

CALL FOR NOMINATIONS

APPLICATION FORM AND CHECKLIST

Advisory Group Member for the Civil Society Engagement Mechanism for UHC2030 (CSEM) or Civil Society Alternate Representative to the UHC2030 Steering Committee

This vacancy is published in English, French and Spanish—please share widely

Submission Deadline Date and Time: Monday, November 4th, 2019 at 11:59 midnight EST

Submission format: Word or PDF Format

Language of submission: English

Submissions sent to: csem@msh.org

Item	Mark when complete
1. Name, Contact Information and Organizational Affiliation of Nominee Name: Mailing address: Email: Phone/WhatsApp/Skype:	<input type="checkbox"/>
2. Short Curriculum Vitae (CV) of Nominee	<input type="checkbox"/>
3. Personal Statement from Nominee (2 pages maximum)	<input type="checkbox"/>
4. Letter of Recommendation from Nominee's Organization (CEO or other senior leader)	<input type="checkbox"/>
5. A Letter of Support from a civil society platform or network (letter must confirm Nominee's active involvement in CSO movements related to health)	<input type="checkbox"/>
6. Piece of written work including blog/articles, etc or other evidence of work (print or online publication, photographs, videos or other media, etc) related to UHC advocacy	<input type="checkbox"/>

Please mark the position you are applying for below:

- CSEM Advisory Group Member
- CSO Alternate Representative Global North
- CSO Alternate Representative Global South
- Community Based Organization Alternate Representative

CALL FOR NOMINATIONS

Advisory Group Member for the Civil Society Engagement Mechanism for UHC2030 (CSEM) or Civil Society Alternate Representative to the UHC2030 Steering Committee

Deadline for nominations: Monday, 04 November 2019, 11:59 EST

The **Civil Society Engagement Mechanism for UHC2030 (CSEM)** is the civil society constituency of the International Health Partnership for UHC2030 (UHC2030). The CSEM raises civil society voices within the UHC2030 partnership as well as fosters the participation of civil society in other global and country-level advocacy spaces. The CSEM promotes Universal Health Coverage (UHC) policies that are inclusive and equitable, and that systematic attention is given to the most marginalized and vulnerable populations so that no one is left behind. A secretariat, currently hosted by Management Sciences for Health (MSH), manages the CSEM, ensuring effective coordination and communication between the UHC2030 Steering Committee, Civil Society Organization (CSO) representatives in the Steering Committee, the CSEM Advisory Group, and CSEM members. For more information on the CSEM and our 500 member organizations in more than 75 countries worldwide, visit [our website](#).

UHC2030 is a multi-stakeholder partnership co-hosted by the World Bank and the World Health Organization with the overall aim of supporting a movement for accelerated, equitable and sustainable progress towards UHC as well as the other health targets in the Sustainable Development Goals (SDGs), including global security and equity. UHC2030 aims to provide a platform to coordinate health systems strengthening efforts, including linkages and synergies with related technical networks and partnerships; consolidate political momentum around a shared global vision of Health Systems Strengthening (HSS) for UHC and advocate for sufficient, appropriate and well-coordinated resource allocation to HSS; facilitate accountability for progress towards HSS, UHC and SDG3; and promote coordination in countries receiving external assistance through adherence to [IHP+ principles and behaviors](#). For more information on UHC2030, visit the [UHC2030 website](#).

The **CSEM Advisory Group** fosters civil society representation in UHC2030. The Advisory Group links the global and national levels, conveys constituency priorities based on national inputs and acts as a technical hub. The group is composed of 18 members, including 12 regular Advisory Group members, three CSO representatives and three alternates to the UHC2030 Steering Committee. Within the Advisory Group members the CSEM seeks to represent a balance of gender, expertise, representatives from populations often left behind, world regions, technical focus areas, connections to other CSO networks/mobilizing bodies and types of organizations. Members will serve a three-year term. Membership on the Advisory Group is organizational, not individual.

Please submit nominations for civil society representatives to fill six seats as CSEM Advisory Group Members (for three year terms starting December 2019) and three seats for Alternate Representatives to the UHC2030 Steering Committee (for two year terms starting December 2019).

Please include:

1. **Completed application form** (See cover page)

2. **Short Curriculum Vitae (CV)** outlining experience in health system strengthening and universal health coverage and at least two additional areas of expertise detailed in annex 1 (*Maximum 2 pages*)
3. **A personal statement** explaining your interest and what skills you would bring to the role (*500 words maximum*)
NOTE: please clearly indicate which position you are applying for both on the application form and in your personal statement. Open positions are 1) CSEM Advisory Group member, 2) CSO Alternate Representative Global North, 3) CSO Alternate Representative Global South, 4) CSO - Community-Based Organization Alternate Representative. For information on the current Advisory Group and Steering Committee members please visit <https://csemonline.net/about-us/who-we-are/>
4. **A letter of recommendation from the nominee's organization**, authorizing applicant to assume the related workload as an Advisory Group member or as an Alternate Representative to the UHC2030 Steering Committee and confirming organizational intent to sign the [UHC2030 Global Compact](#).
NOTE: As detailed in Annex 1 and 2, members of the CSEM Advisory Group and CSEM representatives to the UHC2030 Steering Committee serve in a volunteer capacity. Funding is only provided to cover travel and lodging for participation in biannual CSEM in-person meetings or for attending key events/conferences. The nominee's employer, therefore, must agree to cover the time that the nominee spends working on CSEM-related activities.
5. **A letter of support from a coordination secretariat of a CSO platform or network** to confirm that the nominee is actively involved in other CSO movements related to global health and could, therefore, serve as a connector for the CSEM work to those movements
6. **Piece of written work including blog/articles, etc.**, (published or unpublished) or other evidence of work (print or online publication, photographs, videos or other media, etc) related to UHC advocacy

Application Submission Requirements

1. The application deadline is Monday, 04 November 2019, 11:59 EST.
2. Nominations must be:
 - in English
 - in Word or PDF format
 - in Times New Roman (Font Size 12)
 - include a completed application form and all required attachments
3. Organizations should submit complete applications electronically to csem@msh.org
4. Subject line of the email should be as follows:
 - Position_Name of Nominee_Organization (for example CSEM Advisory Group Steering Committee Alternate_JohnSmith_Advocates for UHC)
5. Please make sure all attachments are labeled using the following naming convention:
 - Application_Name of Nominee (for example Application_JohnSmith)
 - CV_Name of Nominee
 - Personal Statement_Name of Nominee
 - Letter of Recommendations_Name of Nominee
 - Letter of Support_Name of Nominee

Selection process



Civil Society Engagement Mechanism for UHC2030



International Health Partnership

- The Review Committee will review the nominations with the support of the CSEM Secretariat based on the degree to which the application aligns with the terms of reference outlined in Annex 1. They will ensure a regional and gender balance among the six new Advisory Group members and three new Alternate Representatives to the UHC2030 Steering Committee.
- A final decision will be made by November Tuesday, November 19th.

ANNEX 1 Terms of Reference of Advisory Group Member for CSEM

CSEM Advisory Group responsibilities:

- Consult with the broader CSEM membership
- Comment and provide feedback on UHC2030 policies and guidelines
- Contribute to UHC2030 working groups to raise CSO voices and share output of the working groups with CSEM constituency;
- Strengthen the capacity of national-level CSOs to engage in national health policy processes
- Consult on, propose, and develop a mechanism to improve coordination with other Global Health Initiatives (GHIs)
- Develop advocacy tools in response to CSEM needs
- Represent CSEM in local, national, regional and international events and key moments
- Develop advocacy messages and strategies on UHC

Responsibilities related to UHC2030 steering committee meetings:

- Advise the Steering Committee representatives and alternates regarding their work in the UHC2030 Steering Committee and promote constituency views and positions
- Seek input from civil society constituency on issues being considered by the steering committee prior to its meeting

Responsibilities related to the CSEM constituency:

- Propose strategies, work plans, and budgets for the CSEM
- Follow up monitoring and evaluation of UHC and HSS policies and contribute to the setting up of social accountability tools to be made available to CSOs
- Contribute to discussions and debates among CSOs, CBOs, and other groups related to HSS and/or UHC issues when requested
- Participate in coordination meetings with other CSO representatives in global health initiatives (such as Gavi, Global Fund, among others) to update information on health and health-related issues and propose, when appropriate, common activities
- Represent the interests of UHC2030 as necessary, both within the constituency and to external stakeholders

Time commitment:

- At a minimum, CSEM Advisory Group Members and CSEM Representatives to the UHC2030 Steering Committee should attend all monthly 1-1.5 hour calls, two 2-day CSEM Advisory Group meetings and Steering Committee meetings (if the AG member is an alternate or representative on the Steering Committee) annually. The CSEM Advisory Group Member is expected to participate in advocacy initiatives at the country, regional and/or global level such as conferences (as a speaker, moderator or participant). The Advisory Group Member is also expected to support the CSEM Secretariat with the development of key communications materials, reports, blogs and participate in interviews and webinars related to UHC.
- The time commitment increases around June and December UHC2030 Steering Committee meetings when Advisory Group members are expected to attend two-day in-person meetings and where Steering Committee representatives and Alternates are expected to attend and additional two days of in person Steering Committee meetings.

Time commitment may also increase around key global moments such as the World Health Assembly, UNGA, etc.

- These positions are held on a voluntary basis without financial compensation

Length of Term:

The CSEM Advisory Group term of office is for a period of three years (December 2019-December 2022)

Language:

The working language is English

Candidates should have one or more of the following areas of expertise:

- Health of key populations including but not limited to women and children, youth and adolescents, elderly, patients, vulnerable and marginalized groups
- Health system strengthening, UHC policies, sustainability, and donor transition issues
- Health financing and budget tracking
- Strategic planning, media, and communication
- Social accountability and advocacy
- Gender, human rights issues
- Health and the environment

Skills, experience, and competencies:

- Ability to work as a team member and represent the diverse viewpoints,
- Experience in advocacy and representing communities/vulnerable populations at multiple levels
- Proven ability to engage diverse networks and navigate complex interpersonal and political dynamics in multicultural, multi-partner engagements
- Fluency in English required, fluency in another language is highly desired

Gender, geographic and organizational diversity:

- We value diversity which includes affected communities, people with experience at country level, gender, geography (particularly LAC representation), generations (e.g., including young people), and cultural diversity among others not mentioned (ability status, religious background, sexual orientation/gender identity etc.).

ANNEX 2. Terms of Reference for Alternate CSO Representatives to the UHC2030 Steering Committee

CSO Representatives To The UHC2030 Steering Committee

The CSEM appoints three positions (plus three alternates) to the UHC2030 Steering Committee:

1. CSO representative from Global North and Alternate

The Global North CSO representative will represent the perspective of developed country NGOs.

2. CSO representative from Global South and Alternate

The Global South CSO representative will bring the reality and the vision of CSOs in low- and middle-income countries regarding UHC implementation in their context.

3. A Community-Based Organization (CBO) representative and Alternate

The CBO¹ seat will make space to include youth groups, women's groups or patient groups (such as urban poor or those who face discrimination based on gender, education, poverty, ethnicity, sexuality, etc.) from southern countries and assist them in raising their voices and sharing their needs.

Responsibilities of the CSO representatives and Alternate:

- Fulfill all the responsibilities of the regular CSEM Advisory Group members as detailed in Annex 1
- CSO Representatives are expected to attend in person the two annual UHC2030 Steering Committee meetings (usually in June and December) to represent the voices of the CSEM constituency. CSO Representatives and Alternates are also required to join virtual meetings of the SC when they are scheduled
- Alternates are expected to attend the UHC2030 Steering Committee meetings to backstop the Steering Committee representatives, and will assume the Representative seat if the Representative is unable to attend a Steering Committee meeting in person
- In case of resignation or other inability to serve by the CSO Representative, the Alternate will take over the CSO Representative's seat for the remainder of the uncompleted term
- Following the completion of the CSO Representative's two-year term, the Alternate then becomes the CSO Representative and serves their own two-year term

¹A CBO is defined as a non-profit group organized by and for a particular community of people based on shared interests to improve life for the community.

Responsibilities related to UHC2030 steering committee meetings:

- Read all relevant documents prior to a steering committee meeting to ensure effective input into the decision-making process
- Maintain a focus on issues of interest and importance to the community and NGO movements
- Seek input from the constituency on issues being considered by the steering committee prior to its meeting
- Meet face-to-face with CSEM Advisory Group prior to UHC 2030 Steering Committee meetings
- Collect and share country-level information with UHC2030 members when appropriate;
- Identify which UHC2030 working groups are relevant for CSOs and ensure members of the Advisory group or CSO reps are contributing
- Share output of the working groups with CSEM constituency
- Develop strategic alliances on behalf of the CSO constituency with partners at the Steering Committee level

Time commitment:

- Alternate Representatives, like all Advisory Group members, at a minimum, should attend all monthly 1-1.5 hour calls, two 2-day CSEM Advisory Group meetings and Steering Committee meetings annually. The CSEM Advisory Group Member is expected to participate in advocacy initiatives at the country, regional and/or global level such as conferences (as a speaker, moderator or participant). The Advisory Group Member is also expected to support the CSEM Secretariat with the development of key communications materials, reports, blogs and participate in interviews and webinars related to UHC
- Travel to attend two Steering Committee Meetings per year (usually 2 days, with 2 days of preparatory meetings with the full Advisory Group)
- Participation in teleconferences or other Steering Committee preparatory meetings as needed
- In practice, the time commitment will likely be greater in preparation for UHC2030 Steering Committee meetings (usually twice annually in June and December) and other time periods around key moments (such as UN General Assemblies).
- Please note that these positions are held on a voluntary basis and there is no financial compensation involved in this work

Length of Term:

The Alternate Representatives serve two-year terms as Alternates. They then become the CSO Representatives and serve an additional two-year term in those roles. Nominees should be prepared to commit to four years of service (December 2019-December 2023)

Language:

The working language is English.

Candidates should have one or more of the following areas of expertise:

- Health of key populations (Women and children, youth and adolescents, elderly, patients, vulnerable and marginalized groups, etc.)
- Health system strengthening, UHC policies, sustainability and transition issues
- Health financing and budget tracking



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- Strategic planning, media and communication
- Social accountability and advocacy
- Gender, human rights issues
- Health and the environment

Skills, experience, and competencies:

- Ability to work as a team member and represent the constituency's diverse views, even if the individual may not always agree with those views
- Experience in advocacy and representing communities / vulnerable populations at multiple levels
- Proven ability to network and deal with politics in multi-cultural, multi-partner level discussions and meetings
- Previous experience serving in a governance role-on a Board or Steering Committee of an NGO or other global health initiative preferred
- Fluency in English, fluency in Spanish and/or French is highly desired

Gender, geographic and organizational diversity:

- We value diversity which includes affected communities, people with experience at country level, gender, geography (particularly LAC representation), generations (e.g., including young people), and cultural diversity among others not mentioned (ability status, religious background, sexual orientation/gender identity etc.).