

Women4GF

Women in all their diversity for the Global Fund Gender Equality Strategy

Women4GlobalFund (W4GF) Advisory Group Terms of Reference

1. Introduction and Purpose

Women4GlobalFund (W4GF) was established to address the insufficient engagement of gender equality advocates, especially women living with HIV and other key affected women, as well as women's organisations and/or networks in Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) processes, and to ensure that Global Fund resources and processes advance gender equality. W4GF mobilises women and girls' rights activists, especially from community organisations in implementing countries, ensuring that the Global Fund's [Gender Equality Strategy \(GES\)](#) is put into action through the [GES Action Plan](#), and achieves real impacts.

W4GF aims to support women and girls in all their diversity to access Global Fund resources for gender-sensitive and gender-transformative programmes addressing HIV, TB and malaria. The intention is that through leveraging Global Fund resources more organisations led by gender equality advocates, in particular key affected women and girls, will receive adequate resources to scale up quality programmes that will better meet their needs and promote their rights to have an impact on the three diseases.

W4GF was founded in June 2013 and created by a coalition of individuals and organisations concerned that gender equality was not receiving sufficient attention at the time of substantial transitions within the Global Fund. This process was led by ASAP (AIDS Strategy, Advocacy and Policy), a community based consultancy with associates around the world who share a clear commitment to confronting AIDS and poverty. ASAP's ambition for W4GF was to kick start a process of mobilising women most affected by the three diseases, and other gender equality advocates, to engage actively in the Global Fund.

In 2013, ASAP organised a series of funded workshops, and also undertook secretariat work to support the ongoing work of W4GF. The first W4GF workshop was held in July 2013 in Geneva, Switzerland, co-organised with the [ATHENA network](#) and supported by the [Communities Delegation](#) on the Board of the Global Fund. After this workshop, ASAP established a virtual secretariat to support the ongoing work of W4GF on a *pro bono* basis.

To maintain the momentum of the Global Fund gender equality advocates, W4GF with the support of the Global Fund Secretariat, convened three additional capacity-strengthening workshops¹ for gender equality advocates in Q4 of 2013.

In 2014 to 2015, W4GF with the support of ASAP, also engaged in a series of workshops, meetings and consultations, including (i) being contracted by the Communities Delegation to facilitate a Gender Equality Strategy Workshop at the 31st Global Fund Board Meeting for Global Fund Board and Delegation Members in March 2014; (ii) supporting and speaking at sessions at the XX International AIDS Conference held in Melbourne, Australia in July 2014; (iii) supporting the Network of Sex Worker Projects (NSWP), Asia Pacific Network of Sex

¹ (1) Oct 2013 – W4GFTB held in Paris, France for TB activists held before the Lung Union Conference; (2) Nov 2013 – W4GF Asia-Pacific held in Bangkok, Thailand before the International Conference on AIDS in the Asia Pacific (ICAAP); (3) Dec 2013 – held in Cape Town, South Africa before the International Conference on AIDS and STIs in Africa (ICASA)

Women4GF

Women in all their diversity for the Global Fund Gender Equality Strategy

Workers (APNSW), and Africa Sex Workers Alliance (ASWA) in a Global Fund training workshop in 8 – 12 Aug 2014 in Siem Reap, Cambodia; (iv) conducting a capacity strengthening workshop for Francophone advocates in Marrakech, Morocco from 7 – 10 Dec 2014; and (v) supporting Stop TB Partnership in a session on Gender Equality Strategy and TB in Nairobi, Kenya from 13 – 15 Jan 2015.

In Q3 2014, ASAP embarked on resource mobilisation efforts to build a sustainable plan for W4GF and was able to raise resources to further build and sustain W4GF with a funded Secretariat. With a funded W4GF Secretariat, it is anticipated that through sustained action at community levels, W4GF will encourage a broad range of community-based networks and actors to come together and facilitate sustainable action that creates a space for interface between groups who are not currently accessing the resources and structures of this essential financial instrument.

To provide technical and strategic advice to the W4GF Secretariat, an Advisory Group of key organisations working on Gender Equality in Global Fund funded countries is proposed.

2. Membership

2.1 Composition

The Advisory Group comprises of not more than eight (8) members. The individuals represent the Community-Based Organisation (CBO) or Civil Society Organisation (CSO) they are working for, and/or bring in additional expertise as individuals to the Advisory Group.

Criteria for membership:

- Individuals from organisations focused on issues of women and girls, as well as promoting gender equality in Global Fund funded countries; and
- Organisations working in HIV, tuberculosis and/or malaria.
- Individuals who relocate to another organisation/network are to communicate this to the W4GF Global Coordinator and will be invited to remain on the Advisory Group on a case-by-case basis.

The Advisory Group with the support of the W4GF Secretariat will strive to ensure that the following is considered at all times with the composition of the group:

- Diversity in Gender, Sexual Orientation and Geography;
- Individuals living with and/or affected by HIV, TB and/or malaria;
- Expertise across the three diseases; and
- Expertise in issues affecting and impacting key affected women.

The Global Coordinator with the support of relevant staff member(s) manages the W4GF Secretariat, and as such, the W4GF Global Coordinator will be an ex officio member of the Advisory Group.

2.2 Nomination to the Advisory Group

Group Members will be identified by the W4GF Secretariat based on the working relationships of the organisations with W4GF to-date and their involvement on women and girls, and advancing Gender Equality in Global Fund funded countries.

Whilst attendance at meetings in exceptional cases may be delegated to another individual in the same organisation on a case-by-case basis (see section 4.6), there will be no alternate to Advisory Group Members.

3. Roles and Responsibilities

Members of the Advisory Group represent the organisation in which they are nominated from and/or the expertise as individuals they bring to the Advisory Group, and are expected to liaise and gather input within their organisations and/or networks in order to provide guidance to W4GF.

Members of the Advisory Group provide to W4GF:

- a. Advice on the development of the W4GF strategy and its activities;
- b. Guidance on working processes and activities within the W4GF workplan;
- c. Guidance and support to the W4GF Global Coordinator;
- d. Share/identify any potential donors with the W4GF Secretariat; and
- e. Support in the creation and implementation of advocacy plans and activities.

Members of the Advisory Group will commit themselves to functioning in a way that creates and extends opportunities to:

- a. Support advocacy towards advancing the rights and health of women and girls in their own organisation(s) as well as through Global Fund related processes;
- b. To facilitate and expand the membership of W4GF advocates by establishing, building and linking partnerships/organisations/networks with W4GF and national/regional/global levels;
- c. Initiate and support powerful action of W4GF advocates at national/regional/international levels; and
- d. Actively share relevant information/communication related areas of women and girls relevant to the Global Fund.

Members of the Advisory Group commit to the following values of W4GF that frame the way W4GF operates:

- a. Accountability – observing due processes and being transparent about how decisions are made and what informs our decisions to ensure that the use of resources serve the mandate of W4GF;
- b. Women-centredness – Recognising unequal power relationships between women and men, and informing our advocacy with nuanced and critical analysis of issues through a gender lens;
- c. Respecting Diversity and Fostering Solidarity – acknowledging diversity of women’s identities and lived realities while celebrating our shared commitment to women’s empowerment and gender equality, and working to expand and strengthen leadership among women across ages and continents;
- d. Collaboration and Partnership – Working in open and inclusive ways with women-led and women-centred organisations, encouraging leadership, while at the same time allowing for different levels of participation;
- e. Commitment to Gender Equity – working not just for equality between women and men, but also in recognition of men’s greater access to resources and decision-making, equitably allocating resources and decision-making spaces for women; and
- f. Commitment to Gender-transformative approaches – working to address gender issues from its root causes through supporting challenging and changing of gender norms that create inequalities between women and men and promoting positions of influence for women.

Women4GF

Women in all their diversity for the Global Fund Gender Equality Strategy

Members of the Advisory Group commit to the following principles of W4GF that informs W4GF practice:

- a. Women's rights are human rights – The rights and needs of women are equally important as men's. The human rights of all women are important, regardless of our health status, sexual orientation and gender identity, age, race, class, caste, work, lifestyle, and other statuses. W4GF will work to ensure that these principles are reflected in Global Fund and related decision-making;
- b. Women have the legitimate right to equitably benefit from HIV, TB and malaria resources – W4GF will work to ensure that resources are spent efficiently, effectively and with the right communities and reach women in all their diversity. In particular, W4GF will work to ensure that there are sufficient mechanisms, spaces and opportunities for women to participate and lead;
- c. Women are agents of change – Women are not merely beneficiaries or passive recipients of Global Fund programmes. Women have played, and will continue to play critical roles in advocacy and delivery of rights-based HIV, TB and malaria responses; and
- d. Women are diverse – As a community, women are not homogeneous and different communities of women face multiple layers of stigma and discrimination in their lives. W4GF will work to ensure that this principle is reflected the in the Global Fund and its policies and programmes respond to this diversity.

4. W4GF Advisory Group Procedures

4.1 Frequency and Timing

The Advisory Group will meet face-to-face at least once a year, with regular communication via teleconferences every quarter. More frequent communication may be needed around key events and activities.

Face-to-face meetings will be organized by W4GF, and W4GF will seek co-funding of face-to-face meetings from Advisory Group Members. Where possible, Advisory Group Members are expected to co-fund their own participation.

4.2 Term of Membership

A review of the composition of the Advisory Group will be conducted every two years to ensure that a diverse range of individuals/organisations working in advancing the rights of women and girls in Global Fund funded countries are involved in advancing the goal and objectives of W4GF. For effectiveness and continuity, membership on the Advisory Group is staggered so that there will always be institutional memory amongst the members of the Advisory Group.

4.3 Communications

Communications of the Advisory Group will be conducted through:

- a. Virtual meetings – through a web-based communications platform;
- b. Emails communications through a dedicated listserv set up for the purpose and for institutional memory; and
- c. A shared Dropbox folder where core documents can be shared with the Advisory Group Members.

4.4 Decision Making

Decisions will be made by consensus, and if necessary, decisions will be made with the agreement of two-thirds majority vote within the Advisory Group. Decision-making must be made by at least four Members including the ex officio Member of the Advisory Group.

4.5 Minutes and Agenda

Meeting notes and/or reports will be taken and distributed by the W4GF Secretariat. The W4GF Secretariat will organise the agendas prior to each call/meeting with the input of Advisory Group Members.

4.6 Delegation of Attendance

In exceptional instances where the Advisory Group Members are unable to attend the face-to-face meetings or virtual meetings, they are able to delegate attendance/representation. This should be communicated to the W4GF Global Coordinator and accepted on a case-by-case basis.

4.7 Confidentiality

Advisory Group Members will operate in an accountable manner and uphold the highest standards of ethical behaviour and respect principles of transparency, while safeguarding confidentiality as and when required.

In addition, members of Advisory Group are expected to maintain confidentiality on specific documentation that is shared from the Global Fund Secretariat for inputs where necessary. This will be communicated clearly in communications if required.

4.8 Conflict of Interest

Advisory Group Members are obliged to declare any conflicts of interests in a timely manner to the W4GF Secretariat, and are expected to recuse from such conversations and/or decision-making processes.

Examples of this include when a W4GF Advisory Group member:

- a. Receives financial or other significant benefit as a result of their position or decision-making;
- b. Has opportunity to influence funding directions, administrative, or other material decisions in a manner that leads to personal gain or advantage; and/or
- c. Has an existing or potential financial or other significant interest that impairs or might appear to impair the individual's judgment in decision-making.

4.9 Review of Terms of Reference

The Terms of Reference of the W4GF Advisory Group will be reviewed from time-to-time as necessary, and at least once every three years.

5. Operating Language

The operating language will be in English.

6. Cessation of Members of the Advisory Group

The following will be cause for the cessation of the term of a Advisory Group Member:

- a. If a member is absent for three consecutive meetings (either in-person or via teleconference) without notice or justifiable reason;
- b. The individual resigns from the Advisory Group;
- c. If a conflict of interest is declared that makes it untenable for the individual to fulfil the duties; and
- d. There is clear evidence of the violation of W4GF values and principles.

Women4GF

Women in all their diversity for the Global Fund Gender Equality Strategy

The W4GF Secretariat will review the membership and make a recommendation of action to the Advisory Group.

The W4GF Secretariat will implement the recommendation in consultation with the W4GF Advisory Group Members and terminate the member's term if required.

7. Time Commitment and Compensation

Advisory Group members will be expected to devote approximately 2 hours per week. Depending on commitments, during the year around Global Fund decision-making processes, the time might increase accordingly. Membership is on a volunteer, unpaid basis.