

NGO DELEGATION TO THE UNAIDS PROGRAMME COORDINATING BOARD

CALL FOR NOMINATIONS OF NGO DELEGATE 2016-2017

LATIN AMERICA AND THE CARIBBEAN

DEADLINE: Monday, December 21, 2015

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 state governments, the 11 cosponsoring UN agencies of the UNAIDS, and an NGO Delegation of 10 civil society representatives, 2 per UN region, which hold the Joint Programme accountable and ensure the needs of communities affected by the HIV response are addressed in strategy and programming. The NGO Delegation to the UNAIDS PCB has one vacancy for Latin America and the Caribbean region for a two-year term (2016- 2017).

The UNAIDS PCB is the key global forum for HIV and AIDS policy and the NGO Delegation is integral to the effective inclusion of community voices, and represents the perspectives of civil society, including people living with HIV, within UNAIDS policies and programming. This presents a unique opportunity for committed activists and advocates to make a difference in HIV and AIDS policy implementation in their regions.

The UNAIDS PCB NGO Delegation is now recruiting for:

- **One Latin America and the Caribbean Delegate** ([apply](#))

Applications from people living with HIV, key populations, women and young people are particularly encouraged.

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, this includes membership in various working groups, such as the NGO Delegation's annual report;

- Actively seek input from their respective community and constituencies on key issues related to UNAIDS policies and programs, and the overall response to HIV;
- Advocate with members states (governments) and cosponsoring organizations (the United Nations organizations that make up the UNAIDS Joint Programme) for meaningful improvements in the implementation and evaluation of HIV/AIDS policies and programmes.

Qualifications of the applying Delegate:

In order to qualify to represent an NGO on the PCB, an applicant for the position of 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;
- Have a minimum three years experience in HIV in their region;
- Have experience in national, regional, and/or international fora;
- Have an ability to collaborate well with and have sensitivity for a culturally diverse group of people with varying language skills and capacities;
- Have effective communication skills, such as for writing reports and presentations, as well as for public speaking; and
- Be computer-literate, and have easy and regular access to the Internet and email.

Commitments of the applying Delegate:

In order to participate as an NGO Delegate to the PCB, the applying Delegate must commit to:

- The UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
- Spending a minimum of 10 hours per week performing the duties of a Delegate;
- Broadly and in collaboration with the Communication and Consultation Facility (CCF) of the NGO Delegation to the UNAIDS PCB, consulting with, seeking input from, learning about the relevant issues of, and reporting to their national and regional CS;
- Attending and actively participating in key meetings including but not limited to semi-annual (two per year) PCB meetings (6 to 7 days each) often in Geneva, Switzerland late June/early July and early to mid December. These meetings include NGO Delegation pre-meetings (2 days), the PCB meeting and thematic segment (3 days), and NGO Delegation debriefing meeting (1 day). The December meeting often includes an orientation day for new incoming delegates preceding the meeting.
- Attending, actively participating in, and either participating with or representing (and reporting back to) the Delegation at other meetings and consultations (usually 1 to 3 per year) as necessary and when possible. Some examples are: high-level meetings of the UN General Assembly Special Session (UNGASS) in New York, USA; PCB consultations on developing policies; an annual PCB sight visit in a particularly region; and others;
- Actively participating in Delegation and constituency conference calls (monthly full delegation calls and various working groups), usually held at 10:00 GMT and lasting for 1 hour (usually 3-4 calls per month with increasing frequency closer to PCB meetings or special events);

- Maintaining timely communications with the Delegation and other PCB bodies via email;
- Reading, absorbing and being prepared to engage in the issues of all relevant PCB documents in a timely manner;
- Actively participating and strategizing with the Delegation in the reviewing and planning processes of the PCB and UNAIDS;
- Actively participating in and chairing a fair share of ad hoc Working Groups (WG) or Steering Committees (SC) as needed. Some examples are: NGO Report WG; PCB Thematic Segment WG; Communications WG; Operations Accountability and Recruitment WG; etc.;
- Working in collaboration with the UNAIDS Secretariat; and
- Participating in the work of the Communication and Consultation Facility (CCF) of the NGO Delegation to the UNAIDS PCB. CCF is a mechanism of the NGO Delegation to the UNAIDS PCB created to strengthen the capacity of the NGO delegation to bring forward a unified and consolidated message from their constituencies to the PCB. The CCF of the NGO Delegation to the UNAIDS PCB is currently hosted by the Asia-Pacific Network of People Living with HIV (APN+) based in Bangkok, Thailand.

WHAT IS EXPECTED FROM THE APPLYING NGO

Qualifications of the applying NGO

Though applications to serve on the Delegation are submitted by individuals representing NGOs, it is the NGO itself that holds the seat on the PCB. In order to qualify to hold the seat on the PCB, the applying NGO must:

- Be actively and principally involved with HIV work in the country and/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 liaise with national and regional CS networks; and
- Have extensive experience in national, regional, and/or international policy-making and advocacy.

Commitments of the applying NGO

- It is required that the NGO must state in its letter of recommendation for the applying Delegate that the NGO:
 - Authorises the applying Delegate to represent the NGO on the PCB;
 - Commits to the UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
 - Will support their Delegate for the term of his/her office so that he/she will be able to fulfil the commitments of the applying Delegate (above) by confirming that the applicant:
 - Will have adequate office space;

- Will be freed up from his/her regular duties to be able to dedicate a minimum of 10 hours per work week to the NGO Delegation;
- Will be additionally freed up from his/her regular duties in order to travel to attend the formal PCB meetings (including pre-meetings and debriefing meetings) and the NGO orientation meetings (about two weeks per year total once in June/July and once in December);
- Will have adequate access to office equipment and supplies; and
- Will have organizational and administrative support.
- Can provide additional support, technical or otherwise, and note what are the concrete elements of support that it will provide so the delegate can carry out his/her work within the time that is required;
- Will ensure the quality and comprehensiveness of the applying Delegate's participation on the PCB; and
- Will ensure that, if the Delegate is unable to complete his/her 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: **Monday, December 21, 2015, 10:00 GMT (17:00 Indochina Time – Bangkok)**

Fill in the online application form ([here](#)) and attach the following documents to your application:

- 1-page statement of support from the nominating organization
- 1-page personal statement of interest by the candidate
- 1-page letter of reference (national support) from a relevant organization in your country other than your own
- 1-page letter of reference (regional support) from a relevant organization in your region, but outside your country

You are highly encouraged to fill in the online application form. If you are unable to fill in the online application form, please contact Nikos Dacanay at nikos.ngopcb@gmail.com to request the application in Word. If you have any questions, you can also write to 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 current UNAIDS PCB NGO Delegates and representatives of broader civil society. Short-listed applicants will be invited to telephone/Skype interviews. All new delegates are required to attend an orientation session (pending

funding and logistics approval) during the second PCB meeting prior to the start of their term.

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. A statement of the nominating organization

- i. Not more than 500 words; on the organization's letterhead and signed by the head of the organization or an authorized representative
- ii. The statement of the nominating organization should summarise how it meets the qualifications spelled out in the Call for Nominations and Terms of Reference.
- iii. The NGO must state in its statement that the NGO:
 - Commits to the UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
 - Authorises the Candidate to represent the applying NGO in the NGO Delegation to the PCB;
 - Will ensure the quality and comprehensiveness of the Candidate's participation in the PCB;
 - Will support the Candidate for the term of his/her office so that he/she will be able to fulfil the commitments by confirming that the Candidate:
 - Will have organizational and administrative support, including an adequate work place and access to office equipment and supplies;
 - Will be freed up from his/her regular duties to be able to dedicate a minimum of 10 hours per week, including travelling to the formal PCB meetings and other meetings as needed;
 - Will receive other kinds of additional support, technical or otherwise, including concrete elements of support so the delegate can carry out this work with the time dedication that is required.
 - Will ensure that, if the Delegate is unable to complete his/her term of office, an equally qualified replacement, if available, will be offered by the NGO to finish the term of office.

B. A personal statement of the nominated candidate

Not more than 500 words. The personal statement of the nominated candidate should summarise 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, knowledge of UNAIDS governance and how the candidate's past experience makes her/him suitable to be an NGO Delegate to the UNAIDS PCB.

C. One-page letter of reference from a relevant organization other than your own, in your region

A 1-page letter of reference, signed by a senior staff or board member, from a relevant organization other than your own in your region, supporting your application.

D. One-page letter of reference from a regional network/NGO outside country of residence

A 1-page letter of reference from a regional network/NGO in your region outside your country of residence, supporting your application.