

**CALL FOR NOMINATIONS
APPLICATION FORM AND CHECKLIST**

Advisory Group Member for the Civil Society Engagement Mechanism for UHC2030 (CSEM)

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

Fluency in English is required for participation in the CSEM Advisory Group, fluency in another language is highly desired

Submission Deadline Date and Time: Monday, February 26, 2024 at 11:59 EST
Submission format: Word or PDF Format
Language of submission: Applications should be submitted in English
Submissions sent to: csem@msh.org

CHECKLIST

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 (optional)	<input type="checkbox"/>

CALL FOR NOMINATIONS

Advisory Group Member for the Civil Society Engagement Mechanism for UHC2030 (CSEM)

Deadline for nominations: *Monday, February 26, 2024 at 11:59 EST*

The **Civil Society Engagement Mechanism for UHC2030 (CSEM)** is the civil society constituency of UHC2030 (formerly the International Health Partnership, IHP+), the global movement to build stronger health systems for universal health coverage (UHC). The CSEM raises civil society voices within the UHC2030 partnership and fosters the participation of civil society in other global and country-level advocacy spaces. The CSEM promotes UHC policies that are inclusive and equitable, and ensures 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) and WACI Health, manages the CSEM, ensuring effective coordination and communication between the UHC2030 Steering Committee, the CSEM Advisory Group, and the CSEM members. For more information on the CSEM and our 1400+ members in more than 130 countries worldwide, visit [our website](#).

UHC2030 is a multi-stakeholder partnership co-hosted by the World Health Organization (WHO), the World Bank, and the Organization for Economic Cooperation and Development (OECD) 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 (HSS) efforts, including linkages and synergies with related technical networks and partnerships; consolidate political momentum around a shared global vision of HSS for UHC; 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. 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 and 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 five seats as CSEM Advisory Group Members (for three-year terms starting on May 1, 2024).

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*). 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 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. **A 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 (optional)

Application Submission Requirements

1. The application deadline is *Monday, February 26, 2024, 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 and Name of Nominee (for example CSEM Advisory Group _JohnSmith_)
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
 - Written work example_ Name of Nominee (optional)

Selection process

- 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. The Committee will strive to ensure representation across regions, gender, types of organizations, lived experience, and other diversities among the seven new Advisory Group members.
- A final decision will be made by *Monday, March 15, 2024*.

ANNEX 1 Terms of Reference of Advisory Group Member for the 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 the 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
- Develop advocacy tools in response to CSEM needs
- Represent the 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 on the monitoring and evaluation of UHC and HSS policies and contribute to the development of social accountability tools to be made available to CSOs
- Contribute to discussions and debates among CSOs, community-based organizations (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, the 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 should attend all monthly 1-1.5-hour calls and two 2-day CSEM Advisory Group 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, and blogs, and participate in interviews and webinars related to UHC.
- The time commitment increases around March and October during the UHC2030 Steering Committee meetings when Advisory Group members are expected to attend two-day in-person (or virtual) meetings. Time commitment may also increase around key

global moments such as UHC Day, the World Health Assembly, the United Nations General Assembly, 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 (May 2024-April 2027)

Language:

The working language is English

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

- Key populations, including, but not limited to, women and children, youth and adolescents, elderly, patients, migrants/ refugees, LGBTQ+, people with disabilities, people living in fragile and conflict settings, and vulnerable and marginalized groups
- HSS, UHC policies, health security, primary health care, mental health, digital health, health data, sustainability, and resource mobilization issues
- Health financing and budget tracking
- Strategic planning, media, and communication
- Social accountability and advocacy
- Gender, human rights issues
- Health and climate etc.

Skills, experience, and competencies:

- Ability to work as a team member and represent 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 is required, fluency in another language is highly desired

Gender and organizational diversity:

- We value diversity, which includes affected communities, people with experience at country level, gender, demographics, and cultural diversity among others not mentioned (ability status, religious background, sexual orientation/gender identity, etc.)
- All representatives of civil society organizations are welcome to apply. **We especially encourage applications from community-based organizations (CBOs) as they are currently underrepresented within the Advisory Group.**

Geographic diversity

- People from all regions are encouraged to apply. However, **applications from regions where there are gaps in representation, including Latin America, the Caribbean, South America, and the Middle East and North Africa, are strongly encouraged.**