Capacity Building Working Group Terms of Reference

Introduction to CS4ME

Created in 2018, the Civil Society for the Elimination of Malaria (CS4ME) is a global network of civil society organizations committed to achieving malaria elimination. CS4ME brings together malaria advocates, committed to working together to transform the malaria fight. Its work ensures that malaria programs are effective, sustainable, equitable, innovative, inclusive of civil society, community-based, human rights-based, gender-sensitive and adequately funded, in order to. This platform is guided by a Steering Committee, and supported by a secretariat. Its members have the opportunity to contribute and benefit directly through participating in working groups, campaigns, training events, and other activities. More information can be found at www.cs4me.org.

CS4ME Working Groups

CS4ME working groups bring together diverse members of the movement, from different countries and backgrounds, to contribute their time, energy, knowledge, experience, and networks to help CS4ME make progress against its Strategic Plan. Working groups ensure that the responsibilities are divided across CS4ME’s members, and to bring different voices and perspectives to designing, planning, implementing, reviewing, and improving CS4ME’s work. While the working groups are of a voluntary nature, they offer members the opportunity to gain new knowledge, skills, and leadership opportunities. CS4ME aims to ensure that its working group members are supported to carry out their work effectively, and encourage commitments of at least one to two years, although short-term commitments are also possible to support specific activities.

Purpose of the Capacity Building Working Group (CBWG)

The first objective of CS4ME’s current Strategic Plan 2021-2025 is: “To strengthen CS4ME member capacity and commitment to achieving malaria elimination”. Using the results of a member survey, CS4ME identified its top capacity building priorities, which will be rolled out over the coming years. These priorities are to strengthen:

1. malaria technical expertise
2. communication and advocacy skills
3. resource mobilisation skills
4. community engagement, gender-sensitive, and rights-based approach
5. project management and financial management
6. malaria surveillance and effective data use.

The purpose of this working group is to oversee these capacity building efforts – and any others that arise – and ensure that they:

(a) draw on and reflect existing skills and knowledge across the CS4ME network;
(b) are well adapted to different CS4ME contexts and members;
(c) are relevant and of high quality, reflecting best practices; and
(d) are effectively disseminated among CS4ME members.
Membership & Structure

The CBWG welcomes CS4ME members from different countries and backgrounds in order to bring together the rich diversity of the different CSOs involved. The working group is expected to have no more than 12 members, aiming for geographic diversity and gender balanced. A mix of age and experience levels is also welcome to invite varied perspectives and skills.

The chair of the working group will preferably be a member of CS4ME’s Steering Committee to ensure that there is a direct, stable link with CS4ME’s decision-making body. This will ensure continuity, and a strong connection with other aspects of Strategic Plan implementation. Among its members, a secretary will also be nominated who will support the chair with notetaking and communications.

Prior to volunteering to join the working group, members are expected to:
1. have an interest and some experience in the elimination of malaria and/or any of the topics that the CBWG will be addressing;
2. have time available to commit, an average of 1-3 hours per week, including to prepare for and attend at least quarterly meetings;
3. be willing and able to communicate in French and/or English;
4. have the support of his/her/their supervisor or organization;
5. have access to a computer and reliable internet;
6. be willing to make a two-year commitment, with the possibility of extension.

Roles & Responsibilities of Working Group Members

Members of the CBWG will be expected to:

1. **Learn**: Become familiar with Strategic Objective 1 of the Strategic Plan, and the related details of the Operational Plan and Monitoring, Evaluation, Reflection and Learning (MERL) framework. Members will also be encouraged to learn more about the subject matter of each capacity building activity, and will have the opportunity to deepen their own skills;
2. **Participate**: Participate actively in meetings by sharing experiences and perspectives, bringing creative ideas, asking good questions, listening actively to other members, and contributing to decision making by consensus;
3. **Review**: Support the review and selection of expert members/consultants to develop training materials, potentially including the development of the terms of reference;
4. **Connect**: Help identify examples or best practices relevant to capacity building topics from their own or other CS4ME member experience;
5. **Advise**: Review and/or participate in testing of training materials, and provide constructive feedback;
6. **Promote**: Promote and be an advocate of the training materials developed;
7. **Mentor**: Help in the formation and support of continuous learning groups, to help CS4ME members to continue learning from each other as they practice their new skills. This may include providing advice, feedback or offering additional mentoring, and celebrating successes;
8. **Advocate**: Be an advocate for CS4ME and represent it effectively beyond the working group.
Specific tasks of the Working Group

1. Develop terms of reference for consultants to develop training materials, including proposing training themes and learning objectives;
2. Participate in the identification/selection of consultants and/or facilitators for training;
3. Develop and disseminate the training plan and schedule;
4. Review and approve the outputs produced by training consultants;
5. Provide feedback to the consultants/facilitators;
6. Validate the training session report;
7. Ensure that training materials are widely available to all members (e.g., on website);
8. Support the formation and operation of learning groups, including the identification and support of mentors, WhatsApp groups etc.

Rights of Working Group Members

Members of the working group have the right to:

1. **Respect:** be heard and respected for their experience and perspective;
2. **Withdraw:** withdraw from the working group at any time, providing written notice to the chair;
3. **Communicate:** participate in French or English at meetings, and have the meetings translated into one of these languages;
4. **Support:** receive a small stipend to help facilitate their participation, such as covering the cost of internet or mobile phone data, or laptop rental.

Meetings & Operational Procedures

- **Meetings:** The working group will meet at least every quarter, but may call additional meetings as needed. Meetings will be virtual and take place on Zoom.
- **Language:** Meetings will generally be in English or French, with translation into the other language provided as possible. Written communication will be provided in English and French.
- **Decision making:** Decisions will be made by consensus with the chair creating an environment open to reviewing different perspectives and finding an appropriate conclusion.
- **Meeting notes:** The working group secretary will send out notes summarising decisions, action points, and any other key points to all members within three days of the meeting.
- **Communication:** The working group will communicate via email and WhatsApp between meetings. Meetings will be called at least one or two weeks in advance.
- **Absences:** Members are expected to inform the chair of any expected absences from meetings at least one day prior to the meeting.
- **Reviews:** Documents for review will be sent out at least two weeks ahead of the review deadline to ensure members have time to read. Documents will be sent in English and French (although translations may be done by software while in draft form).
Evaluation of working group performance

The working group will be evaluated based on:

- The quality, acceptability, and appropriateness of the training materials approved by the group;
- Participation of CS4ME members in training events;
- Feedback received from CS4ME members to evaluate training events and tools;
- Innovation, creativity and enjoyability of training events and materials produced;
- Timeliness of activities compared against the operational plan.