

Love Alliance Board

Terms of reference | External facilitator
for the Love Alliance Strategic Board

August 2022

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1 Introduction

Aidsfonds commissioned by the Love Alliance Board, is searching for an external facilitator of the quarterly planned Love Alliance board meetings. We are looking for an external facilitator with vast experience in facilitating decision-making and has a good understanding of partnership building and working with diverse communities. A contract between Aidsfonds and the facilitator will be signed, based on this Terms of Reference.

Love Alliance

The Love Alliance, a five-year programme (2021-2025), is based on an unwavering commitment to protecting, promoting and fulfilling sexual and reproductive health and rights (SRHR) globally, unifying people who use drugs, sex workers and LGBTIQ+ movements, and amplifying the diversity of voices in these communities. Funded by the Dutch Ministry of Foreign Affairs, the Love Alliance brings together national thought leaders GALZ, SANPUD and Sisonke, regional grantmakers UHAI EASHRI and ISDAO, with the global network of people living with HIV (GNP+) and the Netherlands-based administrative lead Aidsfonds. Together, we advocate for adequate levels of funding and for taking truly human rights-based programmes to scale. We take this opportunity to prioritise and invest in challenging the structural barriers of underfunding, criminalisation and exclusion of us in all our diversity in 10 countries: Burkina Faso, Burundi, Egypt, Kenya, Morocco, Mozambique, Nigeria, South Africa, Uganda and Zimbabwe

Aidsfonds – Soa Aids Nederland

Aidsfonds – Soa Aids Nederland is the administrative lead of the Love Alliance and provides logistic and administrative support to the Strategic Board. Our vision is the end of AIDS in a world where all people affected by HIV and STIs can access prevention, treatment, care and support. Working with Aidsfonds - Soa Aids Nederland, allows you to use and develop your skills in an environment with social relevance. Over 140 highly motivated people work at our offices in Amsterdam.

Strategic Board

The Strategic Board, consisting of 7 Board members and a non-voting coordinator, is responsible for the overall strategic partnership, the overall strategy and in particular for the management of the implementation of the Love Alliance. Any actions proposed outside this scope or any documents resulting therefrom shall require the prior approval of the Strategic Board. As such the SB will provide independent oversight and decision making on strategic matters, including the following:

- Overall strategic direction of Love Alliance - Issues that relate to the planning and delivery of long-term and high-level outcomes, as well as broader goals of the Love
- Alliance - Issues relating to the sustainability of the work and impact of Love Alliance.
- Awarding/approval of strategic grants (annually).
- Annual planning and reporting cycle (financial and narrative), including shifts in budget between partners or changes that exceed the max of 10% per budget line.
- Monitoring of compliance and risk management
- Issues that may form a liability (relating to the compliance requirements of MoFA) for the Love Alliance
- Conflict of interest
- Conflicts with agreements made earlier in the Strategic Board
- External representation and positioning of Love Alliance

The Strategic Board gathers at least four times a year (of which one meeting in person), and shall meet as often as necessary to discharge its duties and shall meet at the request of a Strategic Board Member and/or administrative lead.

In alignment with the principles and values of the Love Alliance, the Strategic Board is a horizontal structure, and embodies the principles of shared leadership. The external facilitator will therefore closely prepare meetings with all Board members (Board members will prepare specific agenda items) and the partnership coordinator hosted in Aidsfonds. The external facilitator has no voting rights.

2 Scope of consultancy

The Love Alliance seeks a skilled facilitator who has experience with governance boards to help design the agenda and facilitate the online Board meetings and annual retreat. The start of the consultancy is on the first of October to prepare the online Board meeting of 19th of October. If our collaboration is successful we will continue the facilitation in 2023. In 2023, the Love Alliance will have quarterly online meetings and an in-person reflection meeting where both Board members and their alternates join to reflect on progress, strategic issues and for decision-making.

2.1 Experience and competences

We are interested in consultants who have experience in:

- a range of facilitation methodologies to help focus the participants on developing consensus and making decisions equitably, with attention to manifestations of power and privilege. facilitation of virtual governance meetings working with multilaterals (the Dutch Ministry), budget and strategic planning.
- rights based, HIV and SRHR related programming for LGBTQI+ people, sex workers and people who use drugs.
- and knowledge of feminist approaches to leadership and organizing

We are looking for someone with excellent communication skills in English, including written communication. We highly encourage candidates from North, West, Eastern or Southern Africa, and we particularly welcome candidates from one of the Love Alliance countries (Burundi, Burkina Faso, Egypt, Kenya, Morocco, Mozambique, Nigeria, South Africa, Uganda, Zimbabwe).

2.2 Expected Tasks

- Develop the agenda with inputs from alliance partners and the administrative lead two weeks in advance of the Board meeting.
- Facilitate the strategic board meetings (including a check-in and check-out) where every member contributes, input given is strategic (not operational), healthy discussion are encouraged, unproductive debate is limited with some issues taken offline, the right open questions are asked at the right time for clarification, consensus is achieved on decisions, important discussions are not left to the end, all key decisions are summarized and actions agreed, all members are clear on the outcomes.
- Potentially facilitate a reflection session on the performance of the Board, including analysis of power dynamics in 2023.

2.3 Expected Products

- An agenda and background documents per Board meeting, generated and developed through a participatory and consultative process. The package of documents is shared two weeks in advance with the Board, including agenda items, timing and clear purpose (for decision making, discussion, information) and has Board members assigned to prepare and present specific agenda items.
- Review of the minutes, especially on decisions and action points.

2.4 Planning and budget

Our next Strategic Board meeting is planned on 19th of October 2022. This meeting will be done online. Dates will be communicated with the external facilitator for 2023 if collaboration is successful.

In addition to the six hours online meeting (with a lunch break), we anticipate that the preparatory call, facilitation and review of minutes will not exceed two days. For 2023, we anticipate that quarterly online meetings take 2 days per meeting and the in-person retreat 7 days, meaning 15 days' work in total. Additionally, travel will be arranged/reimbursed separately, within an agreed budget.

Payment

After the contract between the facilitator and the Aidsfonds has been signed, 25% of the fees will be transferred. The facilitator will send a digital invoice to the Aidsfonds finance department (finance@soaids.nl) outlining the first payment after the first Board meeting. After each Board meeting, the facilitator will send a digital invoice.

3 How to apply

Please share a letter of interest, your resume and estimated fees with Naroesha Jagessar NJagessar@aidfonds.nl, before 9th of September 2022. Interviews will be held on the 15th or 16th of September 2022

