

The Robert Carr Fund seeks nominations for a Vice Chair of the International Steering Committee

Introduction

The Robert Carr Fund is seeking to select a new Vice Chair of the International Steering Committee (ISC). The successful candidate will replace the outgoing Vice Chair of the ISC, who will transition into the Chair role.

The Robert Carr Fund (RCF) is a unique pooled funding mechanism that focuses on providing long-term, core, and flexible funding to global and regional community-led and civil society networks in the HIV response. Over the past decade, the Robert Carr Fund (RCF), as a participatory grant-maker, has been committed to improving the health and rights of inadequately served populations¹ most affected by HIV and inequalities.

As a cooperative effort of donors and civil society, the Robert Carr Fund is structured to maximize participation, empowerment, equity, transparency and accountability in our governance, fundraising and grant making.

The Robert Carr Fund works to mobilize and deliver core and strategic funding for regional and global networks to achieve four outcomes:

- Protecting and promoting human rights
- Improving access to HIV services
- Mobilizing and monitoring funding for human rights and health
- Building capacity of civil society and community networks

Our goal: Improved health, inclusion and well-being for inadequately served populations (ISPs).

Amid the current context of anti-LGBTQ+ legislation, hostile policies, and the rise of anti-rights and anti-gender movements globally, alongside a challenging global funding landscape, shrinking civic space and threats to democracy, the support provided by the Robert Carr Fund provides is more critical now than ever. Despite these adversities, there have been notable examples of community resilience and significant progress. Positive trends have emerged, including several countries repealing laws that criminalized LGBTQ+ persons and a considerable shift in the legislative landscape regarding HIV laws. These developments underscore the success of long-term advocacy efforts and the effectiveness of RCF's model in driving change.

The RCF has been significantly impacted by recent budget cuts, resulting in a reduction of grantee partners and a shortened grant cycle. In response, RCF is accelerating and intensifying its proactive fundraising efforts, deepening strategic partnerships and leveraging both our expertise and that of our partners to ensure continued support for the critical work of our partners.

¹ RCF defines the term "inadequately served populations" (ISPs) as populations facing a high HIV risk, mortality and/or morbidity compared to the general population, and, at the same time, facing systematic human rights violations and barriers to information and services.

RCF operates through three main bodies: the International Steering Committee (ISC), the Program Advisory Panel (PAP) and the Fund Management Agent (FMA)/Aidsfonds. The RCF Secretariat, housed at the FMA, plays an integral role in implementing the work of the Fund, providing overall grants management (including grant making, monitoring, risk management etc.), and logistical and administrative support to both the ISC and the PAP.

International Steering Committee

The [International Steering Committee](#) is the overall and ultimate decision-making body within the RCF. The ISC sets strategic directions, instructs the Fund Management Agent (FMA) and Secretariat, makes funding decisions and undertakes all the responsibilities outlined in the Governance Charter. The ISC currently consists of eight voting members, Chair and a Vice-Chair. The members of the ISC are representatives from both civil society and donors. There is an equal number of seats for civil society members and donors. The ISC also has non-voting (ex-officio) members, who act as observers.

Role and responsibilities of the Chair and Vice-Chair

The Chair and Vice-Chair shall be independent of donor and civil society affiliations. As representative of the ISC as a whole, the Chair and Vice-Chair work with the FMA and the Program Advisory Panel (PAP) to achieve the strategic vision of the Fund, providing broad guidance. The general tasks of the ISC are described in the [RCF Governance Charter, paragraph 2.1.2.](#)

1. Guide the ISC and its members in its responsibilities;
2. Act as the Chair of meetings and teleconferences of the ISC, including sub-committees. The Chair may call upon the Vice-Chair to share the work. The Chair will make sure that members bring their unique perspectives to the table and that policies such as the Conflict of Interest are adhered to;
3. Ensure adequate time and procedures for informed discussion, consideration and voting on agenda items and decisions of the ISC, including reaching clear decisions and overseeing a vote if consensus is otherwise not reached; in essence, guide decision-making (in line with paragraph 2.1.5 of the Governance Charter)
4. Facilitate the effective dialogue and interactions between the ISC and the PAP and the ISC and the FMA/Secretariat;
5. Act as spokespeople for the ISC to advocate, promote and raise funds for the RCF and its mission;
6. Maintain effective communication and engagement with relevant stakeholders including partners, donors, implementers and the media to ensure the ISC adequately addresses the issues and concerns of its wide and diverse range of stakeholders.

Profile

The following competencies of the ISC Chair and Vice-Chair are collectively required:

1. **Experience with Marginalized Communities:** Demonstrated experience working with marginalized and disenfranchised communities is essential.

2. **Leadership Experience:** A seasoned leader with senior-level decision-making experience in the public, private, or civil society sectors, with a proven ability to lead and unite diverse groups of stakeholders.
3. **Expertise in Global Health and Human Rights:** Extensive knowledge and active engagement in international health, with a specific focus on HIV, Sexual and Reproductive Health and Rights (SRHR), human rights, and other critical global health issues.
4. **Understanding of Grant making Practices:** Solid knowledge of participatory grant making principles and pooled funding mechanisms, with experience in managing or overseeing funding processes.
5. **Stakeholder Engagement and Trust-Building:** Proven ability to build trust, foster collaboration, and engage with key stakeholders across sectors, particularly in identifying and securing funding opportunities for the Robert Carr Fund (RCF).
6. **Strategic and Financial Acumen:** Expertise in strategic planning, financial analysis, risk assessment, and the development of mitigation strategies to ensure effective decision-making and long-term impact.
7. **Communication Skills:** Excellent interpersonal and communication skills, with a strong focus on professionalism, confidentiality, and the ability to represent RCF effectively in various contexts.

Selection and term

The minimum term will be two years, with three consecutive terms as a maximum, or until the appointment of their respective successor. The term for Chair and Vice-Chair will be two years for each role. After two years as Vice Chair, s/he shall become the Chair for one term of two years. A usual term would be two years as vice- chair followed by two years as chair. In exceptional circumstances, or for continuity, the roles could be extended, with a total of 6 years not to be exceeded. Once appointed, the Chair and Vice-Chair act in the best interest of the RCF as a whole. Specifically, s/he must not represent any particular bloc, constituency, or other stakeholder. Both Chair and Vice-Chair can be elected for a second term.

Time commitment and reimbursement

In order to fulfill the role of Chair and Vice-Chair adequately and give the necessary feedback, the time requirement is estimated at 13 days a year in surplus of the usual International Steering Committee members engagement of 7 days. The Chair and Vice-Chair should therefore be prepared and able to dedicate approximately twenty days per year to RCF activities. The ISC Chair and Vice-Chair will not be remunerated for their service on the ISC, but the costs of in-person meetings related to the function will be covered by the budget of the RCF. They may renounce the compensation for travel and hotel expenses related to meetings on behalf of the RCF.

Conflicts of Interest

The Chair and the Vice-Chair must adhere to the Conflict of Interest policy. The Chair and Vice-Chair of the ISC must be individuals who will have no direct financial benefit from funding decisions made by the RCF and who are able to be fully transparent about any potential or perceived conflicts of interest. Candidates for the role of Chair and Vice-Chair should indicate to the ISC if they foresee a possible or perceived conflict of interest related to their professional or personal relationship with an RCF donor, grantee, FMA, a member of the PAP or a member of the ISC. If the ISC concludes that there is a conflict of interest, the candidate will be excluded from the election process.

Selection process and timeline

Interested individuals who fit the profile above should send a CV and short motivation letter or email outlining their motivation, fit to the profile and contact details of 2 referees to secretariat@robertcarrfund.org by **30 May 2025, 10 am CET**.

Indicative timeline for selection

2 June: deadline for applications

6 June: shortlisting by the governance and fundraising subcommittee of the ISC

9- 16 June: interview with ISC representatives, reference check

23 June: selection completed