

REQUEST FOR PROPOSALS

High Level Meeting on TB: Engagement & Coordination of Affected Communities & Civil Society Service Providers

Issue Date: Thursday 7 September 2017

RFP Closing Date: Saturday 16 September 2017

RFP Closing Time: 1700 (5pm) CET

Civil society representatives on the Stop TB Partnership Board (STBP CS Board members) invite potential suppliers to support, as service providers, the coordination and advocacy of TB affected communities and civil society in the lead up to, and during, the UN High Level Meeting on TB (HLM), in **ONE** of the following categories (you may submit an application for both categories, however, you may only be selected to fulfil obligations in one of the two categories):

1. Category 1- Affected Communities and Civil Society Advisory Panel: Individuals representing TB affected community constituencies or individual representatives from organizations working with affected TB communities, to guide HLM community engagement, mobilise support and represent advocacy priorities of the communities they represent.
2. Category 2- Affected Communities and Civil Society UN HLM Coordination: An organization, to communicate and coordinate the Advisory Panel, as well as, affected communities and civil society generally, prior to and during the UN HLM.

The purpose of this request for proposals is to progress the call by affected communities and civil society made during the recent TB Communities Advocacy In Action meeting in Bangkok (29-30 July 2017) attended by 60 global TB advocates from 32 countries. As STBP CS Board members we want to action the two requests of our constituencies. Firstly, to create an advisory panel that is created by and for communities and civil society, independent of the UN system. This Panel will consult, engage, and mobilize TB communities for the HLM, leading the advocacy agenda. Secondly, to select an organization that will coordinate and communicate with communities, supporting the advocacy agenda of the Advisory Panel, and ensuring a united civil society and community voice at the UN HLM. In undertaken coordination, the organization's objective would be to ensure their own neutrality by supporting affected communities and civil society to target decision makers and governments. This is to avoid any conflict of interest on the part of the CS Board members – should they wish to apply to be on the Affected Communities Advisory Panel.

The details relevant to each category are fully described in **Attachment A** – Statement of Work.

Submissions in Category 1 and 2 will be evaluated by STBP CS Board Members.

Any proposal shall not be construed as a contract or a commitment of any kind.

All communications concerning the RFP should be sent to hlmcommunityengagement@gmail.com.

Please submit your proposal in accordance with the instructions given below, no later than the closing date and time, by email to hlmcommunityengagement@gmail.com where they will be accessed by all STBP CS Board members.

Please note the RFP closing date has been selected to ensure this group can be in place to meet together at the UNION Conference in October, 2017 should resources permit this.

A public teleconference enabling further clarification as well as Q&A with STBP CS Board members will be held on Monday 11 September, 2017 at 4pm.

Attachment A: Statement of Work

Background

The UN HLM on Tuberculosis

A United Nations High-Level Meeting (UN HLM) is convened by the UN General Assembly (UNGA), the main decision-making body of the UN representing all 193 UN Member States, and governments. Agreement to hold a dedicated UN HLM on a specialized topic is taken in exceptional circumstances through a UN resolution and vote, with the purpose of reaching agreement on cooperation measures and solutions on important global issues among Heads of State and governments. The UN HLM on TB will be the fifth time the UN has called for a high-level meeting devoted to a health issue, the first being the 2001 Special Session on HIV/AIDS, followed by UN HLMs on Non-Communicable Diseases, Ebola, and Antimicrobial Resistance.

Following a campaign launched by the Stop TB Partnership Board and partners in September 2016 at its Coordinating Board Meeting in New York, the resolution calling for a UN HLM on TB was tabled in December 2016 by the Global Health and Foreign Policy Initiative, a UN country grouping which includes South Africa, Thailand, Brazil, France, Norway, Senegal, and Indonesia. The resolution, and specifically the text calling for the UN HLM on TB, was agreed unanimously by UN member states through a vote in the UN General Assembly.

The High-Level Meeting on TB is the biggest and best opportunity to raise the political priority of TB. It is the most significant political meeting ever held on TB. The meeting should result in an ambitious Political Declaration on TB endorsed by Heads of State that will form the basis for the future TB response. It should secure commitment from Heads of State and governments for a coordinated global response, result in a substantial increase in financial resources for TB, and lead to millions of lives being saved from premature deaths from TB. It should also endorse measurable targets and commitments from governments and key stakeholders for 2020 and 2025 on which they can be monitored and held accountable through regular reporting.

The UN High-Level Meeting on TB will be organized under the direction of the UN General Assembly. The meeting will take place at UN Headquarters in New York in 2018. The exact date has yet to be decided and will be agreed in the 'modalities resolution' which will be agreed by UN member states.

You can find further information at:

<http://www.stoptb.org/assets/documents/news/UN%20HLM%20FAQ%20rev.pdf>

Call from community for strategic advocacy and coordination

At the Advocacy in Action HLM Community Strategizing Meeting in Bangkok (July 2017), a group of 60 affected community and civil society representatives from over 30 countries highlighted the need for communities and civil society to be engaged, organized and supported to participate in all aspects of the UN HLM. There was also widespread agreement that a community group comparable to that which was formed for the UN HLM on HIV/AIDS should be formed to lead advocacy and mobilise grass roots input and support. This group and their advocacy work could be supported and coordinated by and through an organization with expertise in community coordination and High Level Meeting processes. They would however refrain from advocacy on the HLM independent of the

group and its inputs, thus ensuring neutrality. This second function could mirror the role played by ICASO during the UN HLM on HIV/AIDS who have provided advice to us on the needs and challenges of community and civil society advocacy coordination.

Much of this sentiment for strategic and coordinated community advocacy and participation was reaffirmed in the recent civil society submission on the UN HLM Modalities document. It is from these two sources that we have been informed and motivated to begin this process.

Description & Criteria

We invite applications in two categories:

- 1. Individuals representing TB affected community and key population organizations or constituencies, at the local, national, regional and global level, are invited to submit an application to be part of the Affected Community and Civil Society Advisory Panel.**

The successful applicants (between 10-15 pax), will be able to demonstrate TB related expertise and experience in several of the following areas:

- lived with TB;
- supporting groups of people affected by TB (including key populations);
- advocacy;
- mobilization of communities, network building and community systems strengthening;
- political engagement;
- communities, human rights and gender (CRG);
- health financing;
- program monitoring, evaluation and accountability;
- universal health coverage;
- drug resistance
- TB drugs and diagnostics; and
- TB research and development.

Other relevant skills and experience will also be considered. It should be noted that as the HLM will be conducted in English, capacity to operate in English would be essential. However, given the diverse communities that the advisory panel will represent (proficiency in other languages, including UN languages, would be an asset).

The selection of this Community and Civil Society Advisory Panel, will also be guided by the following principles:

- The majority of this panel must be comprised of people who have been affected by TB;
- Regional representation is critical (Anglophone Africa, Francophone Africa, Asia-Pacific, Eastern Europe-Central Asia, Latin America as well as developed countries including from North America, Western Europe and Asia-Pacific) must be represented;
- Every effort to achieve gender equality on the Panel should be made;
- TB key populations, wherever possible, should be represented;
- Membership ought to build on existing regional and global platforms wherever possible – (we would strongly encourage existing global and regional community and civil society platforms to nominate from their constituency);

- Ensure that there is sufficient expertise, political influence and experience across the Panel as a whole to effectively engage in the process and content of the UN HLM and political declaration;
- Panel members must be proven to represent constituencies and mobilise communities;
- Representation from high burden TB countries, including BRICS, is strongly encouraged;
- As the HLM will be conducted in English, capacity to operate in English would be important.

We would further suggest that successful applicants be able to demonstrate their expertise, influence and experience in the skills sets described above and also clearly demonstrate the constituency they represent. They should also have some knowledge of the UN system and HLM architecture.

This role is unpaid. Subject to successful funding mobilization, successful applicants will have travel and per diem support as required, as well as funding for meetings, consultations and other related events.

2. Organizations with experience communicating and coordinating TB civil society and affected community advocacy and engagement in global political events are invited to submit an application to be the Coordinator of the Community and Civil Society Advisory Panel and community and civil society more generally.

The successful applicant will be able to demonstrate the following requirements:

- Be registered as a community or civil society organization (as per the legal requirements of the host country);
- Be available for the period October 2017- October 2018.
- Substantial expertise in coordinating community and civil society inputs into global processes (particularly in TB, but also in other health responses);
- Substantial expertise in supporting community and civil society advocacy action at national, regional and global levels;
- Experience developing, implementing and monitoring advocacy strategies;
- History of coordinating diverse community and civil society partners inputs into advocacy action;
- Competence developing or utilizing information management and information dissemination systems.
- Developing of communications and social media tools and key messages;
- Existing internal capacity to host conference calls and webinars;
- Excellent knowledge of (and experience with) the UN mandate and UN HLM processes and architecture;
- Strong awareness of TB community advocacy issues and TB community and civil society partners.
- Considered and strategic plan for coordinating the community and civil society advisory panel and relevant costings.

The successful organization will be asked to develop a detailed work plan for the period October 2017 through November 2018. Funding mobilization efforts will be required to support this role.

Proposal Requirements

Requirements vary for each of the two roles.

1. Communities and Civil Society Advisory Panel – Individual

Please include a cover letter (informed by your CV) and supporting documentation totally no more than 4 pages, covering each of the following:

- a) Individual profile, motivation and experience;
- b) Demonstrate expertise in one or more of the areas described in 'Description and Criteria' above;
- c) Capacity to operate in English and skills in other languages;
- d) Description of the constituency you represent, including individuals, organizations countries, and/or regions.
- e) Concrete examples of effective community engagement, mobilization and advocacy which you have lead in the context of TB and/or UN HLM (maximum.
- f) Letter of support from members of the constituency you represent.

2. HLM Coordination of Communities and Civil Society – Organization/ Network

Your submission should be a maximum of 4 pages (excluding 'g', 'h','i' and 'j' below)

- a) Organization profile;
- b) Designated Technical Advisor/Lead;
- c) ALL areas of expertise for which the organization can provide support;
- d) Statement of past professional experience (including place and period of work, description of work, how performance was assessed, milestones);
- e) Concrete examples of deliverables that the organization would be willing to provide, with a particular focus on high level meetings, community engagement and community and civil society coordination.
- f) Costings in USD (including daily rates, admin fees and other costs)
- g) Evidence of technical capacity and expertise - CVs of Coordination Team
- h) Evidence of professional financial management capacity and expertise
- i) Letter of support
- j) Evidence of organization registration

Proposals and Communications

Submission of proposals must be made to: hlmtbcommunityengagement@gmail.com

Complete proposals are due Saturday 16 September, 1700 (5pm) CET. Please use the subject line relating to the category for which you are submitting a proposal:

1. Communities & Civil Society Advisory Panel: Communities&CSAdvisoryPanel_(YOURNAME)
2. HLM Coordination of Communities & Civil Society: HLMCoordination_(YOURORGANISATION)