

Global Civil Society Coordinating Group on the Global Financing Facility

Terms of Reference
Updated 4/25/2017

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1. Background

The Global Financing Facility in support of Every Woman, Every Child (GFF), launched in July 2015 is a country-driven financing partnership that brings together stakeholders in sexual, reproductive, maternal, newborn, child and adolescent health (SRMNCAH) under national government leadership. The GFF is intended to provide smart, scaled and sustainable financing to accelerate efforts to end preventable maternal, newborn, child and adolescent deaths by 2030.

Meaningful engagement of civil society¹ (CS) in the SRMNCAH country platforms responsible for driving GFF investment cases and implementation is critical for achieving the GFF vision of ending preventable maternal, newborn, child and adolescent deaths and addressing equity gaps. However, systematic engagement of CS in GFF processes has not been a reality to-date.

¹ Defined as not-for-profit non-governmental organizations, community-based organizations and faith-based organizations

A November 2015 meeting of civil society representatives working on the GFF called for the setup of a global CS coordinating group. This group is designed to bring together CS actors working on the GFF, to align their efforts to meet the needs of CS in GFF focus countries. This TOR responds to that call, and structures the CS Coordinating Group to accommodate for CS's diversity of engagement in the GFF.

2. Purpose

The overarching purpose of the CS Coordinating Group is to improve the health outcomes of women, children, and adolescents by ensuring CS's meaningful engagement in GFF processes both at national and global levels. Civil society is meaningfully engaged in the GFF when the full breadth of their skills and expertise can contribute to determining and achieving mutual goals and targets, including those laid out by the GFF and GFF countries, the [Global Strategy for Women's, Children's and Adolescents' Health](#), and the Sustainable Development Goals.

3. Objectives

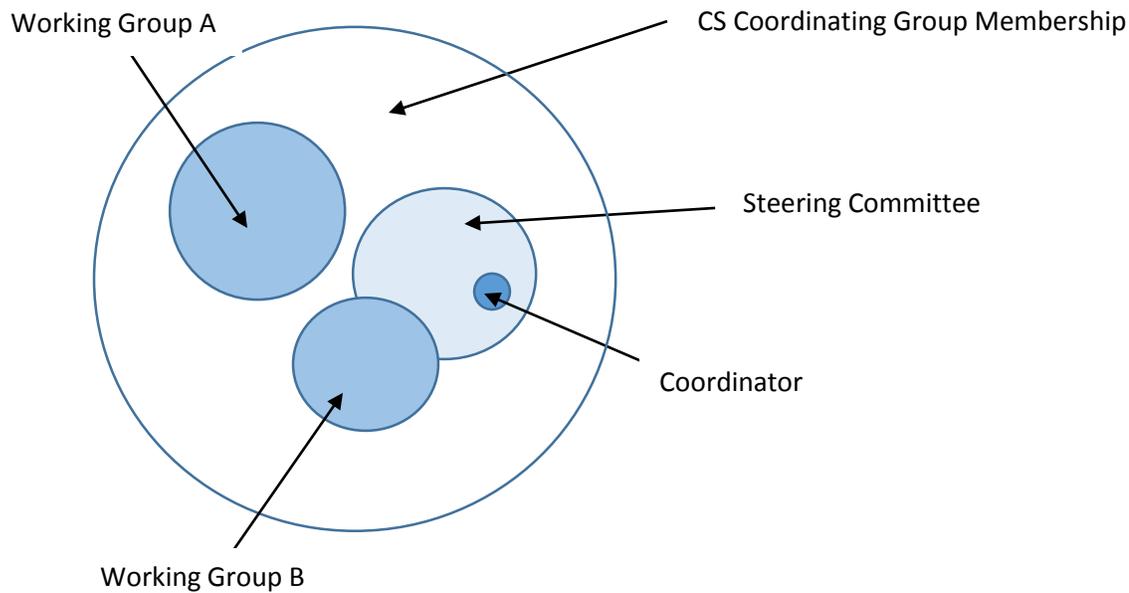
The global CS Coordinating Group on the GFF is a group of CS at regional, global and national levels that align their resources and actions to ensure meaningful engagement of CS in the GFF at the international level, and to provide support to CS working in GFF countries. Specific objectives are:

1. Ensure that GFF policies and practices encourage CS engagement at the country level;
2. Equip CS working on the GFF at the country level with the information, resources and skills they require to meaningfully participate in decision-making;
3. Document the state of CS engagement in the GFF (and its results) at the country level, and use this documentation to inform global advocacy;
4. Ensure that CS speaks with a unified voice, representing stakeholders from diverse backgrounds and interests.

4. Roles & Responsibilities

This section outlines the roles and responsibilities of Coordinating Group members, the Steering Committee, the Coordinator, and Working Groups towards achieving the stated objectives.

Figure 1. Visual Representation of Roles and Responsibilities



a) Members

Criterion for selecting Coordinating Group members

The global CS Coordinating Group on the GFF is open to individual members of CS working on the GFF at the national, regional and international levels. Membership is also open to CS working in non-GFF focus countries that are interested to learn about the GFF. Potential members may be invited by existing members, or they may express interest in joining the working group. Interested parties should send a request for inclusion to Kadi Toure at tourek@who.int.

Each membership term will last for one year with the possibility for renewal. In January of every year, the Steering Committee will review the list of members and identify those who may not be meeting the minimum responsibilities outlined below. A member of the Steering Committee will email those members flagged, to see if they still meet the criterion. Any members who do not meet the criterion will be removed from the email list.

Member profiles include:

- Global, regional and national organizations that have been substantially engaged around the GFF;

- A minimum of two representatives per GFF focus country is suggested to ensure broad engagement and representation of country-level concerns. Where possible the representatives should come from different CS constituencies (alliances, consultative groups, networks for health related financing and RMNCAH, etc).
- Representatives from CS who are working on GAVI, GFATM, and other initiatives which are also part of the GFF – to ensure alignment, the proposed representatives should be the constituency leaders for relevant organizations in order to represent the interest of their communities.;
- Individuals who are not working on the GFF, but are interested to learn from the group.

Responsibilities of working group members

Members are required to, at minimum, implement GFF related activities or take action to support CS engagement in GFF countries. These minimum requirements are waived for CS working in non-GFF focus countries.

The core roles and responsibilities to be carried out by this group include:

- **Advocacy for CS priorities and interest.** At the global level, the priority is opening up opportunities for meaningful CS engagement in GFF multistakeholder platforms;
- **Supporting the CSO representatives to the GFF Investors Group (IG)**, and facilitating communication with broader CSOs (a two-way communication and feedback channel);
- **Promoting exchanges of information and experience** between CS working in GFF countries;
- **Consultation with a range of CS stakeholders and networks** to ensure adequate representation of diverse interests and perspectives, with special attention to those representing marginalized groups (e.g. youth groups, community-based organizations) to ensure the outflow of information from the coordination group to a broad set of actors;
- **Expanding civil society access to information** on the GFF through various communication channels (i.e. webinars, calls, written materials and tools etc.);
- **Coordinating** GFF related CS efforts to ensure efficient use of limited CS resources;
- Serving as a **pool of experts** to work on various GFF related working groups;
- Providing **implementation and technical support** for countries to implement GFF supported activities;
- Promoting effective **implementation of the Minimum Standards for Country Platforms**;²
- **Disseminating the CS Engagement Strategy** through their networks and developing annual costed workplans to operationalize the CS engagement strategy;³
- **Mobilizing resources** for civil society coordination and accountability activities at all levels.

b) Steering Committee

Responsibilities of the Steering Committee members

The Steering Committee leads the Global CS Coordinating Group on the GFF. The Steering Committee is responsible for developing advocacy objectives and strategies, soliciting feedback with the wider

² INSERT Guidance on Multistakeholder Country Platforms when final

³ INSERT link to CS Engagement Strategy when final

membership, fundraising, initiating meetings, and leading engagement with the GFF Secretariat. They are also responsible for deciding on the creation of any working groups (see below).

Decision-making

Decision-making at the Steering Committee is based on the majority perspective of steering committee members who express an opinion. Items for discussion among the steering group are sent ahead of any meetings. Anyone who is not present for a meeting or teleconference is invited to express their views via email. Silence will be interpreted as agreement with the majority view expressed.

Criterion for selecting Steering Committee members

The Steering Committee of the CS Coordinating Group is composed of 12-16 members as follows:

Steering Committee Member	Selection Criterion
2 CS Representatives to the IG	Membership is automatic once the representative has been elected. The term is for two years.
2 Alternate CS Representatives to the IG	Membership is automatic once the alternate representative has been elected. The term is for two years.
2 immediate past CS Representatives to the IG	Membership is automatic once the representative steps off the IG. The term is for two years.
1 designated representative from PMNCH’s CSO Constituency, typically the Chair	Membership automatically reverts to the Chair of the NGO Constituency. If the Chair is unwilling or unable to be on the Steering Committee, the Chair can nominate a qualified designate. The term is ongoing.
1 focal point from the PMNCH Secretariat	The focal point is designated by the PMNCH Secretariat based on relevant expertise and availability. The term is ongoing.
4-6 country focal points	Country focal points will be selected in January of every year. From January 1-31 st the Secretariat will collect the names of interested individuals, who will be asked to submit a 1 paragraph overview of their engagement on GFF in their country to be shared with Coordinating Group members. Particular emphasis will be given to individuals who are on their GFF Country Platform, and on ensuring a balance of native Anglophone and Francophone speakers. If there are more than 6 candidates, the Secretariat will call membership to vote. The 6 candidates with the most votes will hold the seats. The term is for one year.

1-2 Support people	Support people will be selected in January of every year. From January 1-31 st the Secretariat will collect the names of interested individuals, who will be asked to submit a 1 paragraph overview of their demonstrated value-added to CS engagement in the GFF (globally or in focus countries). If there are more than 2 candidates, the Secretariat will call membership to vote. The 1-2 candidates with the most votes will hold the seats. The term is for one year.
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c) Coordinator

The focal point from the PMNCH Secretariat provides coordination, administrative and technical support to the Steering Committee and full membership. This includes scheduling meetings, developing agendas, overseeing any consultative processes, and maintaining the list of members.

d) Working Groups

When a specific objective of piece of work is required, members are encouraged to organize into a working group to lead on certain activities on behalf of the group. When a working group is formed, a Steering Committee member or designate will call for expressions of interest from the full membership. Members can join a working group by opting-in. The Working Group should designate a focal person.

Working Group leads must solicit inputs from membership in making any significant decisions around priorities or outputs. Steering Committee members (like all members) may join a working group. If there are no Steering Committee members on a Working Group, the working group focal person must keep the Steering Committee informed about how the work is progressing through monthly emails and calls as needed.

5. Working modalities

The CS Coordinating Group on the GFF uses the following approaches to working:

- Day to day communication among Coordinating Group membership, the Steering Committee, and Working Groups takes place over email.
- Membership-wide webinars are used to feed into the priorities of the CS Representatives to the IG ahead of the Spring and Fall IG meetings; and to debrief after an IG meeting.
- The full group convenes face-to-face planning, learning, and strategy meetings alongside the IG meetings, UNGA, and other moments when many members are gathered in one location.
- The Africa Health Budget Network produces a periodic GFF newsletter on behalf of the CS Coordinating Group. To receive the newsletter, please email: info@africahbn.org.
- The Coordinating Group may commission (or call for) written analysis on pertinent topics, to document CS experiences and advance objectives.

Meetings

The Coordinating Group will meet *quarterly* through teleconferences, particularly around the IG meetings. Members will be in regular contact through email exchanges to advance the various action areas.

Coordinating group members will also be expected to have more regular exchange as part of subgroups on specific areas of work identified in the section on roles and responsibilities.

The Steering Committee will meet *monthly* through teleconferences or in person, and will be in regular contact through email exchanges.

New member orientation

When a new member is added to the email list, the PMNCH Coordinator will appoint a member of the Steering Committee or another active member of the coordinating group to orient the new member. The individual in charge of orienting a new member will also introduce the new member to the CSO focal point in their respective country. Orientation includes sharing the priorities of the coordinating group, going over this terms of reference and how the coordinating group works, and hearing from the new member how they have been engaged in the GFF and any opportunities or concerns that the coordinating group should prioritize.

6. Accountability

All members are responsible for contributing to the success of the CS Coordinating Group. Country focal points bring considerable value in communicating the realities in GFF focus countries, and driving the priorities of the CS Coordination Group accordingly. The presence of county focal points on the Steering Committee is designed to build-in accountability to ensure that country priorities and concerns are embedded in the leadership team's decision-making processes. However, any member of the Coordinating Group is encouraged to communicate concerns and opportunities to strengthen our work (and the ways we work) by emailing tourek@who.int.

7. Dependencies

The work of the Coordinating Group depends upon the work of the GFF and existing bodies and initiatives. Specifically:

CSO members of GFF Multistakeholder Country Platforms

Meaningful engagement of CS in GFF country-level processes is critical for Coordinating Group to achieve its goals. Members of the CS Coordinating Group are responsible for supporting and encouraging CS working in GFF focus country to: (1) Know their rights to engage in the GFF; (2) Realize these rights; and (3) Progressively work towards the best practices (all outlined below).

The GFF Guidance on Multistakeholder Country Platforms and the CS Engagement Strategy requires that CS be engaged in the following ways:

- **Participation:** CS has more than one seat on GFF country platforms.
- **Representativeness:** CS representatives are selected in a transparent manner, by their own self-identified constituency. This might be done through an open call for interest, and a review of applications/expressions of interest/nominations by a diverse steering group representing a range of SRMNCAH CSOs.
- **Meaningful Engagement:** CS representative(s) to the Country Platform will be active, contributing members, with a range of responsibilities. This could include: providing technical assistance; Supporting the implementation and monitoring of health sector plans; Representing

community and CSO voices and reporting back to civil society and communities; Supporting resource mobilization efforts; Contributing to monitoring and accountability; and Ensuring adherence to the Minimum Standards for Country Platforms⁴

In addition, best practices that will enhance the effectiveness of CS participation include:

- **Consultation:** CS representatives of country platforms should meaningfully consult with a wider network of CS and community based organizations, and represent these views on the country platform.
- **Transparency:** CS representatives should share important information and documents with the wider network of CS in a timely manner;
- **Communications:** CS representatives should channel important communications from the global CS Coordinating group to the CS network, and vice versa; and from the Country Platform to national SRMNCAH CSO coalitions/networks and the Global CS Coordinating Group, and vice versa.
- **Synergies:** At the country level, the same platform is often used for engaging in many global and national processes. CS representatives should encourage synergies between the GFF and other efforts such as UHC, GAVI, Global Fund, family planning Costed Implementation Plans, and other processes etc. They should use existing CSO networks for disseminating GFF-related information and resources. CS representatives should also encourage synergies with regional bodies. On the African continent, engagement with regional bodies like African Union, ECOWAS, SADC and others should be encouraged as part of regional cost-effective knowledge management systems to increase the learning curve.

Relationship with UHC 2030

There are many similarities and potential synergies between CS working on the GFF and UHC2030. To ensure coordination and prevent duplication of efforts, the UHC2030 Civil Society Mechanism has reserved a seat for civil society working on the GFF. The CS coordinating group on GFF will reciprocate, and reserve one seat for a CSO working on UHC2030.

Relationship with IG Members

Members who are based in the country of a government who sits on the IG are responsible for leading advocacy with that member, or coordinating where there are multiple possible point people. The Steering Committee will coordinate outreach to other members of the IG.

Relationship with the GFF Secretariat

The Steering Committee and individual members of the Coordinating Group will engage with the GFF Secretariat for technical assistance, coordination and advocacy purposes as needed.

Relationship with PMNCH

The designated representative from PMNCH's CSO Constituency, the focal point from the PMNCH Secretariat, and members who are involved in PMNCH will ensure alignment with other PMNCH processes.

⁴ GFF Guidance Note on Country Platforms. January 2017. *forthcoming*

8. Term

This Terms of Reference is effective from 1 May 2017 and continues throughout the lifetime of the GFF.

Annex 1. Background documents

Dennis, S. [Civil Society Guide to the GFF](#). PAI, October 2016.

Hurd S, Wilson R and Cody A. [Civil Society Engagement in the Global Financing Facility: Analysis and Recommendations](#). Global Health Visions and Catalysts for Change. February 2016.

Hurd S, and Dia M. [Addendum to Civil Society Engagement in the GFF](#), February 2016 Report. Global Health Visions. January 2017.