

Frequently Asked Questions

Technical Review Panel – Recruitment 2020 -2022

Application

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 is to be completed in English. However, fluency in multiple languages is considered an asset.

Can I nominate candidates?

You can recommend candidates by sending an e-mail to: trprecruitment@devex.com

These candidates will then be informed about the application process and encouraged to apply. All candidates are to submit an application form and will go through the same screening/evaluation process.

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

Are members of the Technical Review Panel subject to conflict of interest rules?

Yes, members of the Technical Review Panel are subject to the obligations, responsibilities and disclosures required by the [Policy on Ethics and Conflicts of Interest for Global Fund Institutions](#) as “Covered Individuals”. Additionally, they are subject to internal guidelines as set forth in the [Ethics and Conflict of Interest Guidelines for TRP Members](#).

Can I provide technical assistance or participate in the development of a funding request?

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 when a Technical Review Panel member works for an organization/agency that 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 funding request.

Please refer to the [Ethics and Conflict of Interest Guidelines for TRP Members](#) for more details.

The organization/agency/government I work for is a potential beneficiary of funding from the Global Fund. Does this constitute a conflict of interest?

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).

Please refer to the [Ethics and Conflict of Interest Guidelines for TRP Members](#) for more details.

Honorarium

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

What is the expected time commitment of a panel member?

If Technical Review Panel members are called to serve, the expected time commitment is up to ten (10 days for each in-person review meeting and approximately eight (8) days for remote activities (e.g., 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. Panel members normally attend quarterly in-person review meetings in Geneva, Switzerland.

How much time in advance will a member be informed about possible involvement in a review?

The Global Fund Secretariat typically informs potential panel members several weeks or, if possible, several months in advance of a review meeting. In case of unexpected unavailability of a confirmed participant or ad hoc review, the Secretariat may request panel members to participate at shorter notice.

What happens if I am not available to participate in the review meeting?

Panel members are selected for review meetings based on their expertise and the applications submitted during a specific application window. Panel members may decline an invitation to participate in a review meeting. However, repeated unavailability may have an impact on his/her panel membership.

Membership

Who is part of the Technical Review Panel?

The panel groups 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. Once selected, a member stays on the panel for maximum of 4 years.

Recruitment

How often does the recruitment happen?

The recruitment of new panel members typically happens every three years, or as needs arise. As the Technical Review Panel member term of service is time bound, there is a need to replace members whose terms come to an end each year. The aim of the recruitment is to ensure that there is a diverse pool of experts to draw from that form a robust panel.

Review of funding requests

How is the review of funding requests done?

- Technical Review Panel members receive funding requests and relevant supporting documentation for remote review, ahead of the in-person review meeting.
- The first days of the in-person 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 for further discussion and agreement.

Improvements, adjustments and refinements to this process are ongoing.

For more details, see the [TRP reports](#) that explain the Technical Review Panel approach for application review.

How many funding requests are Technical Review Panel members requested to review?

The number of funding requests depends on the number of applications received for a given meeting. Each panel member will review 3-7 funding requests during the in-person meeting, with approximately one funding request per day. A TRP Meeting lasts between 7 – 10 days.

How big are the review groups/review meetings?

The number of 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 - panel members who review the same funding request in detail - is around four members (two disease experts and two health and development experts).

Selection

When are selected candidates notified of recruitment outcomes?

The process steps are described on the Global Fund's [TRP recruitment website](#). Only shortlisted candidates will be contacted.

How is the selection process done?

It begins with an initial screening of application forms, conducted by an external consultancy firm in close collaboration with the Global Fund Secretariat.

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 Board Strategy Committee.

What is the selection criteria?

The requirements are described in the TRP Member Profile available on the [TRP recruitment website](#).

Skills

I am not fluent in English, can I apply?

Panel members' working language is English so fluency in both reading and writing is mandatory. Any other language skills are a major asset.

What are the required skills to become a TRP member?

The TRP member profile listing the required skills is available on the [TRP recruitment website](#).

Specialist/Expertise area

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 form allows applicants to select and rank up to three core areas of expertise.

When core expertise includes more than one area, applicants can complete the *expertise tables* that correspond to the core areas of expertise.

When selecting two questions to respond to in the narrative section on specific experience and expertise, applicants should 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

What are the Terms of Reference for TRP members?

The current [Terms of Reference](#) can be found on the Global Fund website.

All relevant information on the role and function of the TRP and TRP members can be found in the TRP member profile, available on the [TRP recruitment website](#).

Other Questions

I have a question that is not covered in the FAQs, who can I contact?

If the answer to your question is neither addressed on this document, nor on the [Global Fund website](#), please write to: TRPRecruitment@theglobalfund.org.

What is the Global Fund's funding model?

The model is based on allocations, which means that eligible countries are assigned an amount to which they can apply through a funding request.

The funding model is designed to assist countries to achieve maximum impact and is based on the active engagement of all stakeholders involved in the response to the diseases.

Timing is flexible, allowing countries to align the funding application with their national strategies and budgeting processes. For more information, visit the [Global Fund's Funding Cycle page](#).