2019 are a critical period for CSO involvement in Gavi. Policy decisions made now will shape the vaccines landscape for years to come. The coming two years for the Gavi CSO Steering Committee will be a time to help Gavi to achieve goals set out in the 2016-2020 strategy; and anticipate, and influence, Gavi 5.0.

1.2 Purpose of Creation of GAVI CSO Constituency

The GAVI CSO Constituency was created to engage CSOs from the globe as an important stakeholder to share voices of communities at the policy level. It is also being done to get the feedback on the implementation of key policy decisions from the countries. The Gavi Civil Society Constituency is committed to openness and transparency. With rare exception (such as closed SC discussions and voting processes), CSO meetings are open by invitation to Constituency members who wish to observe.

2. Vision and Mission

2.1 Vision

Civil Society organisations ensure that every person is reached with vaccination and basic health services, wherever they are and regardless of their origin, gender and social status, defending the principle of leaving no one behind.

2.2 Mission

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

3. Composition of the CSO Steering Committee



The CSO Steering Committee (SC) is an 18-member group of individual who represent their respective CSO. In addition, there are Board member, alternative Board Member, PPC member, and member of SAGE) that works to support CSO members of the various Gavi governance bodies (Board, PPC , SAGE and other time bound task teams, etc.) and develop civil society position papers, responses and statements. The CSO representative and alternate on the Gavi Board, as well as CSO appointees on Gavi Board Committees, are *ex officio* members of the Steering Committee, with vote. The board team is assisted by a part time advisor as a non-voting member. The Communications Focal Point (CFP) is a non-voting member of the Steering Committee. The CSO Steering Committee also provides project oversight for the country- and regional-level CSO platforms, through an Oversight Advisory Group, for immunisation and health systems strengthening. The chair of OAG with a voting rights and a full time OAG Coordinator as a non voting member attends the steering committee meetings.

3.1 Criteria for the Selection of SC Members

Membership on the SC is organisational, although membership consideration is based on both individual (proposed representative) and organisational characteristics. SC member organisations are selected based on commitment to follow issues, available time, technical expertise, and representation of the broad and diverse civil society spectrum. Specific attention is paid to country and region of origin

and achieving a balance between types of organisation for example, advocacy and service-delivery organisations and candidates professional background (medical and non-medical). The SC also strives to maintain a gender balance among SC members.

3.2 Scope of Work of Steering Committee

The Gavi CSO Steering Committee represents the larger Gavi Civil Society Constituency in multiple fora including the SAGE. It also nominates civil society representatives to Gavi bodies (including on-going governance mechanisms and time-bound work groups and task teams) and provides leadership and project oversight to the Gavi-supported country-level CSO platform project and other projects through OAG. It also supports efforts and activities related to coverage and equity, providing guidance and civil society perspective on how to reach the unreached populations. The detailed scope of work of steering committee is as follow:

3.3.1 Governance

- a. Work with CSO representatives on various Gavi governance bodies to write policy papers/position statements/briefings/responses/etc., and input into the development of other relevant papers.
- b. Provide feedback and follow-up to the SC and wider Civil Society Constituency following Gavi funded participation in meetings, events or trips.

3.3.2 Gavi Secretariat

- c. Provide a liaison between Gavi and the broader Civil Society Constituency.
- d. Act as a communication channel to relay country concerns to relevant Gavi bodies.
- e. Challenge the Gavi Secretariat and partners to be inclusive of civil society in decision making and implementation.

3.3.3 Advocacy and Wider Representation

- f. Fulfil the watchdog function to monitor how immunisation-related commitments at national, regional and international levels are met.
- g. Advocate for resources, both domestic and international, to achieve Gavi's goals.
- h. Track Gavi's adherence to globally agreed principles such as the Paris Agreement for Aid Effectiveness¹, the Global Health Partnerships Principles, and other relevant agreements.
- i. Represent the Gavi Civil Society Constituency (or arrange other appropriate representation) at various meetings, such as the Global Immunisation Meeting (GIM), UHC 2030 meetings, financing meetings, etc.

3.3.4 National Platform Building and Communication

- j. Build and work with country-level CSO platforms and partners, solicit input, and represent their views at Steering Committee meetings and in Gavi-related fora.
- k. Share all relevant Gavi-related information with wider country- and community-level delegations; SC members should work closely with vaccine- and health-related civil society movements in their country.

3.3.5 Minimum Commitment

- a. Allocate at least 10% of working time to Gavi CSO activities, including participating in no fewer than eight SC calls per year and attending no less than two face-to-face meeting per year.
- b. Openly communicate any possible conflict of interest and remove themselves from votes where they have a conflict of interest.
- c. Join and actively participate in one or more SC working groups to further SC priorities.

4. Structure of Steering Committee

The broader GAVI CSO constituency nominates potential candidate CSOs who are elected by the currently serving SC members against a laid down criteria list.

The 18-member committee is led by a Chair and assisted by a Vice Chair. The Chair's term will be for one year. The vice-Chair of the Steering Committee will normally step up to the position of Chair after the Chair has fulfilled his or her term. If for any reason this is not possible (for example, the organisation's term on the SC is ending or the organisation does not wish to serve as Chair), the Chair will be elected by SC members during a bi-annual SC meeting. Only currently serving SC members are

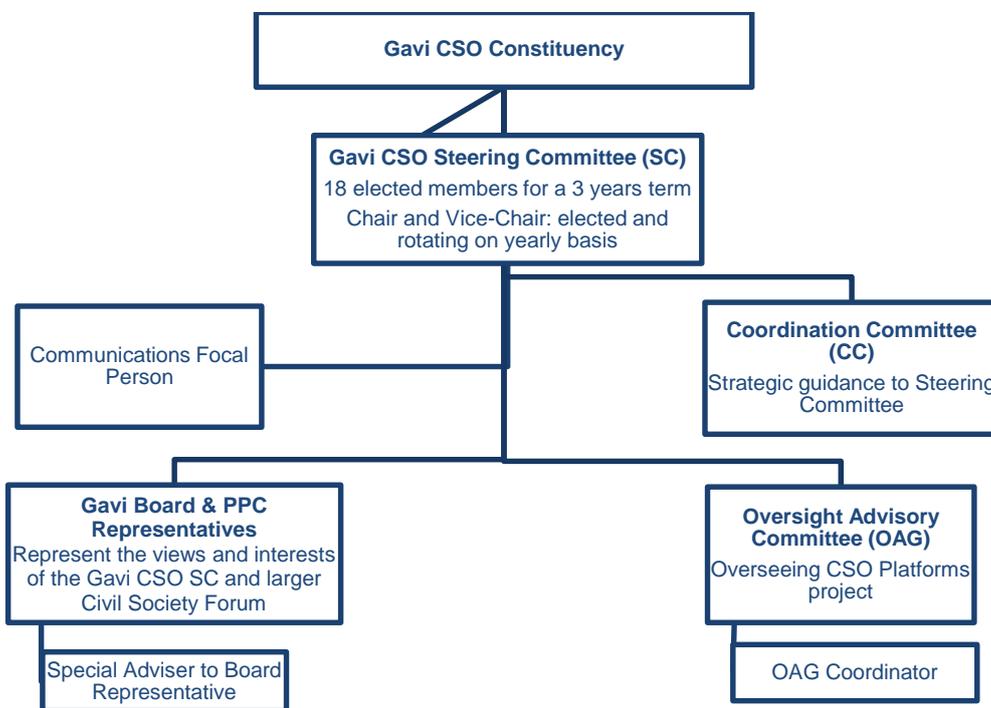
¹ (<http://www.oecd.org/dac/effectiveness/parisdeclarationandaccraagendaforaction.htm>)

eligible to vote. The outgoing Chair will lead the process and will begin by asking for nominations. A candidate may self-nominate. In all cases, a nomination must be seconded by an SC member. If more than one candidate is nominated, a vote will be held by secret ballot.

The vice-Chair will be selected following the same election process. The term of the vice-Chair is one year. The Chair will have as primary tasks to call and preside over meetings of the SC and CC and to supervise the CFP. The Chair will also have important oversight functions, including establishment of agendas for meetings, ensuring follow-up on agreed activities, soliciting and selecting volunteers for Constituency activities, and overseeing Constituency processes. The Vice-Chair will assist the Chair in these functions and serve as Acting Chair in the absence of the Chair.

The steering committee has three major committees:

- 4.1 Coordination Committee
- 4.2 Oversight and Advisory Committee
- 4.3 GAVI Board Representatives
- 4.4 GAVI PPC Representative



4.1 Coordination Committee

The Charter establishes a Coordination Committee (CC) to facilitate the work of the SC. The CC is comprised of the SC Chair and vice-Chair, the CSO representative and alternate on the Gavi Board, the Special Advisor, the PPC representative, the OAG Chair, the CFP and the OAG Coordinator (OAGC). The CC feeds back to the wider SC through the monthly SC teleconferences, and by sharing write-ups of CC calls.

4.2 Oversight Advisory Group

The Oversight and Advisory Group (OAG) is established by the Gavi CSO Steering Committee to provide oversight and support to the Gavi CSO Country Platforms project. See OAG Terms of Reference in Annexes.

4.3 CSO Representative and Alternate on the Gavi Board

The CSO representative and alternate on the Gavi Board will be nominated by the SC against a laid down criteria and secret voting process. The term of each will be two years. Without any possibility of extension. Although nominees with Gavi CSO Steering Committee experience will be given preference, an open call for nominations will be sent out via the Gavi Civil Society Constituency and other international health CSO Constituencies. The alternate will be nominated to assume the Board position

at the end of the representative's term. Consequently, every two years the SC will nominate a Board alternate and the current alternate will be nominated to assume the Board representative position. Generally speaking, the representative and alternate should be from different geographic regions and of different gender representation. The Board representative and alternate will be members of the SC with voting privileges for the duration of their term. The main role of the CSO Board Representative and Alternate is to represent the views and interests of the Gavi CSO SC and larger Civil Society Constituency.

4.4. CSO Representatives on Gavi Programme and Policy Committees

Civil Society representatives to Gavi on Gavi Program and Policy Committee will be nominated by the SC against a laid down criteria and secret voting process. The term of each will be two years which could be extended for another two years if there are no objections against the performance and conduct by the PPC committee chair, GAVI Secretariat and Steering Committee. The term will not be extended beyond four years. Civil Society representatives to Gavi Programme and Policy Committees will be members of the SC, with voting privileges for the duration of their service on the relevant committee. The main role of the CSO representatives to the Gavi Programme and Policy Committees is to represent the views and interests of the Gavi CSO SC and larger Civil Society Constituency.

5. The Civil Society Constituency

At the broadest level, the Civil Society Constituency encompasses all civil society organisations having an interest in, or who are aligned with, the Gavi mission and who wish to participate. Members represent a diversity of civil society perspectives, positions and experience. The aim of the Constituency is to have wide representation and we are actively encouraging participation and greater inclusion. Organisations wishing to become Civil Society Constituency members must be legally recognized and registered in their home country as a CSO or non-profit organisation working in immunisation and/or public health and are members in their capacity as CSO/CBO representative. In countries where there is a Gavi-supported National CSO Platform, the organisation should first register with their national platform. An individual wishing to participate in the Constituency should be engaged in immunisation and public health.

5.1 Responsibilities of Civil Society Constituency Members

- 5.1.2 Participate on time-bound Gavi CSO Constituency working groups when appropriate/requested.
- 5.1.3 Provide the link with communities and countries by feeding information up to the Steering Committee;
- 5.1.4 Provide viewpoints on various Gavi policies, programs, and strategic or policy decisions to be taken by the Secretariat, Board, and other Gavi entities, as appropriate;
- 5.1.5 Advocate for increased resources, both domestic and international, to support immunisation.
- 5.1.6 Advocate for the role of civil society in immunisation, child health and health system strengthening.
- 5.1.7 Actively support country efforts to achieve high immunisation equitable, and sustainable coverage levels and the effective use of Gavi funds.
- 5.1.8 Nominate (or self-nominate) prospective members of SC, Gavi Board, and Gavi committees or workgroups.
- 5.1.9 Strengthen coordination and representation of civil society at country and regional levels and global level where appropriate.

5.2 Potential Benefits of joining the Gavi Civil Society Constituency

- 5.2.1 The opportunity to jointly advocate that every person be reached with vaccination and basic health services, wherever they are and regardless of their origin, gender and social status, defending the principle of leaving no one behind.
- 5.2.2 The opportunity to attend and contribute to our global, regional and in country activities and events related to immunisation and health systems strengthening.
- 5.2.3 Ability to share information on your work with a global group also active in immunisation.
- 5.2.4 Ability to feed into Constituency wide communications activities and coordinate activities around events such as World Immunisation Week, UHC Day, Gavi high level events, etc.
- 5.2.5 Receive regular news and updates on the constituency website, Facebook age and Twitter feed to facilitate sharing of innovative ideas and good practices, lessons learnt and other information.

- 5.2.6 Ability to send your own organization's news, press releases, events, and notes from the field for posting on the Gavi CSO website and social media interfaces.
- 5.2.7 Ability to feed into Gavi Board discussions and influence strategies to ensure CSO voices and perspectives are taken into account via the Gavi CSO Board and PPC representatives, and through inputting into circulated papers, positions or memos.

5.3 Procedure for Acquiring Membership in CSO Constituency

Requested membership will be reviewed by the CFP-- approval will be the norm. Denial will be exceptional and based on lack of alignment of stated criteria or a conflict of interest.

A group of Constituency member organisations may form a special-interest caucus within the Constituency (example: FBO caucus, Francophone caucus, Southern CSO caucus, Northern NGO caucus). To be officially recognized as a caucus within the Constituency, the member organisations seeking to establish the caucus must submit a proposal to the SC for consideration stating the following:

- Proposed caucus membership
- Caucus focal point

Caucuses remain under the umbrella of the CSO Constituency and the guidance of the SC.

6. Paid Position for the Supporting the Affairs of CSO Steering Committee & its Constituency

6.1. The Communications Focal Point

The Communications Focal Person (CFP) is paid staff and is a non-voting member of the Steering Committee and supports the activities of the Steering Committee and the broader Civil Society Constituency. The **Gavi CSO Constituency Communications Focal Point** serves as de-facto Secretariat of the Gavi CSO Constituency and Steering Committee, facilitating and coordinating the work of both bodies. The CFP is the primary link between the Gavi Secretariat and the CSO Steering Committee and leads on strategic communications on behalf of the Steering Committee and wider Constituency. The CFP also works towards maximizing the Constituency's role within the Alliance by advising the Steering Committee on strategic opportunities to advance civil society's priorities, interests and engagement.

The CFP will be recruited by the agreed host agency, involving SC members in the recruitment panel. The CFP will serve under the terms of a mutually-agreed contract and is subject to the norms and practices of the CFP host agency. See CFP Terms of Reference in Annexes.

6.1.1 Performance Management System for CFP

The performance of the CFP will be reviewed on a bi-annual basis (mid-term review and end-of-year review) by the Gavi CSO Steering Committee Chair and the position's line manager at IFRC. In addition, the Gavi CSO SC Chair will seek input from Gavi Secretariat via the CSO focal point at the Gavi Secretariat. The IFRC line manager will alert the Gavi CSO SC Chair when the review process is announced and will ensure that feedback from the CSO SC Chair and Gavi Secretariat is taken into account and registered in IFRC's performance appraisal system.

6.2 OAG Coordinator

The OAGC is paid staff and is a non-voting member of the OAG and the SC, they support the activities of the OAG and the country-level platforms project. The OAGC will be recruited by the agreed host agency, involving SC members in the recruitment panel. The OAGC will serve under the terms of a mutually-agreed contract and is subject to the norms and practices of the OAGC host agency. See OAG Coordinator Terms of Reference in Annexes.

6.2.1 Performance Management System for OAG Coordinator

The performance of the OAG Coordinator will be reviewed on a bi-annual basis (mid-term review and end-of-year review) by the Gavi CSO Steering Committee Chair, OAG Chair and the position's line manager at IFRC. The IFRC line manager will alert the Gavi CSO SC Chair and OAG Chair when the review process is announced and will ensure that feedback from the CSO SC Chair and OAG Chair is taken into account and registered in IFRC's performance appraisal system.

6.3 The Special Advisor

The Special Adviser to the CSO Board member is appointed by Gavi, on the recommendation of the Board member, and is normally based in the Board member's location. The Special Adviser is evaluated on an annual basis by the Managing Director of Governance at the Gavi Secretariat, who will consult with other relevant persons as appropriate. The Special Adviser is ex-officio (non-voting) member of the CSO SC.

See Special Adviser Terms of Reference in Annexes.

7. Host Agency

Every two years, the Coordinating Committee will review the performance of the CFP and OAGC host agency.

8 Duration and Amendment of Charter

This revised charter now replaces the 2016 version effective immediately and will be revised again in May 2020. The SC Chair can request extraordinary revision should the need arise and with the agreement of the Coordination Committee. Each revision will seek approval of the SC by majority vote.

Annex 1: Terms of Reference of Coordinating Committee

Objectives:

The Coordination Committee (CC) is established to support the functioning of the Steering Committee (SC) and respond to routine needs. It is also responsible for ensuring efficient communication at all times. The CC has been established to strengthen communication and coordination processes between the SC and the Gavi Secretariat, as well as within the SC.

Please note this work is being handled on a voluntary basis.

Membership:

- a. Board Member
- b. Alternate Board Member
- c. Chair of Steering Committee
- d. Vice Chair of Steering Committee
- e. Communications Focal Point
- f. Chair of the Oversight Advisory Group
- g. PPC Representative
- h. Special Advisor to the Board Member
- i. OAG Coordinator

Mode and Frequency of Communication:

The Coordination Committee will have monthly teleconferences and additionally whenever needed.

Responsibilities

The Coordination Committee will:

- a. Review documents and reports received from Gavi secretariat and draw the attention of SC to issues that require decision/action
- b. Provide oversight and guidance to the CFP for matters concerning the SC, broader CSO Constituency and the Gavi Secretariat
- c. Lead on drafting agendas for steering committee meetings and share with all SC members for review and final agreement. The CC will include members of the SC or wider constituency as and when required
- d. Participate in meetings or teleconferences with the Gavi Secretariat as requested
- e. Coordinate the selection process for steering committee members
- f. Coordinate the selection process for the CSO Board and alternate Board members
- g. Coordinate the selection and nomination process for different Gavi committees, task teams and partner events as required
- h. Provide the SC with feedback and updates at least once a month

Reporting

All communications and meetings held with different stakeholders by the CC will be recorded and minutes of these meetings will be shared with SC members for information purposes, feedback and proposed action.

Annex 2: Terms of Reference for the Oversight and Advisory Group

Objectives

The OAG was created by GAVI to extend supervisory to CSOs country platforms which aim to complement efforts for strengthening essential immunization. The core responsibilities are as follow:

Membership

A group of 5-9 members from the SC and broader Gavi CSO Constituency will be selected to serve on the OAG. When required, the SC will, during its face-to-face meeting, review the composition of the OAG and invite Experts according to the needs. As a subset of SC, the OAG will be overseen by the SC. The OAG Coordinator will provide necessary administrative support for the OAG. OAG members are asked to commit up to 10% of volunteer, non-paid working time per month. Members will be required to have explicit support from their organizations in order to participate in the OAG. Membership of the OAG will be for 2 years (unless extended through decision of SC). Membership can be renewed based on decision of the SC. OAG members will be informally evaluated on a semi-annual basis, during the face-to-face meetings. The OAG/SC Chairs reserve the right to terminate the appointment of OAG members prior to their 2- years term in case of malfeasance or nonfeasance. OAG members will comply with the Conflict of Interest policy, as included in the Gavi CSO Constituency SC Charter.

- a. The GAVI CSO Board Representative
- b. The Chair of the SC
- c. Civil Society Representative on the PPC
- d. OAG Coordinator, although final approval will depend on SC Chair. This is to ensure coordination between the Project and discussions at GAVI Board level and SC. The Grants' Manager(s) will be invited to participate in the discussions, without a right to vote and will be asked to recuse whenever required by the Chair. The additional OAG members shall be selected on the basis of the Charter.
- e. At least half of the members of the OAG will be from GAVI-eligible countries.
- f. The OAG will be supported by the OAG Coordinator and by a team of Technical Experts, which will be selected from an established list of experts (ie. previous SC members), as per OAG needs, by the OAG and SC Chairs, as short-term paid Consultants.

Mode and Frequency of Communications

OAG will hold quarterly face to face meetings and monthly teleconference.

Responsibilities

- Extend guidance and technical support to civil society platforms to engage in immunisation and health system strengthening processes;
- Increase the capacity of country-level CSO platforms to engage in discussions around health systems strengthening (HSS) activities
- Ensure that target country governments and development partners recognize and engage with established CSO platforms
- As appropriate, undertake monitoring field visits
- As appropriate, support the capacity building of Facilitating Organizations*/Organized Platforms on the HSS
- Review and provide input on lessons learned reports and other reports generated by the Project
- Prepare concept paper for the strengthening of CSOs engagement in health and immunization and lobby for its approval and financial allocations.

Annex 3: Terms of Reference of Board and Alternate Board Members

Objectives

In order to have formal perspective of CSOs in policies, strategies and position papers, GAVI has included one CSO representative in its Board of Directors.

Criteria for the Selection of Board and Alternate Board Member

- Medical Expert in any of the Paediatric Field
- 10-15 years of experience of working at an international level on childhood immunization
- 10-15 years of experience of working in developing countries on childhood immunization

Responsibilities

- Review board papers and analyse them for preparing CSOs position
- Facilitate and consult SC members to share their opinions and ideas on Board papers and compile an overall consensus based CSOs position for onward sharing in board meetings
- Prepare strategies for networking and lobbying to get maximum support for the endorsement of CSOs position and its integration in board papers;
- Network and lobby to secure support in board meeting to get maximum support for the acknowledgement of SC position in the decision making process
- Adopt effective measures and communicate CSOs position in board meeting with reference to the key policy decisions;
- Maintain cordial relations with the board members, maintain credibility as SC representative and ensure there is no official negative feedback about the SC member's participation and performance as Board and Alternate Board member.
- Report back to SC members about the board deliberations, successes and challenges.

Accountability and Reporting Line

The board and alternate board member is accountable to Steering Committee through Chair and Vice Chair for their working as a board and alternate board member. They are bound to comply to the SC charter and function as per approved terms of reference and procedures,

Annex 4: Terms of Reference of PPC Member

Objectives

In order to have formal perspective of CSOs in policies, strategies and position papers, GAVI has included one CSO representative in its Programme and Policy Committee

Criteria for the Selection of Programme and Policy Committee

- Medical Expert in any of the Paediatric Field
- 10-15 years of experience of working at an international level on childhood immunization
- 10-15 years of experience of working in developing countries on childhood immunization

Responsibilities

- Review PPC papers and analyse them for preparing CSOs position
- Facilitate and consult SC members to share their opinions and ideas on PPC papers and compile an overall consensus based CSOs position for onward sharing in board meetings
- Prepare strategies for networking and lobbying to get maximum support for the endorsement of CSOs position and its integration in PPC papers;
- Network and lobby to secure support in PPC meeting to get maximum support for the acknowledgement of SC position in the decision making process
- Adopt effective measures and communicate CSOs position in PPC meetings with reference to the key policy decisions;
- Maintain cordial relations with the board members, maintain credibility as SC representative and ensure there is no official negative feedback about the SC member's participation and performance as PPC member.
- Report back to SC members about the board deliberations, successes and challenges.

Accountability and Reporting Line

The PPC member is accountable to Steering Committee through Chair and Vice Chair for their working as PPC member. They are bound to comply to the SC charter and function as per approved terms of reference and procedures,

Annex 5: Terms of Reference for the Communications Focal Point (funded)

Job Purpose

The Gavi CSO Constituency Communications Focal Point serves as de-facto Secretariat of the Gavi CSO Constituency and Steering Committee, facilitating and coordinating the work of both bodies. The CFP is the primary link between the Gavi Secretariat and the CSO Steering Committee and leads on strategic communications on behalf of the Steering Committee and wider Constituency. The CFP also works towards maximizing the Constituency's role within the Alliance by advising the Steering Committee on strategic opportunities to advance civil society's priorities, interests and engagement.

Job Responsibilities

Strategic Advisory Services

- a. Keep up-to-date on Gavi policy development by participating in meetings and teleconferences of Gavi task teams and working groups.
- b. Ensure the Steering Committee is well informed on key policy, governance and management issues in support of their Constituency leadership role.
- c. Support and advise Gavi CSO Steering Committee representation to the Strategic Advisory Group of Experts on Immunisation (SAGE).
- d. Advise and guide the Steering Committee and its representatives on navigating Gavi's politics and processes, ensuring that the interests of the wider Constituency are central to SC initiatives and positions.
- e. Provide guidance to departments and individuals in the Gavi Secretariat regarding how to productively engage with Gavi's civil society partners, Constituency and SC.
- f. Facilitate Gavi consultation with the Civil Society Constituency and Steering Committee.
- g. In consultation with the Steering Committee, work closely with identified key civil society organizations to strategically develop the Constituency.
- h. Serve as a non-voting member ex officio of the Steering Committee.

Constituency Systems and Process Management:

- a. Coordinate and manage, on behalf of SC leadership, the SC member recruitment process and Gavi Board Alternate member recruitment process.
- b. Coordinate and manage, on behalf of SC leadership, Charter versions and revision processes.
- c. Coordinate, manage and plan, on behalf of the SC Chair, bi-annual SC meetings and annual broader gathering of the Constituency (where funding exists).
- d. Coordinate, manage and guide, on behalf of the SC, overall engagement of the SC and Constituency during large Gavi events (Gavi Partners Constituency, Gavi Replenishment events and activities).
- e. Report to SC Chair on a quarterly basis regarding financial status of Gavi grant.

Communication:

- a. Serve as primary point of contact between the Gavi Secretariat and the Steering Committee and Constituency.
- b. Facilitate communications, in both English and French, among Steering Committee members and between the Steering Committee and Constituency.
- c. Serve as primary liaison with other Global Health Partnership CSO Constituencies, including the Global Fund, UNITAID, UNAIDS, UHC 2030 and Stop TB.
- d. Develop and manage communications tools for the CSO Constituency and Steering Committee (ex. google listserv, website, routine teleconferences).
- e. As appropriate, attend Gavi Board meetings as part of CSO delegation, reporting back to wider CSO Constituency on strategic implications of Gavi Board decisions.
- f. Manage, analyse and update Gavi CSO membership resources and opportunities (available technical assistance on various areas such as logistics, health financing, health policy, social mobilization, vaccine management, etc.; grants; training and partnership opportunities).
- g. Undertake other pertinent assignments that the SC, through the Chair, might ask to be performed.
- h. The CFP will coordinate closely with the OAGC on OAG issues

Annex 6: Terms of Reference for the Special Advisor² (funded)

Objectives

To support the role of Gavi Board Member and to maintain regular communication with the Alternate Board Member, the Board Member's constituency and close liaison with the Gavi Secretariat in Geneva and in Washington D.C. on behalf of the Board Member.

Deliverables

The Special Adviser will:

- a. Develop a strong understanding of all Gavi policies and any changes and liaise closely with the Gavi Secretariat teams.
- b. Actively consult and communicate with the developing country [CSO] constituency before and after Gavi Board related events such as meetings and teleconferences by circulating within the constituency all documents and materials, within one working day of receipt from the Secretariat, and to prepare and support members of the Board and committees for their respective deliberations and communications on key issues to the constituency.
- c. Provide a quarterly update to the Secretariat on the development and maintenance of an extensive network of contacts with the constituency. Distribution lists for these contacts should be maintained and circulated to the Secretariat with the quarterly reports and should include designated focal points and sub-focal points within the constituency to ensure that information related to Gavi is widely distributed.
- d. Ensure that all communications from the Gavi Board and Secretariat are distributed to all contacts within the constituency within one working day of receipt from the Secretariat. This should include the decisions from meetings of the Board and Board Committees, including implications for the constituency arising from those decisions. This may require the ability of the Special Adviser to translate documents into common languages of the constituency. Such translated documents (or summaries of these documents) should be distributed to all contacts within the constituency within four working days of receipt of the original documents from the Secretariat.
- e. Provide a quarterly update to the Secretariat on the development of a network of expertise and knowledge within the constituency to ensure that all available resources are drawn on in the development of constituency positions related to Gavi and in supporting the development of Gavi policy.
- f. Support the active engagement of the constituency on Board Committees, and with other constituencies of the Gavi Board.
- g. Produce comprehensive briefs on a range of issues, as requested by the Board Member, as well as talking points and presentations for the Board Member's use.
- h. Provide administrative support in meeting scheduling and other areas, as requested by the Board Member or the Secretariat.
- i. Provide the Secretariat with full reports on meetings attended by the Board member with relation to Gavi issues, within five working days of the meetings.
- j. Organise a constituency meeting (as a side event to the WHO Regional Committee meeting or the WHA) at least once per year.
- k. Support the Board Member, Alternate Board Member and the constituency with the nomination process for Board Member, Alternate Board Member and/or Committee Delegates when appropriate.

Description of Services:

- a. To prepare briefings to ensure that the Board Member and Alternate Board Member are well informed on key policy, governance and management issues in support of his/her role on the Gavi Board and Committees.
- b. To ensure that all Gavi policies, including information on the implications for the constituency, are communicated with the constituency and to get constituency feedback.
- c. To assist in the planning of Gavi information sessions during WHO Regional Committee meetings to ensure a high level of participation of Ministers from those regions.
- d. To identify opportunities for Board members to advocate for Gavi and immunisation and liaise with the Secretariat to ensure Board members are equipped with current data and messages.
- e. To facilitate clearance with the Gavi Secretariat of global media materials (draft speeches, articles and other communications focusing on Gavi issues) to be used by the Board Member and assist

² The special adviser, like the CFP, is a non-voting member of the Steering Committee

the Gavi Secretariat in tailoring Gavi global communications materials for use with the Board Member's constituency.

- f. To liaise with the Gavi Secretariat on behalf of the Board member, other Board members and their special advisers as appropriate; as well as the Alternate Board member and Constituency Countries.
- g. To provide administrative support for scheduling Gavi related events and teleconferences, as requested by the Board Member or the Secretariat.
- h. To work closely with interested civil society organisations in the constituency to further develop the Gavi civil society constituency.
- i. To perform other duties, some requiring national or international travel, as required.

Performance

The Special Adviser will report to and be evaluated on an ongoing basis by the Gavi Secretariat in consultation with the Board Member and Alternate Board Member and the input of the relevant contact points, against the deliverables noted above.

Annex 7: Terms of Reference of Oversight Advisory Group Coordinator (OAGC) for the Gavi CSO Country Platforms Project (funded)

Position Description

The OAG Coordinator supports the OAG in implementing the group's mandate. Specifically, the OAG Coordinator will be responsible for the following tasks (which are not limited to):

Communications

- a. Facilitates communications among OAG members, between the OAG and the Steering Committee, and between the OAG and the Gavi Secretariat (on non-Gavi Board related matters) in English and French, this includes synthesizing/filtering information to prevent information overload
- b. Facilitates communications between CSO Country platforms and Gavi Senior Country Managers (SCMs) as well as other potential in-country partners (UNICEF, WHO, World Bank, bilaterals, international NGOs, etc)
- c. Ensures communication of country platforms' views to OAG and/or Steering Committee members and Gavi Secretariat staff
- d. Communicates about Gavi and SC activities back to the platforms
- e. Translates ENG/FR communications within reason
- f. Works closely with the OAG Chair
- g. Schedules regular OAG calls and documents these calls
- h. Drafts Project communications on behalf of OAG
- i. Reviews Project reports, newsletters and presentations and flags key issues for OAG consideration
- j. Ensures that the Country Platforms Project is correctly branded

Expected Output

- *Communication flow between all project stakeholders is strong and fluid*
- *All parties have access to appropriate and relevant information in a timely manner*

Monitoring

- a. Collaborates with external M&E experts to support the OAG's monitoring function
- b. Supports the implementation of the monitoring system, identifies risks and proposes solutions
- c. Participates in field visits as appropriate and/or when required

Expected Output

- The common monitoring framework is implemented by both fund managers and provides timely and valuable information to the OAG, SC and Gavi.
- The OAG and Steering Committee provide quarterly reports to Gavi Secretariat in a timely manner

Technical Assistance and Knowledge Management

- a. Provides distance TA to platforms and grant managers according to OAG guidance
- b. Responsible for developing a Knowledge Management system to document information gathered from platform activities, this could include success stories, best practices and lessons learned
- c. Promotes a culture of information-sharing between the platforms
- d. Facilitates discussions/relationships between platforms on critical issues as well as information sharing among Constituency members
- e. Develops and manages a quarterly newsletter for the project in collaboration with the grant managers
- f. Contributes social media postings to Gavi CSO Constituency Twitter and Facebook accounts
- g. Manages project sub-page on Gavi CSO Constituency website, ensures that Project resources of interest are available publicly
- h. Ensures all country platform members are registered in the Gavi CSO Constituency database
- i. Develops and maintains a database of OAG resources (available technical assistance in various areas such as logistics, health financing, health policy, social mobilization, vaccine management, grants, training and partnership opportunities)

Expected Output

- A knowledge management system for the platforms is in place and used by relevant stakeholders
- The platforms' network is functional and active
- The social media webpages and newsletters are active
- The Gavi CSO Constituency member database is up to date
- The Project's webpage is up to date

Meetings

- a. Serves as a non-voting member ex-officio of the OAG
- b. Coordinates the planning of bi-annual OAG meetings and participates
- c. Provides support during Steering Committee meetings when Country Platforms Project is discussed
- d. As appropriate, observes SC and Gavi Board meetings.
- e. Undertakes other pertinent assignments that the OAG through the Chair might ask to be performed.

Expected Output

Regular OAG meetings, summaries with action points are shared with all

Project Management and Support to Working Groups

- a. Provides support to Steering Committee Working Groups focused on/liasing with the CSO Country Platforms project
- b. Provides general project management on all OAG tasks

Expected Output

- a. *OAG tasks and projects are completed on time and to a good standard*
- b. *Working relationships between SC and CSO Country Platforms are strengthened*

Annex 8: Terms of Reference for the Administrative Assistant (funded)

1. Meeting planning: Organize logistics for Gavi CSO meetings, including participant travel, invitation letters, visa assistance, hotel accommodation, per diems, catering, meeting room arrangements, logistics packets, etc. The Admin Assistant is expected to attend first day of the OAG meetings and all of the Steering Committee meetings.
2. Travel organisation: Organize travel for OAG and Gavi CSO Steering Committee members whose participation in meetings and conferences will be covered by the service agreement between Gavi and IFRC.
3. Finance and payments: Work with IFRC's Legal and Finance Departments to facilitate contracts and payments relating to Gavi CSO work; liaise with finance department for matters in relation to the Gavi.
4. Communications: Update and improve Gavi CSO webpage as requested; work with Catholic Relief Services to ensure all CSO programmatic content is up to date. Ensure regular updates to Gavi CSO Facebook page and propose relevant Tweet updates.
5. Other: Help to manage files to improve information/knowledge management for the CSO Constituency and Gavi; support ad-hoc activities organized by IFRC for the CSO Constituency; routine administrative work as requested by the CFP.