

Terms of Reference (updated March 2025)

Advisory Group to the Developed Country NGO Delegation

The Global Fund to Fight AIDS, TB and Malaria

I. The Developed Country NGO Delegation

The Developed Country NGO Delegation is one of the twenty delegations represented on the Board of the Global Fund to Fight AIDS, TB and Malaria (The Global Fund). It is one of the ten members of the “Implementer Group and one of its three civil society and communities delegations. The delegation’s mission is to bring the voices of civil society to The Global Fund and ensure that the Fund remains transparent, ambitious, and impactful as it works towards the vision of a world free of HIV, TB and malaria. The delegation works to uphold the core values of impact, transparency, human rights, engagement and partnerships, and activism through its work on the Board.

II. Advisory Group to the Developed Country NGO Delegation: Background

The Developed Country NGO Delegation to the Board of The Global Fund has established an Advisory Group to provide a pathway for the Delegation to formally engage with experts in areas that are underrepresented in the Delegation and that the Delegation believes will increase the effectiveness of its civil society representation. Examples of such expertise include, but are not limited to, market-shaping, pandemic preparedness, climate and health, debt forgiveness, and health financing. Members of the Advisory Group will offer independent advice and insight into select policy and programming directions under consideration by the Delegation as part of its deliberations in the lead-up to various Committee and Board meetings.

The Advisory Group will not have decision-making authority, nor will members be required to draft formal reports. Rather, members of the Advisory Group will share their subject matter expertise with the delegation, as needed, and in the format most appropriate for guiding internal consultation.

Participation in the Advisory Group is by invitation only. Members of the Advisory Group will serve one-year terms to allow adjustments based on shifts in the Global Fund agenda and changes in skills and capacities needed. Meetings will be conducted via online platforms; minimal or no travel is required.

III. Roles and Responsibilities

The Advisory Group will include 8-10 members representing diverse professional backgrounds. The primary responsibility of Advisory Group members is to serve as subject matter experts who advise the Delegation, including Delegation Leadership, Committee representatives and other delegation working groups as necessary, on Global Fund issues related to their areas of expertise. Advice and recommendations provided by Advisory Group members will not be considered binding; the ability to create and advance positions of the Developed Country NGO Delegation remains solely with Delegation members.

Key responsibilities include:

- Giving structured input into delegation deliberations and preparations in the lead-up to Committee and Board meetings. This may include participating in working groups, reading assigned relevant documents, and/or informing/contributing to the development of delegation positions and statements
- Upon request, participating in delegation meetings (including the annual retreat), to brief and build the capacity of delegation members on topics in which the Advisory Group members have expertise and/or unique understanding

IV. Qualifications

- A basic understanding of the scope of work of the Global Fund, its mission, and the opportunities it presents
- Ability to strengthen the delegation’s understanding of issues confronting civil society and people living with and impacted by the three diseases, including key populations, in Global Fund implementer countries
- Ability to contribute to group deliberations conducted on virtual platforms
- Excellent communications and writing skills in English, with the ability to effectively distill, condense, summarize and clearly communicate complex concepts
- Residence in a country that is ineligible to receive grants from the Global Fund is not required.

V. Time Commitments

Estimated time commitments for Advisor Group Members are as follows:

- Advisors will be engaged for a period of one year.
- The Advisory Group will meet with Delegation Leadership on a quarterly basis and with the Shadow Committees on an as-needed basis, largely in line with Committee and Board meeting schedules¹². Meetings will be mostly virtual. In-person meetings will be encouraged around other events, e.g., international conferences.
- Preparation may be required prior to meetings. For example, Advisor Group members may need to review and consider documents in advance.
- Meetings are expected to be mostly virtual and may be 1-3 hours in length and 4-6 times a year.
- Throughout their tenure, Advisory Group members may be called upon to provide advice and input by phone and/or email.

VI. Coordination and Reporting

The Advisory Group will be managed by and report to the Delegation Leadership and the Communications Focal Point. Requests for specific Advisory Group Member assistance will be coordinated by the Shadow Committee Chairs, in discussion with the Delegation Leadership.

VII. Confidentiality and Non-Disclosure

¹ <https://www.theglobalfund.org/en/board/meetings/>

² <https://www.theglobalfund.org/en/board/committees/>

Members of the Advisory Group shall treat as confidential any discussions, recommendations, draft or final reports, or parts thereof, whether recorded or not, where the information has been identified by the Delegation and/or The Global Fund as “confidential information”. Throughout the term of each member, all confidential information shall be kept secure and the information shall not be used except as required in the work of the Advisory Group and shall not be shared outside of the Delegation and the Advisory Group. Members shall not disclose the confidential information to any person except with prior written consent of the Delegation Leadership.