

TERMS OF REFERENCE INDEPENDENT ADVISORY GROUP

For the review of funding allocation to PMNCH Members for PMNCH Workplan activities

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I. BACKGROUND

The establishment of The Independent Advisory Group (IAG) responds to a request from the PMNCH Board to address the concerns in relation to Conflicts of Interest especially as they pertain to funding decisions made by the Board when funding Workplan activities to be carried out by the own PMNCH Members, some of them also members of the Board.

II. COMPOSITION AND TERMS OF SERVICE

The AIG will be an independent group of experts, meeting on an ad-hoc basis, comprised of three independent experts selected by the Board. IAG members serve in an individual advisory capacity and not as representatives of any institution, government or any other third party.

SELECTION OF IAG MEMBERS:

The experts shall possess significant high-level academic or practical experience in the field of maternal, newborn and child health as well as substantial business ethics experience and knowledge. The Director and any Board Member or consulted PMNCH partner may, during a defined period, propose candidates that meet the above requirements for consideration by the Board. A short-list of no more than 8 individuals shall be drawn up by the Finance Committee in consultation with the PMNCH Director. Should the above fail, the Secretariat may open call for nominations for candidates as appropriate. Phone or face-to-face interviews may be held with short-listed candidates and a brief report on each interview prepared by the Secretariat. A final list of three candidates shall be drawn up by the Finance Committee in consultation with the PMNCH Director and sent to the Board for approval.

CRITERIA:

The three Independent Experts shall, at a minimum, possess the following skills:

- Demonstrated independence in grant funding decision making process;
- Sound technical and programmatic experience in managing MNCH programmes;

- Legal, managerial and administrative experience in similar funding or grant allocation processes;
- Substantial business ethics experience and knowledge.

TERMS OF SERVICE

The independent experts shall serve for a term of two years renewable for one additional year. Notwithstanding the foregoing, the term of the two independent experts may be terminated by the Board at any time and for any reason with the provision of 30 days prior written notice.

III. MANDATE AND RESPONSIBILITIES

The IAG makes recommendations to the PMNCH Board through the Finance Committee. The primary role of the IAG is to ensure technical soundness of proposals being considered for grant funding, ensuring compliance with the key funding principles agreed by the Board¹ (ANNEX I). Proposals being considered for funding would normally have been developed in response to the Board-approved work plan and strategy. The independent technical review of proposals would, in this respect, contribute to ensuring that PMNCH grant funding is allocated in a transparent and competitive manner.

The IAG reviews proposals and related information made available to them by the Secretariat and provides advice on specific issues raised by the Board through the Secretariat. IAG members may also be asked, in relation to proposals, to identify key issues, conduct further investigation, or to seek counsel from others as required, with due regard for the confidentiality of the information. Finally, IAG members may be requested to comment on written drafts pertaining to the subjects within the mandate of the IAG.

It is recommended that only proposals for funding above USD 100,000 would be submitted to the IAG. In this regard, requests for grant funding support for less than USD 100,000 would only require an internal assessment by the Secretariat and approval by the Board. In addition, any Board member may request IAG review of a proposal regardless of its value.

CRITERIA FOR ASSESSING FUNDING PROPOSALS (TO BE COMPLETED):

- a) Technical soundness of the proposal
- b) Capacity and expertise of the organization
- c) Value for money
- d) ...

IV. REMUNERATION

The IAG members shall be paid an annual honorarium of USD 5,000. In addition, the Secretariat will pay for their cost of any authorized travel (and related per diems) in accordance with WHO policies and any other extraordinary allowable costs incurred which directly relates to work of the IAG. Such costs must be pre-approved by the Secretariat. No other form of compensation shall be paid to the three independent experts.

¹ Key Funding principles are part of the PMNCH Conflict of Interest policy and were approved by the PMNCH Board at its 9th Board Meeting in New Delhi, India, on 15 November 2010.

V. MEETINGS AND PROCEDURES

The IAG meets once or twice a year, previous to the PMNCH Board Meetings, on the phone (unless otherwise decided). The group communicates electronically for discussions which need to take place in between the calls. The Secretariat will facilitate meetings/calls.

DECLARATION OF INTEREST AND CONFIDENTIALITY

The IAG independent experts shall be regarded as Temporary Advisors in the context of WHO's rules and regulations. They are required to complete a WHO and PMNCH Declaration of Interest form and comply with WHO Conflict of Interest Guidelines. In case of need for review of material which might be of sensitive or confidential nature, the IAG members would be asked to complete a confidentiality undertaking prior to their engagement taking effect. Finally, the three independent experts may not be hired as consultants or employees of the Secretariat during their term and for at least one year thereafter.

CHAIR:

The IAG will select one Chair at every round of reviews. The Chair has the additional responsibility of coordinating IAG's work in close collaboration with the Secretariat. The Chair is the focal point between communication between the Group and the Secretariat, and sends to the Secretariat formal recommendations on behalf of the group. The IAG Chair may attend Board meetings as a technical resource person when needed and upon invitation by the Board Chair.

IAG RECOMMENDATIONS:

The IAG will aim at making recommendations on a consensual basis. Where consensus cannot be reached, they can vote to arrive at a recommendation, informing the Secretariat of the circumstances and adding relevant justification/points of disagreement in the views of the members of the group.

ANNEX I - KEY FUNDING PRINCIPLES GOVERNING THE ALLOCATION OF GRANT FUNDING TO PMNCH PARTNERS

Below are proposed a number of principles developed with the objective of ensuring fairness in the allocation of partnership grant funding.

General Grant Funding Principles

- a. PMNCH partners being considered for grant funding must have demonstrated a technical and administrative capability to deliver the required activities and outputs. In this regard, PMNCH grant funding should build on recipients' existing mandate and expertise and avoid duplication of roles and activity.
- b. When there is more than one PMNCH partner that is willing and able to deliver the required activities and outputs, a transparent selection process (managed by the secretariat) involving clearly articulated criteria should be developed and adhered to in order to ensure that the choice made is cost-effective and reflects the principles of performance based funding.
- c. No single PMNCH partner should receive: (i) more than 50% of grant funding for a particular Priority Action Area (or equivalent); or 25% of total PMNCH "Programme Funding".
- d. PMNCH partners in receipt of grant funding should make periodic reports on achievement of results to the Board as set out in the Partnership Work Plan (reporting results to the Board is already included in Board agendas as a matter of routine).
- e. When structuring a call for proposals or assessing proposals submitted for grant funding, PMNCH should ensure alignment with the administrative policies of WHO in its capacity as the PMNCH host organization.