



Terms of Reference: WOMEN4GLOBALFUND STEERING GROUP CHAIR

Title:	Women4GlobalFund (W4GF) Steering Group Chair
Primary Function:	To Chair and convene the W4GF Steering Group and to oversee the work of the W4GF Team
Duration:	Three (3) year term, from July 2019, renewable for a maximum of Two (2) terms <i>[NB Governance arrangements to be confirmed by the W4GF Steering Group]</i>

1. BACKGROUND

W4GF was created in 2013 to ensure that gender equality is central to the Global Fund. The early focus was on the transition from the rounds-based system to the new funding model and took steps to ensure that women meaningfully participated in key decisions to move the Global Fund forward. At that time, the only Global Fund guidance on gender was the [Gender Equality Strategy](#) (GES) and research by the founders of W4GF found that the GES was poorly implemented in many countries. W4GF advocated for the GES [action plan](#) to support gender-sensitive and transformative programmes to address underlying vulnerabilities faced by women and girls, and took steps to support advocates to understand the Global Fund and to enhance gender equality at all levels. More about our history is available [here](#).

Half a decade into its existence W4GF as a movement has seen transformation and growth through the extension of global partnerships. W4GF played a key role in ensuring that gender equality was elevated to a key strategic objective in the new Global Fund Strategy 2017 – 2022 [Investing to End Epidemics](#). As a result, Global Fund systems, policies and approaches now seek to promote gender equality and meaningful participation of diverse women, to have the greatest impact on HIV, TB and malaria.

W4GF's vision To live in a world where all women have equal access to HIV, TB and malaria services and the treatment they need and that all women enjoy their rights and are afforded the same status and respect as men in society.

W4GF's Mission is to catalyse the power of women in all their diversity to advance gender equality through the Global Fund – one of the world's most important finance mechanisms for HIV, TB and malaria. W4GF is designed to empower women to participate in decision-making at global and national levels, to ensure diverse voices influence how money is spent to achieve the greatest impact in communities, and to hold the Global Fund accountable for the impact of spending that will advance gender equality.

W4GF's strength is rooted in building and sustaining connections among women in all of their diversity, and building an effective global movement. The core work of the W4GF Secretariat is to build, strengthen and sustain W4GF as a virtual network of diverse advocates to promote gender equality through the Global Fund; and to secure the infrastructure that will support their work and activities in a cohesive manner. The direction of W4GF is overseen by its Steering Group, and informed by Key Informants at national level as well as other key stakeholders. W4GF works closely with networks of women living with HIV and women from key affected populations, including through NSWP and INPUD, as well as with the three Communities Delegations to the Global Fund Board and the Community, Rights and Gender Regional Communication Platforms and other allies.

In addition to the core movement building, the W4GF Secretariat is guided by **three objectives** to sustain a platform for women in all their diversity

- **Objective 1:** To improve awareness and understanding of Global Fund processes, policies and investment support among women in all their diversity around the world – so women of different backgrounds and experiences become stronger advocates, to influence how the Global Fund achieves gender equity and human rights at all levels;
- **Objective 2:** To create a platform where women make connections, learn from each other, strategize and collaborate to set priorities for Global Fund advocacy;
- **Objective 3:** To secure accountability for and critique of Global Fund investments: tracking Global Fund-supported programmes and services, and influencing global and national processes to inform stronger programming for women and girls.

2. DUTIES AND RESPONSIBILITIES

The purpose of the W4GF Chair is to strengthen W4GF structures. The Chair is elected by the Steering Group and her primary role is to convene and chair Steering Group meetings and to manage the affairs of the Steering Group, including ensuring they are organized properly, function effectively and meets their obligations and responsibilities in line with their [ToR](#). The Chair also oversees the work of the W4GF Global Coordinator, who reports to her so that the Steering Group can ensure effective running of the W4GF Secretariat. The Steering Group will make decisions using consensus but in cases where there is a decision deadlocked the Chair will cast the deciding vote. Key duties and responsibilities include:

To provide leadership

- The Chair may represent W4GF in discussions with partners and other bodies, working alongside the Global Coordinator, who will carry out the day-to-day functions.
- The Chair must co-ordinate the Steering Group to ensure that appropriate policies and procedures are in place for the effective management of W4GF.

To ensure the Steering Group functions effectively

- The Chair will:
 - . work with Steering Group members and the Global Coordinator to ensure that each Steering Group meeting is planned effectively, with an appropriate agenda, and conducted according to the Steering Group ToRs are dealt with in an orderly, efficient manner
 - . preside over all meetings of the W4GF Steering Group and review Steering Group minutes to ensure an accurate record
 - . liaise with Steering Group members between meetings and delegate duties to individuals as required
 - . review the Steering Group's performance and identify and support the process to recruit new members of the Steering Group
 - . Ensure the Steering Group reflects the diversity of W4GF advocates; is not too large and/or ineffective; that all Steering Group members are active in their role; and any co-opted members have a purpose and only remain on the Steering Group whilst they have an active role
 - . Assist with induction of new Steering Group members.

To ensure the work of W4GF is managed effectively

- Support the W4GF Global Coordinator, including convening a small sub-group of the Steering Group to review her performance annually;
- Ensure that the W4GF is on track to deliver the strategy, workplan and any grants from donors; Liaise with W4GF team for the effective implementation to deliver on key objectives;
- Review documentation, including donor reports, as needed.