

RESOURCE MOBILISATION COMMITTEE TERMS OF REFERENCE

January 2024

Approved by Board Decision
RBM/2024/EDP01
on 20 February 2024

RBM Board Resource Mobilisation Committee

Terms of Reference

1. Purpose and mandate

1.1. The Resource Mobilisation Committee (the “Committee”) has been established to advise and support the RBM Partnership Board in its role of advocating on behalf of the Partnership in its resource mobilization efforts. The Committee is responsible to the Partnership Board and supports it in the raising of funds needed for Partnership functions (as required for the implementation of the Partnership strategy, work plans, and associated budgets, including the Secretariat and the Partner Committees’ activities). These Terms of Reference are approved by the Partnership Board and may be modified from time to time, as necessary.

2. Membership

2.1. The membership, including the Committee Chair, shall comprise RBM Board Members, their Alternates or other persons nominated by the Board¹. A majority of the Committee members shall be Board Members or Alternates.

2.2. The composition of the Committee should allow it to function efficiently and effectively in fulfilling its functions and responsibilities. The Committee membership will consist of between five and seven members. The Committee composition shall be broadly reflective of the composition of the RBM Partnership Board and at least half of the members shall be from malaria affected countries. All members are expected to attend Committee meetings on a regular basis.

2.3. The composition of the members should allow for the Committee to have a balance of skills, expertise, experience and knowledge of:

- Resource mobilisation.²
- Malaria elimination and eradication.
- The RBM Partnership Strategy and its critical resourcing needs
- Country level programme implementation, including health systems

2.4. Members of the Committee, including the Committee Chair, shall be appointed for a two-year term, renewable once. The term of appointment may also be subject to the processes of a government, organisation or representative group whom the Committee member represents.

2.5. The Committee members shall not be remunerated for their services but shall be reimbursed for expenses according to the Host Agency’s standard travel policies, including airfare and Daily Subsistence Allowance, as applicable to the RBM Partnership.

¹ Capitalized terms used in these Terms of Reference have the meaning provided in them or in the RBM Partnership Bye-Laws unless a different meaning is provided in these Terms of Reference.

² ‘Resource mobilization’ in these Terms of Reference refers to resource mobilization for the RBM Partnership strategy. Resource mobilization for the fight against malaria is covered by different Partnership mechanisms such as the Partner Committees.

2.6. The Committee Chair may invite non-voting expert advisers to participate on a non-paid basis in Committee meetings.

3. Committee Chair

3.1. The Committee Chair shall be selected from among the Board Members and Alternate Board Members of the Committee and shall be appointed by the Partnership Board.

3.2. The Committee Chair shall:

- Plan and oversee the conduct of Committee meetings;
- Report to the Board on relevant and material matters as appropriate;
- Oversee the preparation of the annual list of activities for the Committee; and
- Participate in and advise on the selection of Committee members.

4. Secretariat Support

4.1. The Chief Executive Officer, in consultation with the Committee Chair, shall appoint one of the RBM Secretariat Team as Secretary to the Committee to:

- Serve as liaison between the Committee and the Secretariat;
- Assist the Committee in developing good governance practices;
- Ensure that the agenda, meeting papers and minutes and other materials to support the Committee are provided in a timely manner;
- Support follow-up of agreed actions and monitoring of progress between meetings, as appropriate; and
- Ensure preparation of minutes of Committee meetings for Committee Chair and Members review and approval.

5. Conflict of Interest

5.1. Each Committee member shall comply with the RBM Partnership's Conflict of Interest Policy and shall complete the annual Declaration of Interest Form. Committee members shall update the Form as and when required. At the start of each meeting, members of the Committee shall declare any actual or perceived conflict of interest arising in the matters before the Committee which shall be managed in accordance with the Conflict-of-Interest Policy.

6. Attendance at Meetings

6.1. Committee members are expected to attend all Committee meetings. A quorum for a meeting is reached when a minimum two-thirds of the Committee members are present either in person or virtually. The spirit of the Committee's purpose is to encourage group discussion and the Committee shall endeavour to ensure maximum attendance at its meetings.

6.2. The Committee may have at its disposal, and by invitation of the Committee Chair, members of the Secretariat including the Chief Executive Officer, any members of the RBM Partnership, and external experts or consultants.

7. Frequency of Meetings

- 7.1. Meetings shall be held, ideally, four times annually, but not less than three times each calendar year.
- 7.2. The Committee Chair, or any two members of the Committee, may request any additional meetings if they are needed.

8. Access to Resources

- 8.1. The Committee may be allocated resources by the RBM Board to assist with the performance of advisory tasks that could require external resources. The Committee Chair will recommend deployment of those resources to assist with the Committee activities.

9. Advisory Responsibilities

- 9.1. The Committee will act on behalf of and in an advisory capacity to the Board to provide support in relation to resource mobilization for the RBM Partnership. The Committee will also support the Chief Executive Officer to fulfill his/her duties while respecting the respective roles of Board, its Committees and the Chief Executive Officer. Key matters addressed by the Committee may include:
 - Advice and support in the development of, or any updates to, an RBM Partnership Resource Mobilisation Strategy, recognising that the Chief Executive Officer will lead the process of strategy development and any subsequent updates for approval by the Partnership Board.
 - Advice and support in the development of resource mobilisation targets that are commensurate with the ambitions laid out in the RBM Partnership Strategy and any annual work plans and budgets.
 - Ongoing support and advice in relation to mobilisation of resources for the RBM Partnership. This is to include making new connections and utilising existing relationships of the Committee and Board to garner awareness and funding for the Partnership's functions and broader Vision.
 - Monitoring of the outcomes of resource mobilisation efforts and providing consequent advice to the Partnership Board and, as appropriate, CEO of any necessary modifications to the resource mobilisation approach and/or scale of operations.

10. Decision Making Role:

- 10.1 The Committee will exercise decision making powers in relation to matters related to the Resource Mobilization Strategy and its implementation if and only when delegated from time to time by the Board. Such delegation will be formally made through a documented Board process. Each decision made by the Committee will be subsequently reported to the Board. Decisions will ideally be made by consensus and failing this by a simple majority of Committee members attending, whether in-person or remotely.

11. Sub-committees

11.1 The Committee Chair may appoint subcommittees that would comprise members of the Committee and/or members of the Secretariat and/or external experts or consultants.

11.2 The purpose of the sub-committees may serve a particular purpose or provide assistance to the Committee in several areas, and for varying durations.

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