

August 2020

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## NGO DELEGATION TO THE UNAIDS PROGRAMME COORDINATING BOARD

### Call for Applications of NGO Delegates 2021 - 2022

- Africa (1)
- Asia and the Pacific (1)
- North America (1)

**Deadline: Friday, September 25, 2020**

### BACKGROUND

The Joint United Nations Programme on HIV and AIDS (UNAIDS) was the first United Nations program to have formal civil society representation on its governing body. It is guided by the Programme Coordinating Board (PCB) with rotating representation from 22 Member States, the 11 cosponsoring UN agencies of UNAIDS, and an NGO Delegation with five seats (one per UN region). These seats are occupied by five main delegates and five alternate delegates. The PCB holds the Joint Programme accountable and ensures that the needs of communities affected by the HIV response are addressed in strategy and programming.

The UNAIDS PCB is the key global forum for HIV and AIDS policy, and the NGO Delegation is integral to the active inclusion of community voices and representation of communities and civil society, including people living with HIV. Being a member of the PCB presents a unique opportunity for committed activists and advocates to make a difference in HIV and AIDS policy implementation in their respective regions.

The NGO Delegation to the UNAIDS PCB has vacancies for a full two-year term (2021 - 2022) and is now recruiting for:

- 1 Delegate for Africa
- 1 Delegate for Asia and the Pacific
- 1 Delegate for North America

**The NGO Delegation upholds the principle of greater involvement of people living with HIV and key populations. Applications from young people, women living with/affected by HIV, trans persons, and other key populations are strongly encouraged.**

**The NGO Delegation is keenly aware of the importance of having balanced representation from each region. Therefore, geographic region and representation from various key populations or constituencies will factor in the decision-making processes. In addition, previous NGO Delegates and their organizations may not serve more than one term consecutively, and a maximum of two terms total.**

### WHAT IS EXPECTED FROM THE APPLYING DELEGATE?

**NGO Delegates to the UNAIDS PCB are expected to:**

- Fully engage in assigned tasks and matters related to the NGO Delegation during and in between PCB meetings, including membership in various internal and external working groups and committees;

- Actively seek input from their respective community and regional constituencies on critical issues related to UNAIDS policies and programmes and the overall response to HIV;
- Review and provide comments on policy briefs, reports, and PCB-related documents;
- Advocate and negotiate with PCB member states and UNAIDS co-sponsoring organizations during and in between PCB meetings.

### **Qualifications of the applying Delegate**

To qualify to represent an NGO on the PCB, an applicant for the position of a Delegate must:

- Be living and working in a country within the region for which they are applying to represent;
- Have the ability to communicate effectively in written and spoken English, such as for writing reports and presentations, as well as for public speaking;
- Have a minimum of three years experience in HIV work in their region;
- Have the ability to collaborate well and sensitivity for cultural diversity with varying language skills and capacities;
- Have experience in advocacy and negotiations with governments or international organizations at national and regional levels. International experience is an advantage;
- Have capacity in understanding broad policy and programmatic issues affecting the global HIV response; and,
- Be computer-literate, have a smartphone, and have stable and constant access to the Internet and email.

### **Commitments of the Applicant**

To participate as an NGO Delegate to the PCB, the applicant must commit to:

- The UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
- Spend a minimum of 10 hours per week performing the duties of a Delegate;
- Consult with, seek inputs from, and report back to their regional civil society constituencies;
- Attend and actively participate in two PCB meetings per year (6 to 7 days excluding travel each) mostly in Geneva, Switzerland, in late June/early July and early to mid-December;
- Actively participate in Delegation and constituency conference calls (monthly full delegation calls and various working groups) lasting for about 1.5 hours (usually 2-3 calls per month with increasing frequency closer to PCB meetings or special events);
- Maintain timely communications with the Delegation and other PCB bodies via email and instant messaging apps;
- Read, absorb and engage in discussions on all relevant PCB documents on time; and,
- Actively participate in and chair a fair share of Working Groups (WG), as needed. Some examples

are NGO Report WG, PCB Thematic Segment WG, Orientation, Accountability, and Recruitment WG, etc.

- NOTE: Successful applicants will sign a Conflict of Interest agreement, as NGO Delegates cannot use their role to solicit funds or consultancies for personal or organizational gain from PCB members and the UNAIDS Secretariat.

## WHAT IS EXPECTED FROM THE APPLYING NGO?

### Qualifications of the applying NGO

Though individuals representing NGOs submit the applications to serve on the Delegation, it is the NGO itself that holds the seat on the PCB. To qualify to hold the seat on the PCB, the applying NGO must:

- Be actively and principally involved with HIV work in the country or region for which the applicant is applying;
- Maintain a comprehensive understanding of the health, political, and social consequences and needs of the AIDS epidemic, particularly as it relates to the region;
- Be strongly connected to and actively liaising with national and regional CS networks; and
- Have extensive experience in national, regional, or international policy-making and advocacy.

### Commitments of the applying NGO

- The NGO must state in its letter of recommendation for the applicant that it:
  - Authorizes and nominates the applicant to represent the NGO on the PCB;
  - Commits to the UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
  - Confirms support to their applicant for the term of their office so that they will:
    - be able to fulfill the commitments and responsibilities;
    - be freed up from their regular duties to be able to dedicate a minimum of 10 hours per workweek to the NGO Delegation; and,
    - be additionally freed up from their regular duties to travel to attend the formal PCB meetings and other such meetings that may arise;
  - Will provide stable internet connection and adequate access to office equipment and supplies, as needed;
  - Can provide additional support, technical or otherwise (e.g., staff support) so the applicant can carry out the work within the time that is required; and
  - Will ensure that, if the Applicant is unable to complete their term of office, an equally qualified replacement, if available, will be offered by the NGO to finish the term of office.

## HOW TO SUBMIT NOMINATIONS

Closing Date: **Friday, September 25, 2020, 11:00 GMT**

Fill in the [online application form](#) and attach the following documents to your application (please see detailed description below):

- 1-page statement of support from the nominating organization;
- 1-page personal statement of interest by the applicant;
- 1-page letter of reference from a relevant national organization or network in your country; and
- 1-page letter of reference from a relevant regional network in another country in your region.

If you have any questions, you can also write to [pcb.ngo@gmail.com](mailto:pcb.ngo@gmail.com).

**Incomplete applications or those submitted after the deadline will not be considered. The application and all supporting documents must be submitted in English.**

The selection of applicants will be made by a panel comprising of current UNAIDS PCB NGO Delegates and representatives of broader civil society. Short-listed applicants will be invited for a panel interview via teleconference.

We look forward to receiving your thoughtfully considered nominations!

Please feel free to disseminate this call for nominations widely to various networks in your regions and countries. Thank you for your interest and help.

#### ATTACHMENTS TO THE APPLICATION FORM

**Please submit the following separate attachments**

- A statement of support from the nominating organization
  - Not more than 500 words; on the organization's letterhead and signed by the head of the organization or an authorized representative;
  - The statement of the nominating organization should summarize how it meets the qualifications spelled out in the call for nominations and terms of reference. Please refer to the section on "Commitments of the applying NGO for the expected specific content of the statement.
- A personal statement of interest by the applicant (Not more than 500 words).
  - The personal statement of the nominated candidate should summarize:
    - the motivation of the candidate to serve on the NGO Delegation;
    - how the candidate meets the qualifications spelled out in the call for nominations and terms of reference;
- A one-page letter of reference from a relevant national organization or network in your country, signed by the head of the organization or an authorized representative; and
- A one-page letter of recommendation from a relevant regional network in another country in your region, signed by the head of the organization or an authorized representative.