

## **PACIFIC ISLANDS HIV AND STI RESPONSE FUND 2009 - 2013**

### **FUND COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Background**

In 2004 the Pacific Island Forum endorsed the Pacific Regional HIV/AIDS Strategy for all 22 Pacific Countries and Territories (PICTs). This strategy and its implementation plan, the Pacific Regional Strategy Implementation Plan (PRSIP), now form the cornerstone of the regional response to HIV and have attracted significant donor support.

The Pacific Islands HIV and STI Response Fund (Response Fund) will provide a predictable and flexible source of funding to address HIV and sexually transmitted infections (STIs) in the Pacific at both a national and regional level. It takes into account the need to build the capacity of a regional organisation, the Secretariat of the Pacific Community (SPC), in its role of supporting PICTs to implement their responses to HIV and STIs and meet the targets set under the Millennium Development Goals (MDGs). It also recognises that a Pacific led response is crucial, and requires participation and leadership by government agencies as well as civil society organisations, such as faith based and women's organisations and HIV positive people's organisations.

The purpose of the Response Fund is to support the scale up of the response to HIV and STIs in the Pacific through an efficient, responsive multi-donor fund that supports effective implementation of regional and national HIV & STI plans, including the capacity building needs identified in those plans.

The Response Fund is overseen by a Fund Committee, responsible for ensuring interventions are evidence based and that funds are used appropriately and effectively.

##### **Purpose**

The Fund Committee will oversee, on behalf of donors and Pacific Island stakeholders, the effectiveness of implementation of PRSIP activities financed by the Response Fund, and the effectiveness of the Response Fund mechanisms. The Fund Committee will be responsible for setting policy for the Response Fund.

The Fund Committee will have no more than 12 members, including a Chairperson who will be independent of any implementing organisation.

##### **Principles**

The Fund Committee will be guided by the following principles in carrying out its roles and responsibilities.

The Fund Committee's role must add value to the implementation of PRSIP and national strategies. Its Members should:

- Have an understanding of, and ability to deal with the current and emerging issues associated with HIV/AIDS and STI in the region
- Exercise independent and unbiased judgment
- Ensure that decisions on programming are evidence based and prioritised according to local needs
- Contribute to improved performance and implementation of the Pacific Region HIV and STI Strategy and utilisation of resources with an emphasis on outputs, outcomes and impact
- Review and challenge the performance of key organisations throughout implementation of the PRSIP II.
- Ensure a balance of authority so that no individual has excessive power

The Fund Committee must have a sound basis for its role in management and oversight, including clear distinctions between the roles and responsibilities of the Fund Committee and implementing organisations. Fund Committee Members should:

- Have an open and clear relationship with the Forum Leaders, CRGA and donors
- Have sound policies and monitoring regarding conflicts of interest, and perceptions of conflicts of interest, between those allocating funding and those receiving funding
- Avoid involvement in the details of implementation while ensuring that the Fund Committee has access to quality information to monitor implementation
- Provide strategic guidance
- Ensure that the Fund Committee and senior level implementers are accountable to stakeholders, by ensuring clarity of roles
- Ensure that duplication of functions and consequent inefficiencies are avoided.

### **Roles and responsibilities**

- Establish and review policies and criteria for the allocation and utilisation of the Response Fund and for monitoring compliance with those policies
- Establish and oversee monitoring and evaluating processes for the funding streams
- Identify key investment and result areas based on PRSIP, as the basis for allocating Response Fund resources
- Identify funding gaps and advocate for additional Response Funds to meet these gaps
- Monitor progress made in addressing issues in gender inequality, and human rights and equity issues
- Provide regular reports on performance to Forum Leaders, donors, Committee Representatives of Governments and Administrations (CRGA) and the public
- Influence policy and institutional changes within the strategic policy to ensure the successful implementation of PRSIP
- Ensure Response Fund activities are linked to other regional reference groups such as the

Monitoring and Evaluation Reference Group (MERG) and the Regional Strategy Reference Group (RSRG)

- Appoint sub-Fund Committees to assist and complement the work of the Fund Committee as required
- Identify opportunities to harmonise processes of the Response Fund with those implemented through other mechanisms such as the Global Fund, sector-wide approaches and other pooled funding arrangements in countries
- Appoint independent technical experts, when necessary, to ensure the integrity and impartiality of technical advice on which Fund Committee decisions are to be based

### **Structure and membership**

The Fund Committee has a maximum of 12 members, including a Chairperson who is independent of any implementing organisation. The Chairperson will be selected by a panel of stakeholders.

The appointment of the remaining Fund Committee members will be facilitated by the Chairperson in consultation with SPC, Pacific stakeholders and donors. Membership will be for a three year period with one third of members being renewed each year (an initial establishment process will be implemented to ensure the building of institutional memory and succession planning).

The membership will include:

- Four PICT government representatives:
  - representing Melanesia, Micronesia, Polynesia and the French speaking Territories
  - representing different sectors of government including health, planning/finance, education and transport or tourism.
- One person actively involved in a Pacific organisation representing people living with or affected by HIV
- One person from a civil society organisation who can bring wide knowledge of Pacific Island civil society organisations and the challenges they face
- One person with the capacity to articulate the importance of taking gender specific analysis into account in making decisions about both HIV and STIs and who has good understanding of the region's progress in empowering women, as relevant to the challenges of HIV and STI in their families and communities
- One person who can represent the views and perspectives of youth
- One person representing the views of all donors contributing to the Response Fund and able to present the views of other potential donors to the Response Fund
- One representative of the UN family of organisations involved in HIV/AIDS and STI responses in the Pacific

- One representative of the SPC Director General.

### **Meetings**

The Fund Committee will meet twice per year.

### **Reporting relationships**

The Fund Committee will report through existing mechanisms to SPC CRGA/Conference, PIF Leaders and development partners.

Other significant reporting relationships will be to Pacific Island governments and communities, regional organisations and the public.

### **Resourcing**

The Fund Committee Chairperson will be contracted by AusAID. The Secretariat of the Pacific Community (SPC) will provide secretariat support to the Fund Committee.

All expenses associated with attending meetings, including travel and accommodation will be paid.

DRAFT