

TERMS OF REFERENCE

TB and POVERTY CORE-GROUP

Final Draft 10 February 2005

1. Background

The relationship between TB and poverty has been explored in depth as a result of the 2002 World TB Day theme “Stop TB, fight poverty”. With input from many international experts on health and equity, and with practical contributions from national TB programme managers in the 22 high burden countries, the main barriers faced by poor people attempting to access TB programmes have been identified. It is clear that poor people face specific difficulties in accessing health services and experience long delays before the diagnosis of TB can be made.

Based on these findings, a Core-group of TB and Poverty experts emerged from this work and proposed to set up the Network for Action on TB and Poverty¹, which was endorsed by the Coordinating Board of the Stop TB Partnership. The National Tuberculosis Programme of Malawi in partnership with the REACH Trust was selected, as a result of an open bidding in June 2004 to host the Secretariat of the TB Poverty Network for Action. The Network was launched at the 35th World Conference on Lung Health in Paris in October 2004. The Network is since the launch located within the DOTS Expansion Working Group (DEWG), as a sub-group of the DEWG. The Core-group of TB and Poverty governs the Network / sub group. The chair of the Core Group on TB and Poverty represents the Network / sub group in the Core Group of the DEWG.

The network / sub group will serve as a platform for innovative implementation and sharing of experiences. Furthermore the Network / sub group aims to be the catalyst for expansion of best practice as TB control activities to extend and adapt the DOTS strategy to better meet the needs of the poor and help meet the global target of 70% TB case detection.

The Network / sub group has the following objectives:

- To assist with mainstreaming pro-poor approaches in TB control implementation activities
- To foster research to inform operations and policy on TB and Poverty
- To advocate for pro-poor approaches in TB control through dissemination of new knowledge on TB and Poverty
- To initiate and maintain effective linkages with other pro-poor approaches and funding in the wider arena of the health sector as a whole.

In order to create a focus in leadership to bring the diversity of activities and initiatives on TB and Poverty together, in support of the continued growth towards better TB control that will specifically reach out to the poor, formalization of the Core-group on TB and Poverty is needed. The Network /sub group secretariat is available to support the function of the TB and Poverty Core-group and to provide follow-up on decisions for the benefit of the Network / sub group's growth and productivity.

¹ See Annex 2 - The Terms of Reference of the Network / sub group

2. Purpose of the Core-group

To provide leadership in creating the momentum for greater awareness and affirmative action towards mainstreaming the poor to modern TB control services, predominantly through the Network / sub group for Action on TB and Poverty structures and activities.

3. Objectives of the Core-group

- To establish and to promote the growth of the Sub group/ Network for Action on TB and Poverty
- To ensure high quality performance and results by the Network / sub group and to promote and publish best practices in the field of TB and Poverty.
- To ensure effective and efficient performance by The Network / sub group's secretariat.
- To represent and promote the poverty focus in the work of the Partnership to Stop TB (STBP) through active participation in the DOTS Expansion Working Group (DEWG) and other relevant STBP's Working Groups.
- To represent TB Poverty concerns in international fora on poverty alleviation and to establish links with other poverty related health initiatives.
- In collaboration with the WHO Stop TB Department and with the support of national TB programme managers, prepare a practical guide specifically intended for NTP managers to guide them in identifying the poor, the barriers the poor encounter in accessing TB services, and available options to address the needs of the poor as an integral part of TB control.
- To promote pro-poor approaches within the National TB Control Programs.

4. Functions and Activities

- To appraise and approve, on the basis of actual available funding or firm pledges, the annual work plans and budgets for The Network / sub group activities as submitted by the Secretariat before the start of each calendar year, with special emphasis on the synergy between three clusters of activities of The Network / sub group (see Network / sub group TOR).
- To periodically appraise the progress of the establishment and growth of The Network / sub group as reported semi-annually by The Network / sub group's Secretariat.
- To periodically appraise the progress and financial reports of the Network / sub group's Secretariat and to provide strategic and other support to the Secretariat if and when needed.
- To liaise with donor agencies and other financial stakeholders regarding resource mobilization and reporting.
- To appraise and endorse proposals from implementing stakeholders in countries for innovative activities that aim to improve the access by the poor to TB care and control that have been submitted to the Secretariat for support.
- To arrange for the external evaluation of The Network / sub group's and Secretariat's performances after 2 years of its official launch.

5. Governance and reporting

5.1 Membership

For the 1st year the Core-group will continue in the same composition as the one prior to the launch of The Network / sub group (see Annex 1).

The Core-group represents all stakeholders who contribute to the further development of the TB poverty mainstreaming in TB care and control, through their active participation in The Network / sub group.

To facilitate decision-making the Core-group should not consist of more than 9 voting members and the non-voting secretary. Each Core-group member nominates a deputy to participate in his/her place when he/she is unable to participate in a meeting or teleconference. To ensure adequate continuity, all deputies receive copies of the Core-Group correspondence and decisions.

The Core-group members are elected for a period of two years by the stakeholders of the Network / sub group, adequately representing the diversity of the Network / sub group participants. A rotation schedule for Core-group members will be agreed upon, to ensure that all relevant constituencies remain fully represented at all times and to avoid too many concurrent changes in membership structure. Membership will be reviewed by the Core Group annually to ensure that the right balance of personal and institutional capacity is represented.

The Core-group members are elected honorary positions and are not paid or reimbursed for their time and/or services.

5.2 Organization of the Core-group

The Core-group members will elect a chair and a vice-chair for a period of 2 years, the Head of the Secretariat of the Network / Sub group is the secretary of the TB Poverty Core-group and acts as voting member, except on issues that may pose a conflict of interest (decisions on financial and progress reports of the Network / Sub group Secretariat). The chair of the Core-group is automatically a member of the Core-group of the DOTS Expansion Working Group.

The secretary organizes at least once a year face to face meetings of the Core-group and determines with the chair and vice chair the agenda allowing ample opportunity for direct input from the members at least 1 month prior to the meeting. In exceptional cases (when an urgent Core-group decision is needed) the Chair may request the Network / sub group Secretariat to organize a special meeting or teleconference in between the regular meetings.

Special guests or resource persons can be proposed by The Network / sub group members through Core-group representatives to the chair and the chair can invite them to participate as non-voting observers.

The Core-group relates primarily to the larger forum of stakeholders of the Global Partnership to Stop TB through the established channels of the DOTS Expansion Working Group, while an additional direct channel of communications and support will be established with the Global Partnership Secretariat for matters that are beyond the scope of the DOTS Expansion Working Group..

5.3 Decision making

The meetings of the Core-group will at least review and comment on the progress that is being made by the three clusters of activities.

The presence of at least 70% of the Core-group members represents the quorum and binds the decisions by the Core-group.

Decisions by the Core-group are reached preferentially through consensus, unless the chair calls for a vote when consensus cannot be reached. A 70% majority is needed for a vote to be accepted.

5.4 Reporting

The Secretariat of the Network / sub group for Action on TB and Poverty reports directly to the Core-group through the chair of the Core-group. Any decision for the Secretariat that is authorized by the chair in between Core-group meetings, must be ratified by the full Core-group during their next meeting.

All Core-group meetings are minuted and the decisions are kept in an administrative log by the secretary. The summary and the decisions are circulated to all Network / sub group participants or are posted on the TB poverty website for public access.

5.5 Representation

The Core-group will select among themselves representatives for international fora and other important entities (including donors) dealing with poverty alleviation. Some representatives can be selected on a semi-permanent basis for the duration of their tenure, others can be appointed ad hoc for special events and conferences. These representatives will report their findings back to the Core-group via the secretariat within 1 month after a meeting or event.

The Network is a sub-group of the Stop TB Partnership DOTS Expansion Working Group. The chair or vice-chair of the TB/Poverty Core-group will formally attend the annual meetings of the DEWG and periodic teleconference of the Core group of the DEWG, and will present the progress of the Network / sub group and submits proposals for consideration by the whole DEWG. In the period between these meetings (s)he will communicate with the chair or secretariat of the DEWG on urgent matters.

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**Members of the Core-group on TB and Poverty
January 2005**

| Institution | Representative | Deputy | Function in Network / sub group Development |
|---|---------------------------------|-------------------|---|
| Head of Network / sub group Secretariat | Felix Salaniponi | Bertha Simwaka | Non-voting secretary of Core-Group |
| DOTS Expansion Working Group | Karam Shah | Dr Ghafoor | Mainstreaming poverty in DOTS Expansion |
| Liverpool School Tropical Medicine, UK | Bertie Squire (Chair) | Rachel Thompson | Chair /Operational research |
| World Bank, USA | Holger Sawert | | All components of the network / sub group, linkage with poverty alleviation initiatives |
| BRAC, Bangladesh | Mustaque Chowdhury (Vice-chair) | Ahmed Faruque | Vice-chair /Implementation from NGO perspective (Bangladesh) |
| International Union Against Tuberculosis and Lung Diseases, France | Karen Bissell | (tba) | Implementation from NGO perspective as technical agency (Global) |
| Koninklijke Centrale Vereniging TBC Bestrijding (KNCV), Netherlands | Peter Gondrie | Maarten Van Cleef | Implementation from NGO perspective as technical agency (Global) |
| WHO STB | Diana Weil | Knut Lonnoth | Mainstreaming poverty in DOTS Expansion |
| Global Stop TB Partnership Secretariat, Switzerland | Ger Steenbergen | Valérie Diaz | Co-ordination and links with WHO's Stop TB Department and the other Working Groups of the STOP-TB Partnership |

Background information

Terms of Reference

NETWORK FOR ACTION ON TB AND POVERTY

1- Rationale

The relationship between TB and poverty has been explored in depth as a result of the 2002 World TB Day theme “Stop TB, fight poverty”. With input from many international experts on health and equity, and with practical contributions from TB control managers in high burden countries the main barriers faced by poor people attempting access TB programmes have been identified. It is clear that poor people face specific difficulties in accessing health services and experience long delays before the diagnosis of TB can be made.

Based on these findings, the Coordinating Board of the Stop TB Partnership has endorsed the setting up of a Network for Action on TB and Poverty to become a platform for innovative implementation and sharing of experiences. Furthermore the Network aims to be the catalyst for expansion of best practice as TB control activities extend and adapt the DOTS strategy to better meet the needs of the poor and help meet the global target of 70% TB case detection.

2. Network for Action on TB and Poverty – phased development

The Network aims to bring together TB Control and Poverty experts with different backgrounds and interests to create a synergy for more coordinated action in support of countries and the poor in particular. Ultimately the Network is expected to be competent at all stages of the cycle of activities required to promote useful action at country level in those places where the needs of the poor are greatest. It is, however, recognized that not all stages of the action cycle (programming, identification, appraisal, financing, implementation and evaluation) can be established immediately. Establishing and embedding a global Network for Action on TB & Poverty with all of these functionalities will take time and further financial investment. The STOP-TB Partnership therefore envisages a phased development of the Network as follows:

Phase 1. Establishing a Secretariat for the Network in a Developing Country.

The Secretariat will be responsible, over a 1 year time period for the following programming responsibilities:

- a) Engagement of policy-makers, practitioners, NGO's and other stakeholders, including representatives of poor women and men, in setting the foundations for the development of tools, guidelines and activities which promote the access of the poor to TB services in at least one region of the world.
- b) Dissemination of new knowledge emerging throughout the STOP-TB Partnership and the emerging Network for Action on TB & Poverty.

- c) Development of productive working relations with other health equity initiatives
- d) Assisting the TB & Poverty Core Group of the STOP-TB Partnership in securing the additional financial and other support required to move into Phase 2.

The possibility of extending the Secretariat function for a further year will be kept open until towards the end of the first year of Secretariat operation. At this time the performance of the Secretariat will be reviewed the light of progress towards Phase 2 of the Network Development.

Phase 2. Extending the range of activities undertaken by the Network and the geographical spread of Network activities.

3- Setting up the Network for Action on TB Poverty

The Stop TB Partnership seeks, therefore, to contract a developing country organization to host the Secretariat for the Network for Action on TB & Poverty which will serve as a focal point for communication and facilitation of the Network throughout Phase 1 of its development.

The Network will be organizationally located in the Stop TB Working Group for DOTS Expansion, but will also maintain a presence in the other working groups of the Stop TB Partnership. This facilitates the mainstreaming of equity issues in all TB related work.

The Network will be governed by the TB & Poverty Core Group which includes representatives from developing countries in the different regions of the globe as well as NGO and technical expertise on TB & Poverty. The chair of this Core Group will rotate among members, with priority for the chair position being given to representatives from those developing countries where implementation of TB control is especially important for the poor.

4- Network Secretariat

In order to provide cohesion between the stakeholders in the regions and the organizations with relevant technical expertise, a small secretariat is necessary. The secretariat will also provide follow-up on the decisions of the TB & Poverty Core Group for the benefit of the Network growth and productivity. This secretariat will must be located in an established organization in a TB high burden or high prevalence country that has significant health equity concerns.

Role and functions

The main roles of the secretariat are to carry out the executive decisions of the TB & Poverty Core Group and to provide follow-up of ongoing issues (both within and outside the Network) in support of the further growth and productivity of the Network.

The related functions are:

- a- Communications with the (WHO delineated) regions and to facilitate contacts between the groups with technical expertise
 - Issue three monthly electronic newsletter
 - Establish and maintain Internet web site with collaborative workspace

- b- Support the governance of the Network
 - Organize semi-annual meeting of the TB & Poverty Core Group
 - Organize annual conference of the Network
 - Carry out resource mobilization in support of the Network and the work of the participants

- c- External relations
 - Maintain close relations with the DOTS Expansion Working Group
 - Maintain contacts with other Stop TB Partnership Working Groups
 - Maintain representation in other Health Equity Initiatives

- d- Administration
 - Prepare and submit to TB & Poverty Core Group annual work plan and budget for Network functions
 - Prepare and submit to TB & Poverty Core Group semi-annual financial and progress reports of the Network Secretariat
 - Follow-up administratively the issue and maintenance of grants (contracts, financial and progress reports)
 - Liaise administratively with external donor agencies that provide financial support

Essential Capabilities

- a- General overview
 - Skills in organization (conferences), administration and (financial) management.
 - Skills in communication, advocacy and networking.
 - Knowledge, understanding and affinity in TB issues.
 - Knowledge, understanding and affinity in poverty related issues.

- b- Personal and professional capabilities
 - Nationally acknowledged and respected public health and equity experience and/or expertise
 - Excellent communicative and language skills, always including English (both in writing and verbal)
 - Ability to establish and maintain international and external relations

- c- Organizational capabilities
 - Excellent secretarial skills (report and newsletter writing and follow-up of executive decisions, e-mail and other correspondence)
 - Excellent administrative skills (financial reporting and control, management of grant portfolios)
 - In-house expertise on information technology (data base management, skills to establish and maintain web-site)
 - Adequate computer capacity and capability

- Easy access to reliable communication facilities (telephone, fax, e-mail and broad band internet)

Desirable Capability

Internationally acknowledged and respected centre or focal point for public health and equity experience and/or expertise.

5- Proposal to host the secretariat

Proposals are herewith invited to host the above mentioned secretariat, taking the above roles and functions into consideration. Only serious proposals that substantiate the required capabilities and capacity of the applicants will be considered.

Proposals will be appraised on the strength of their capabilities, proven interest and capacity. The Stop TB Partnership Secretariat will, in close consultation with the members of the TB and Poverty Core group, decide on behalf of the Stop TB Coordinating Board. It is expected that the TB & Poverty Secretariat will be contracted from 1st July 2004 until 30th June 2005 with an opportunity for extension depending on performance, available funding, and Network development.

Proposals are expected to be specific in their bid in relation to the following points:

- Contact person responsible for the bid with his/her formal institutional affiliation.
- Institutional history and technical background, with special emphasis on TB equity experience and expertise.
- Legal status for contractual purposes.
- Description of how the roles and functions of the secretariat can be realized.
- Description of the existing capabilities as mentioned above
- Investments needed to fill probable gaps in the existing establishment to adequately address the stated requirements for the secretariat (including recruitment of additional full time staff)
- Proposed indicative annual plan and budget for the secretariat's function (2004 – 2005). Bids must not exceed USD. 100,000 per annum.

Proposals are appraised on technical contents and organizational / managerial merit by an expert group, using the Bid Evaluation grid.

The closing date for the submission of proposals is 1st May 2004.

All proposals should (preferably by e-mail) be sent to:

Stop TB Partnership Secretariat,
Att. Ger Steenberg MD MPH,
World Health Organization (STB/TBP),
Avenue Appia 20,
1211 Geneva, Switzerland

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