

TERMS OF REFERENCE

Mission No. 20SANIN841

I. General information

Title of the expertise mission	To support APCASO in the process of developing its next strategic plan			
Component	All (HSS, HIV, TB, malaria)			
Issue(s)	Community, Gender and Human Rights			
Beneficiary	APCASO			
Countries	Multiple countries – Asia-Pacific			
Related Global Fund Grant	Total Signed Amount	Implementation Period	Grant Rating	Period of latest rating
CRG grants TBC				
Total number of working days	45 working days			
Contact at Expertise France	Focal Point		Contact Details	
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II. Background of the expertise mission

APCASO, formerly known as the Asia Pacific Council of AIDS Service Organizations, was founded in 1992. In 2015, APCASO transformed its vision: from “Ending the AIDS epidemic” to “Just and inclusive societies that respect, fulfil and advance the rights of communities most in need – thereby hastening the end of the AIDS epidemic and other health challenges.” Today, APCASO is the longest serving civil society network in the region working on HIV, health and social justice, with a focus on advocacy and community capacity development in the Asia-Pacific. It is also the only regional Civil Society network in Asia-Pacific which works solidly on and across HIV, TB and malaria.

Community, rights, and gender (CRG) are inherent principles and approaches in all of APCASO’s internal and external operations and work. APCASO’s current strategic plan explicitly mentions as the network’s guiding principles the following: “APCASO strongly believes that gender equality and the respect, promotion and fulfilment of the human rights of all persons are critical to advancing and sustaining a just and equitable health and social development agenda”. APCASO has also been leading community and civil society engagements on sustainable health financing and Universal health Coverage (UHC) in the Asia-Pacific region.

In 2017, under a Global Fund-supported *Sustainable HIV Financing in Transition (SHIFT)* multi-country grant project, APCASO worked with partners in Indonesia, Malaysia, the Philippines and Thailand to ensure that transitioning countries have sustainable, evidence-based, and strategically allocated funding for their HIV responses covering key populations and civil society.

In 2019, APCASO was offered funding by the German BACKUP-Health GIZ programme to implement a regional multi-country programme to strengthen community and civil society engagement in Nepal, Papua New Guinea, Pakistan, and Sri Lanka. In addition, APCASO is the host of the Global Fund Community, Rights, and Gender Platform (APCRG) for Asia-Pacific; it is also a founding member, implementing host, and institutional steering committee member of the Activist Coalition on TB Asia-Pacific (ACT! AP); as well as an institutional steering committee member and fiscal host of the Global Fund Advocates Network Asia-Pacific (GFAN AP); and helped found with GFAN AP the global Civil Society for Malaria Elimination (CS4ME) network.

APCRG is a communications and coordination platform for civil society and community networks and groups that are involved in the response to fight HIV, TB, and malaria through the Global Fund. It is one of the six regional platforms that were established with the support of the Global Fund under its Community, Rights, and Gender Special Initiative (CRG SI).

The creation of the Regional Platforms reflects the urgency of including CRG-related interventions in HIV, TB, and malaria programmes of the Global Fund. Specifically, the Platforms are tasked to improve the knowledge of civil society and community-based organizations on key Global Fund policies and programmes as well as facilitating a deeper understanding of CRG issues among these groups. APCRG also acts as a communication bridge between local communities, civil society partners and the Global Fund Secretariat on key Global Fund grant or other concerns, issues or questions that need attention or action. Over the six years that APCASO has served as implementer host of APCRG, it has convened community and civil society - across the 3 diseases – to discussions and forums to facilitate solidarity building and position development on key CRG themes and topics. Outcomes of such regional discussions and forums are documented, packaged, and communicated to the Global Fund and the country coordinating mechanisms.

III. Objectives and expected results

1) General objective of the expertise mission

The overall objective of the mission is to support APCASO in the process of developing its next strategic plan.

2) Specific objectives

- to perform an organisational review of APCASO including on its role as APCRG;
- to facilitate the development of APCASO's next 5-year strategic plan, including a plan of action for mobilising Asia-Pacific community and civil society input to the Global Fund new strategy development process.

3) Expected results

APCASO's strategic plan is available and validated by its board and key partners.

IV. Description of the expertise mission

1) Methodology and description of tasks:

The present Terms of Reference define the objective and expected results while providing a broad framework for the implementation of the assignment. The expert will however propose a detailed methodology and timetable which will be part of the evaluation process and further discussed with Expertise France and APCASO.

An inclusive and participatory methodology:

Activities will include: briefing calls and/or meetings; desk review of relevant documents; review of the previous strategic plan; preparing interviews schedule; preparing consultative meetings/key interviews with key stakeholders (including board members), staff members, beneficiaries, financial and technical partners and any other sampled organizations; organizational review; development of the strategic and operational plan; elaboration of a budget estimate for the implementation of the strategic plan; elaboration of a M&E plan for the new strategic plan.

Outcomes of the organisational review will inform the content of the new strategic plan development. The review is needed to situate APCASO's new strategic plan with regard to potentially new or evolved regional and global operational landscapes, and community and civil needs. This will help the network to identify areas to focus more attention on in terms of organisational development, as well as areas of strength to leverage in new strategies or programme directions it may consider taking in the next years covered by the new strategic plan.

The current strategic plan of APCASO finishes in 2020. The new strategic plan period of coverage will be part of the elements assessed during the review, as well as during the strategic planning consultation processes.

The process will support APCASO network and partnership to reflect on the possibilities of continuing on its current strategic agenda, adjusting or re-orienting focus, or expanding its mandate, including in the context of evolving global health challenges and issues such as global pandemics and health technologies.

The entire process should be very inclusive and participatory, including with both internal and external stakeholders. The expert will be in charge of supporting debates and exchanges between key stakeholders in a context in which on-site and face to face meetings will probably not be feasible.

The expert should make sure that the plan is understood, comprehensive and approved.

A methodology with a strong gender approach:

In coherence with France's International Strategy on gender equality (2018-2022), L'Initiative requests all experts to mainstream a gender approach in their expertise mission.

For this support, the expert is requested to identify at least 2 additional specific objectives related to gender issues in its proposed methodology and will commit to employ all means needed to achieve these objectives and to auto-evaluate their achievement in the mission's report.

A Webinar is available to support experts to identify specific issues related to their mission and to define specific objectives in order to mainstream a gender approach in their mission.¹

2) Expected deliverables

- APCASO's strategic plan, including a plan of action for mobilizing Asia-Pacific community and civil society input to the Global Fund new strategy development process.
- Assignment report, including an auto-evaluation of the 2 specific objectives related to gender.
- Financial estimate for the implementation of the strategic plan
- M&E plan for the implementation of the strategic plan

3) Coordination

If feasible, the expert(s) should meet representatives of the French Embassy at the Department of Cooperation and Cultural Action (SCAC) in Bangkok or any other countries covered by APCASO's membership after discussion with Expertise France. Calls with Embassies focal points may be organized at the beginning and at the end of the mission to present the objectives of the mission and debrief on the conclusions and recommendations.

V. Place, duration and implementation details

- 1) **Provisional Start date:** September 2020
- 2) **Provisional End date:** December 2020
- 3) **Effective duration:** 45 working days

VI. Expertise and profile(s)

- 1) **Number of experts : 1 or 2 experts**

We seek 1 or 2 experts depending on their profiles. Expertise France encourages women to apply.

¹

<https://www.initiative5pour100.fr/documents/webinar-gender-and-pandemics-237>

2) Expert profile:

A. Qualifications and skills

- Advanced university degree in public health, international development, organizational strengthening, management or a related field;
- Proven conceptual, analytical and evaluative skills and an ability to write in a clear and concise manner;
- Familiarity with program planning, M&E and budgeting concepts;
- Excellent interpersonal/diplomatic skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, and with high level stakeholders;
- Appropriate knowledge and skills on gender issues.

B. General professional experience

- Experience in strategic planning of a health-related civil society organization or network;
- Experience in facilitating or chairing meetings/workshops or discussion panels;
- Experience in community mobilization;
- Experience in integrating gender issues in the project development;
- Experience in organizational capacity assessment of health-related civil society organizations or networks;
- Experience in designing organizational capacity assessment tools.

VII. Mission Report

In addition to the deliverables mentioned above, a final report is due at the end of the mission within 30 days of the return from the mission.

Language of the report: English

Report terms: report will be sent by email to Expertise France.

VIII. Practical Information

The work will be done remotely – or on site depending on the general health context.