



CALL FOR MEMBERS:

2019 - 2022

DEVELOPED COUNTRY NGO DELEGATION TO THE STOP TB PARTNERSHIP BOARD

In line with a decision point taken during the [31st Meeting](#) of the Stop TB Partnership (STBP) Board, the three civil society constituencies – affected communities, developing country NGOs and developed country NGOs – embarked on a process of establishing delegations with the aim of improving communication and engagement, strengthening accountability and enhancing institutional memory of the constituencies.

The Developed Country NGO Delegation to the Board of The Stop TB Partnership is currently inviting applications for membership from individuals representing and working with NGO's in the countries making up the Developed Country Constituency (as defined in the Stop TB Governance Manual¹). The selection process strives to achieve a balanced and representative Delegation with strong consideration for experience in TB, regional representation, gender and Human Rights.

The term of office is for a period of three (3) years (2019-2022), subject to performance appraisal. The member will form part of a team of delegation members, democratically led by the Board Member.

Delegation members agree to:

- Work to finalise the draft Delegation Manual and establish ways of working.
- Support the STBP in achieving its goals and related engagement among community groups and networks and NGOs during and in-between Board meetings;
- As required, attend the STBP Board and regional meetings;
- Act as a watchdog of Stop TB Partnership operations at country level;
- Participate in Delegation and Board committees and working groups;
- Advocate for and mobilize resources for the STBP and to support the work of the delegation, as appropriate;
- Develop strategic alliances with partners in the delegate's country and region and at Board level;
- Be an effective representative and to liaise and network with community groups and networks and NGOs at country and regional level;
- Prepare fully for STBP Board meetings, which include reading Board documents, summarizing and attending all pre- and post- STBP Board meetings or coordination calls;
- As required, attend annual Delegation retreats;
- Respond promptly to issues, which arise during and between Board meetings;
- Staying updated on technical and policy issues in TB and its impact on people affected by TB, key and vulnerable populations, civil society and broader TB community;
- Maintain close communication with the Delegation's leadership team and other

¹ The Governance Manual uses the IMF's list of the following 34 countries with "advanced economies:" United States, Germany, France, Italy, Spain, Netherlands, Belgium, Austria, Greece, Portugal, Finland, Ireland, Slovak Republic, Slovenia, Luxembourg, Estonia, Cyprus, Malta, Japan, United Kingdom, Canada, Korea, Australia, Taiwan Province of China, Sweden, Hong Kong SAR, Switzerland, Singapore, Czech Republic, Norway, Israel, Denmark, New Zealand, Iceland.

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delegation members through regular email messages and internet-based or web teleconferencing;

- Disseminate information on STBP issues in line with the Delegation's internal/external communications strategy and guidelines;
- Consult with, report to and seek input from the broader constituency on key issues related to relevant documents before and after Board meetings;
- Perform other tasks related to the work of the Delegation and the STBP as required.

Applicants are expected to meet the following criteria:

- Evidence of being from and resident in a developed country.
- Belonging to a community or civil society organisation (i.e. NGO, CBO, FBO, network, etc.)
- Formal recommendation letter from the individual's organisation and an undertaking from the organisation to permit the member to contribute up to 15% of the person's time to the work of the delegation
- References from two NGOs, CBOs or networks in the respective region.
- Knowledge of how the STBP operates; experience of working with the STBP is a plus;
- Ability to work in written and spoken English; knowledge of other UN languages (Spanish, French and Russian) is a plus;
- Background in public health, finance, strategic planning, media or human rights is a plus;
- Ability to contribute up to 15% of professional time to the Delegation and ability to travel if necessary;
- Regular access to internet and email.

Membership in the Delegation is voluntary as non-paid. Costs associated with participation in Delegation meetings are covered as per Delegation policies.

To apply, candidates are requested to send the following documents to stbpdevelopedngo@gmail.com, with a subject of "*Application to Developed Country NGO Delegation:* " and your name, by noon GMT on Tuesday the 24th of September 2019:

1. An expression of interest detailing:
 - Your understanding of the STBP and its work
 - Your NGO and civil society linkages
 - Details of your TB knowledge
 - The skills you would bring to the Delegation
2. Letter from the applicant's organization supporting the application and agreeing to the applicant's time/travel commitments.
3. Letter of support from any other national, regional or global NGO network or organization.
4. Current curriculum vitae.
5. Contact details for two or more professional references.

Applications without all requested documentation and those received after deadline will not be considered.

Should you have any questions, kindly email: stbpdevelopedngo@gmail.com

The deadline for applications is noon GMT on Tuesday the 24th of Sep 2019.



Developed Country NGO Delegation Member

Terms of Reference (ToR)

September 2019

The role of the Delegation member is to support the Constituency and the leadership led by the Board Member on issues related to the Stop TB Partnership; to bring to the Stop TB Board the concerns and voices of the civil society NGOs from developed countries worldwide and also share such information from the Board to the bigger NGO communities within their region and beyond.

A member of the Delegation serves in a voluntary capacity - there is no remuneration for participating. Travel and per diem costs to attend Delegation retreats, Board meetings and other committee meetings are expected to be covered by the member's own organisation, although the delegation will seek funds to support this participation. It is desired that an annual retreat is held once per year to which all members are invited.

Board meetings are held every nine months and some Delegation members will be invited to attend according to delegation policies.

The Stop TB Board meeting attendance is by invitation from the Board member and based on performance and the issues on the Board agenda.

Being involved with the Delegation can demand between 10 and 15 percent of a full-time equivalent role, and this requires an explicit written commitment from the applicant's organisation.

The Delegation members will support the Delegation leadership to perform the following functions:

- Develop policies and strategies for Stop TB, in line with the agreed vision, mission, and values.
- Make collective decisions on behalf of the constituency.
- Represent constituency views.
- Represent and voice the needs of developed country NGOs/CBOs.
- Coordinate with outside agencies.
- Advocate for the Stop TB Partnership and the Delegation, including mobilising resources to support its work where appropriate.
- Participate in Board committees and working groups.