

Frequently Asked Questions – Technical Review Panel Recruitment 2017-2019

July 2016

| # | Question | Answer |
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| Application | | |
| 1 | Can I submit the application in my native language? | No. Given that the working language of the Global Fund and the Technical Review Panel is English, the application form must be completed in English. However, fluency in other languages is an asset for a Technical Review Panel member (also refer to the Skills section below). |
| 2 | Can I nominate candidates? | You can recommend candidates by sending an e-mail to: tprecruitment@devex.com These candidates will then be informed by the external firm supporting the recruitment process about the application process and be encouraged to apply. To be considered, all candidates must submit the application form and will go through the same screening/evaluation process as all other candidates. |
| 3 | Why do I need to submit my CV? | The information provided in the application form will be the basis for the initial screening and shortlisting. Your CV should be no longer than 5 pages, and will be assessed together with the information in the application form during the selection process. |
| Conflict of Interest | | |
| 4 | Are members of the Technical Review Panel subject to conflict of interest rules? | Yes, members of the Technical Review Panel are considered “Covered Individuals” under the Policy on Ethics and Conflicts of Interest for Global Fund Institutions (the ‘Ethics and Conflicts of Interest Policy’), and therefore subject to the obligations, responsibilities and disclosures required by the Ethics and Conflicts of Interest Policy. Additionally, members of the Technical Review Panel are subject to internal guidelines on conflicts of interest that may add to the obligations under the Ethics |

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| | | and Conflicts of Interest Policy, as set forth in the Ethics and Conflict of Interest Guidelines for TRP Members . |
| 5 | Can I provide technical assistance or participate in the development of a funding request? | <p>Independence and the avoidance of actual, potential or perceived conflicts of interest are critical for the Technical Review Panel. Therefore, the Technical Review Panel has set strict rules for itself to avoid any questioning of objectivity of the Technical Review Panel's decision-making. Please refer to the Ethics and Conflict of Interest Guidelines for TRP Members for more details. This policy applies to all serving Technical Review Panel members (i.e. when they are asked to serve on the Technical Review Panel) and is revised from time to time.</p> <p>Serving Technical Review Panel members shall not participate in or provide technical assistance for the development of a funding request to the Global Fund. The prohibition against participating in or providing technical assistance for the development of a funding request to the Global Fund extends for one year beyond a Technical Review Panel member's service on the Technical Review Panel. In the case where the organization/agency a Technical Review Panel member works for has provided direct technical assistance for the development of a funding request, this Technical Review Panel member will not participate in the review of that particular funding request.</p> |
| 6 | The organization/agency/government I work for is a potential beneficiary of funding from the Global Fund. Does this constitute a conflict of interest? | In line with the Ethics and Conflict of Interest Guidelines for TRP Members , Technical Review Panel members cannot participate in the review of a funding request if their organization/government is a potential beneficiary of funding from the Global Fund should the funding request be approved (e.g. as Principal Recipient, sub-recipient, Local Fund Agent or technical assistance provider). |
| Honorarium | | |
| 7 | Are Technical Review Panel members eligible to receive compensation? | Technical Review Panel members may receive an honorarium for their work and service. The honorarium is currently based on the rate of US\$ 700/day, which is subject to change as the Global Fund deems appropriate. This payment is not to be considered as equivalent of a professional fee. Travel expenses and per diem are also covered by the Global Fund. |
| Level of Effort/Availability | | |
| 8 | What is my expected time commitment? | If Technical Review Panel members are called to serve, the expected time commitment is five (5) days for each in-person review meeting and approximately six (6) days for remote activities (e.g., |

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| | | briefings, remote review of funding requests, follow-up clarifications). Certain Technical Review Panel members may be called several times per year (for several review meetings) whereas others may not be called at all during a certain year. It is expected that there will be quarterly in-person review meetings in Geneva, Switzerland. |
| 9 | How much time in advance will I be informed about my possible involvement in a review? | Typically, the Global Fund Secretariat informs potential Technical Review Panel members several weeks or, if possible, several months in advance of a review meeting. However, the dates for 2017 have not yet been fixed. In case of unexpected unavailability of a confirmed participant or ad hoc review, it is possible the Secretariat may request Technical Review Panel members to participate with shorter notice. |
| 10 | What happens if I am not available to participate in the review meeting? | Technical Review Panel members are selected for review meetings based on their qualifications and the applications submitted during a specific application window. Technical Review Panel members may decline an invitation to participate in a review meeting. However, repeated unavailability may have an impact on his/her Technical Review Panel membership. |
| Membership | | |
| 11 | Who is part of the Technical Review Panel? | The Technical Review Panel consists of experts in HIV, TB, malaria, resilient and sustainable systems for health, challenging operating environments (fragile states), community systems strengthening, human rights, gender, sustainable financing, and program management. The expectation is this Technical Review Panel recruitment process will yield a pool of experts from which the Technical Review Panel membership could be drawn from for the next three-year allocation period 2017-2019. |
| Recruitment | | |
| 12 | How often does the recruitment happen? | The recruitment of new Technical Review Panel members typically happens every three (3) years, or as needs arise. As the Technical Review Panel member term of service is time bound, there is a need to replace retiring members each year. The ultimate aim of the recruitment is to ensure that there is a diverse pool of experts to draw from to ensure a robust Technical Review Panel. |
| Review of funding requests | | |
| 13 | How is the review of funding requests being done? | Typically, Technical Review Panel members receive the funding request(s) and relevant supporting documentation ahead of the meeting for remote review. During the in-person review meeting, |

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| | | <p>Technical Review Panel members have additional time to review and discuss the funding request(s) in a small review group. The first days of a review meeting are devoted to briefings, introductions and the review of funding requests in small groups. Once all the discussions in the small review groups have concluded, sub-plenary sessions take place where the small review groups present their findings and recommendations on the funding request. The sub-plenary then discusses and agrees on findings and recommendations. Findings are presented to a full plenary session (all members of the different review groups coming together) for further discussion and agreement on findings and recommendations. Improvements, adjustments and refinements to this process are made on a rolling basis as part of an ongoing learning culture at the Global Fund.</p> <p>For more details, we encourage you to read TRP reports that explain the Technical Review Panel approach for application review.</p> |
| 14 | How many funding requests are Technical Review Panel members requested to review? | The number of funding requests that each Technical Review Panel member is requested to review depends on the number of applications received. In addition to several Technical Review Panel remote reviews that take place throughout the year, up to four in-person review meetings take place per year. The average duration of the Technical Review Panel in-person review meetings is one week, but this may vary depending on the number of applications received. Typically, each Technical Review Panel member reviews several funding requests throughout the meeting, and normally around one funding request per day. |
| 15 | How big are the review groups/review meetings? | The number of Technical Review Panel members participating in a review meeting depends on the number of applications received during that specific funding window. The size of the smaller review groups - Technical Review Panel members who review the same funding request in detail - is typically around four members (two disease experts and two health and development experts). |
| Selection | | |
| 16 | When will I be notified of the outcome of my application? | The process steps are described on the Global Fund's TRP recruitment website . It is expected the final shortlisting will be concluded by the Global Fund's October 13-14 Strategy Committee meeting. All candidates will be informed about the outcome of their application shortly thereafter. |

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| 17 | How is the selection being done? | The selection process will begin with an initial screening conducted by an external consultancy firm in close collaboration with the Global Fund Secretariat, based on the application form. The shortlisting process will then be done by a panel of technical experts. The final recommendation will be issued by the Global Fund's Strategy Committee Working Group, and TRP members will be formally appointed by the Global Fund's Strategy Committee. |
| 18 | What are the selection criteria? | Requirements for TRP members are described in the TRP Member Profile available at that TRP recruitment website (see also skills below). |

| Skills | | |
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| 19 | I am not fluent in English, can I apply? | As the Global Fund's working language is English, fluency in English in both reading and writing is mandatory for the TRP. Any other language skills are a major asset, so please list such skills and the level of fluency in the application form. |
| 20 | What are the required skills to become a TRP member? | Please refer to the TRP member profile, available at TRP recruitment website , which explains in details the required skills. There are requirements that apply to all experts (including key competencies) and additional requirements that apply to the specific expertise area. The key competencies are also described in the TRP Member Profile. |
| Specialist/Expertise area | | |
| 21 | I am a specialist in more than one area of expertise (e.g. disease and human rights), for which area shall I apply? | The application allows you to select and rank up to three core areas of expertise. In cases where your core expertise includes more than one area, please ensure that you complete the <i>expertise tables</i> that correspond to your core areas of expertise. Moreover, in selecting two questions to respond to in the narrative section on your specific experience and expertise, please ensure that you respond to one question per core area of expertise (e.g. one question in HIV, and one question in human rights and gender). |
| Terms of Reference | | |
| 22 | What are the Terms of Reference for TRP members? | The current terms of reference can be found on the Global Fund website. However, please note that the terms of reference are in the process of being revised to align with the new Global Fund Strategy |

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| | | 2017-2022. The new terms of reference are expected to be available in the fourth quarter of 2016. All relevant information on the role and function of the TRP and TRP members can be found in the TRP member profile, available at the TRP recruitment website . |
| Various | | |
| 23 | I have a question that is not covered in the FAQs, whom do I contact? | Please make sure to read all the information and related documentation available on the Global Fund's TRP recruitment website , as well as other relevant pages on the Global Fund's website . In case you have a specific question not covered in any of the documentation, please write to: TRPRecruitment@theglobalfund.org . |
| 24 | What is Global Fund's funding model? | The Global Fund's funding model is based on allocations, which means that eligible countries receive an upfront allocation, which provides improved funding predictability. The funding model is designed to assist countries in achieving maximum impact and it is based on the active engagement of all stakeholders involved in the response to the diseases. Because the timing is flexible, it allows countries to align the funding application, national strategy and national budgeting processes. For more information, visit the Global Fund's funding model page . |