



AFRICAN CONSTITUENCY BUREAU  
FOR THE GLOBAL FUND

## Induction of ESA and WCA Global Fund Board Members

### Terms of Reference

**Dates:** 20-21 June, 2024

**Location :** Abuja, Nigeria

#### Background

The Global Fund to Fight AIDS, Tuberculosis, and Malaria is a partnership established in 2002 designed to accelerate the end of these epidemics by 2030 through investments totaling approximately US\$ 5 billion a year. The African Constituencies Bureau (ACB) enhances the participation of African countries within the Global Fund, focusing on Eastern and Southern Africa (ESA) and Western and Central Africa (WCA). The ACB's advocacy ensures that the priorities of 46 African nations are reflected in the Global Fund's strategy and decision-making processes, emphasizing the importance of tailored health solutions.

The two constituencies recently concluded elections of new board Member (BM) and Alternate board members (ABM) who will serve in the 2024-2026 period. These new representatives will formally take up their roles after the 51st Board meeting scheduled for April, 2024. An induction program is planned to facilitate a seamless transition into their new responsibilities, enhancing the board's overall effectiveness.

#### Purpose

This induction program is designed to equip the newly elected board members from ESA and WCA with comprehensive knowledge and skills essential for their effective participation in the Global Fund's governance structures, facilitating a strategic contribution towards achieving the Fund's objectives and enhancing the overall governance effectiveness of the board.

**Note: The induction program does not replace induction programs organised by the Global Fund.**



## Objectives

1. **Global Fund facing orientation:** Provide an in-depth understanding of the Global Fund's vision, mission, impact metrics, and strategic orientation.
2. **The ACB facing orientation:** Ensure new board members are well-acquainted with the ACB's strategic goals, governance structure, and milestones, fostering a seamless integration into their roles.
3. **Role Clarity:** Define the precise roles, responsibilities, and contributions expected from board members, emphasizing ethical governance, strategic oversight, and advocacy.
4. **African Advocacy:** Update members on African interests and current Global Fund issues for effective representation.
5. **Global Fund Board Dynamics:** Introduce intra-board constituency dynamics to enhance collaborative decision-making.
6. **Cultural and Operational Adaptation:** Highlight the Global Fund's organizational culture, ethical standards, and operational protocols to facilitate effective engagement and collaboration.

## Scope of Work

The consultant will design and execute a detailed three-day induction workshop, encompassing:

1. **Global Fund Overview:** Insight into the fund's history, key achievements, operational structure, governance mechanisms, and future direction.
2. **Understanding the ACB:** Exploration of ACB's establishment, evolution, strategic focus, and its pivotal role within the Global Fund framework.
3. **Board Member Capacitation:** Detailed sessions on board member duties, ethical governance practices, and effective contribution strategies.
4. **Organizational Culture and Ethics:** Orientation on the Global Fund's cultural norms, ethical standards, and the importance of maintaining integrity and accountability.

*The consultant will also be required to infuse team-building exercises as part of the delivery of the induction program.*



## Deliverables

1. **Induction Program Agenda:** A detailed agenda and curriculum, incorporating interactive team building sessions, case studies, and real-world scenarios relevant to the Global Fund's context.
2. **Workshop Materials:** Comprehensive materials, including presentations, reading materials, and reference guides, tailored to the new board members' needs.
3. **Outcome Report:** A summary report detailing the induction program outcomes, participant feedback, key learnings, and recommendations for future board member support initiatives.

## Key Competencies

1. **Knowledge of the ACB:** An in-depth understanding of the ACB including its futuristic outlook.
2. **Global Fund Acumen:** Deep understanding of the Global Fund's mission, strategic priorities, governance mechanisms and ways of working.
3. **Facilitation Expertise:** Proven experience in training/facilitation, with the ability to design and facilitate engaging and informative workshops for high-level officials (at the level of Health ministers, Permanent Secretary, and Director General).
4. **Communication Excellence:** Exceptional communication skills, with the proficiency to convey complex information clearly and persuasively.
5. **Cultural Sensitivity:** Awareness of the diverse cultural backgrounds within ESA and WCA constituencies, incorporating inclusive and respectful engagement strategies.
6. **Strategic Thinking:** Ability to foster strategic thinking among participants, enhancing their capacity for impactful decision-making and governance.

## Level of effort (working days)

Number of Workdays: Seven (7) Days– this consists of:

- 1 day (8 hours) for planning meeting
- 3 days (24 hours) for preparation
- 2 days for facilitation team building retreat
- 1 day for report writing



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## Application procedure

Interested consultancy firms are requested to submit a detailed proposal by **April 30, 2024**. The proposal should include the following information:

- a) Background and expertise of the firm.
- b) Approach and methodology for achieving the consultancy objectives.
- c) Detailed work plan and timeline.
- d) Proposed budget breakdown.
- e) Relevant experience and client references.

Please submit the proposals electronically to [awel.mezgebe@africabureau.org](mailto:awel.mezgebe@africabureau.org) and cc. [falemayehu@africabureau.org](mailto:falemayehu@africabureau.org) with the Subject line **Induction of ESA and WCA Global Fund Board**