The Global Fund
To Fight AIDS, Tuberculosis and Malaria

Terms of Reference for the Inspector General[1]

Introduction

The Inspector General leads and manages the Office of the Inspector General in its provision of independent and objective assurance over the design, performance quality and effectiveness of controls in place to manage the key risks impacting the Global Fund's programs and operations.

The Inspector General maintains strong relationships with a diverse range of stakeholders who are important collaborators in the Global Fund's efforts to maintain the highest standards of transparency and accountability.

The Inspector General has the responsibility and accountability to set the tone for the Office of the Inspector General's internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. He/she manages the Office of the Inspector General in a professionally competent and responsible manner to achieve the mission set forth in the Charter of the Office of the Inspector General. He/she must act in the best interests of the Global Fund in all contexts, and is responsible for ensuring this culture prevails amongst employees and contractors that hold positions with the Office of the Inspector General.

A. Duties and Responsibilities

The Inspector General reports to the Global Fund Board through the Audit and Ethics Committee. In accordance with the Bylaws, the Board retains all powers regarding selection, appointment, assessment and replacement of the Inspector General. The Inspector General's primary responsibilities are as set out below.

Strategic Leadership Capability

1. Provide leadership and strategic oversight to the Office of Inspector General.

2. Manage strategic relationships (e.g. Board, Secretariat, Audit and Ethics Committee, Regulators and External Auditors).

3. Through the Audit and Ethics Committee keep the Board and, where appropriate, the Executive Director, informed of the Office of Inspector General's activities and findings, through the submission of Annual Reports, and reports of assurance audits, in-country reviews and investigations.

4. Support the Global Fund in building, and continuously improving, strong and effective risk awareness and control consciousness.

5. Promote the sharing of best practice with regard to risk management and internal-control assurance across the Global Fund.

[1] Approved by the Global Fund Board by electronic vote on 19 March 2013 (B28/EDP/16)

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6. Add value and improve the Global Fund's governance, risk management and control processes through the provision of Consulting and Other Services.

7. Stay current with changes in international development trends and practices, and analyze the impact of those changes on the risks, controls and processes of the Global Fund.

Operational Management Skills and Professionalism

8. Develop comprehensive and flexible Multi-year Plans that adequately addresses the Fund's risk profile, and ensure that resources are effectively deployed to meet the requirement of those plans.

9. Develop and maintain a relationship of continuous dialogue with the Executive Director, or his/her delegate(s) from time to time, to monitor the risk profile of the Global Fund and ensure that the Office of the Inspector General's Annual Plans reflects any major change in risk profile.

10. Coordinate the work of external parties engaged by the Office of the Inspector General. Put in place, and monitor, systems to assure that external parties meet the service standards of the Office of the Inspector General during their work.

11. Through follow up with the Secretariat, make recommendations, and report on whether audit actions are cleared appropriately and in a timely fashion.

12. Implement best international practices for the detection, investigation and prevention of fraud and abuse and for fostering an ethical work environment. Provide advice to the Board, its Committees, the Executive Director, senior management, staff, consultants, Local Fund Agents and other Global Fund assurance providers, implementers of Global Fund financed programs, and other third parties involved in the Global Fund grant processes, on policy, operational and programmatic measures that will foster institutional integrity and prevent and combat fraud and abuse.

13. Maintain the Global Fund's whistleblowing hotline, and investigate whistleblower complaints and allegations of misconduct consistent with the Charter of the Office of the Inspector General.

14. Ensure the quality of Office of the Inspector General output is of the highest standard, and proactively disclose to the Board through the Audit and Ethics Committee any failing or perceived inability to substantially comply with Annual Plans, together with reasons and how the underlying causes are to be addressed.

15. Facilitate the Audit and Ethics Committee effective management of committee business through the provision of committee materials in advance of each meeting.

16. Maintain the highest standard of work and ensure adherence to the 'Code of Ethics and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors' (the IIA standards) and conduct all investigations in accordance with the guidelines of the Conference of International Investigators and in line with international best practice. Drive sustainable quality improvements within the Office of the Inspector General, in all areas of work, and be seen as a strong proponent of a Quality Assurance process.

17. Develop continuous improvement initiatives of the Office of the Inspector General and ensure that working practices are fit for purpose.

18. Prepare and manage cost-effective operational and salary budgets for the Office of the Inspector General and monitor expenses relative to budget projections on an ongoing basis.

19. Provide input to the ongoing professional development of Global Fund staff assigned to the Office of the Inspector General and ensure that all staff have high quality development plans in place and that these are implemented.

20. Giving due consideration to objectivity and conflict of interest issues, provide opportunities for other qualified Global Fund staff to be seconded to the Office of the Inspector General to support development of management talent in the Fund. Selectively move people out of the Office of the Inspector General into the Secretariat, in accordance with their and the Secretariat needs.

Representation Skills

21. Formulate an effective communications strategy for dissemination of key findings and lessons learned, that extends from within the Office of the Inspector General to key Global Fund stakeholders, so as to enhance the feasibility and probability of recommendations being incorporated into future work.

22. Foster collaborative relationships with other partner organizations with the aim of learning from each other, encouraging high standards of ethics and integrity and fighting corruption and fraud. For these purposes, the Inspector General is authorized to negotiate and sign memoranda of understanding and other agreements establishing cooperative arrangements with partner organizations on Office of the Inspector General matters.

23. Represent the Global Fund at conferences and other forums relevant to the Office of the Inspector General's mission.