

Non-governmental Organizations (NGO)

NGOs are valuable to CCMs as they generally have strong connections with community stakeholders and vulnerable populations; they have experience in implementation and are well placed to contribute valuable insights into the development of funding applications and the determination of programmatic activities. Some NGOs are also well placed to further support the participation of vulnerable and marginalized groups in CCMs, through capacity building or facilitating access to services of hard-to-reach groups.

Criteria for membership of NGO constituency

- Registered with the Bangladesh NGO Bureau. The organizations must submit their copy of the registration certificates or registration number and date of registration;
- The organizations must be operational for a minimum of 5 years and have work experiences in the health sector particularly in HIV/AIDS, TB and malaria and have implemented at least one health sector program;
- Programmatic disbursement of Tk. 10 lacs annually over the last five years;
- The organizations have specified service areas;
- Proof of annual audit for last three years;
- The organizations have ability and mechanism to coordinate the sectors as well as capable of informing the organizations within the constituencies and ensuring their decision and participation for the CCM processes.

Criteria for candidate for election of NGO constituency

- Relevant experience and expertise in the health sector;
- Proven track record of active participation in NGO initiatives;
- Access to CSO communication channels;
- Leadership experience;
- Represents NGO constituency/sector and able to report back;
- Willingness to contribute and commit time to CCM activities;
- Represents the interest of their entire constituency, and not those of the individual self or organization;
- Global Fund grant recipients are not eligible.

Documenting the Election of Constituency Representatives

Documenting election/selection process. New CCM representatives present documentary evidence of their selection or nomination by constituencies or sectors that meet Global Fund requirements. The CCM Secretariat shall store copies of these documents in its archive.

- Documents describing membership renewal processes used and the results of these processes (including election processes that civil society constituencies have used and the new list of CCM members) are sent to the Global Fund Secretariat.
- Documents about the CCM member election processes are made publicly available (for example, by posting these documents on the internet or distributing them through print media)

Required Documentations

1. **Constituency membership list** (detailed by member' name, organization, sector clearly identifying this individual as representing the constituency)
2. Details of constituency: name and sector;
3. **Copies of public communications**, newspaper advertisements (print, web), circular letter, request of expression of interest etc. inviting non-governmental sector to a meeting to select their CCM members;
4. **Minutes of meeting of the sector** (such as an Umbrella group, network) describing how they chose their representative
5. **Voting record**, showing names of members voting
6. **Minutes of meeting** describing the nomination process that selected the member and alternate to the BCCM;
7. **Letter to BCCM Secretariat from organization(s)/constituency** representing the sector, which also describes the process of selection and final results.

Constituency Election Activities

Activity	Timeline
Registration Opening date	[insert date]
Closing date for online registration and candidature:	[insert date]
Final date for scrutiny of candidature	[insert date]
Publishing of final list of voters and candidates	[insert date]
Period for coordinating among constituency members & acquiring Voting No.	[insert date]
Election	[insert date]
Announcement of provisional results	[insert date]
Re-election, in case of organizations scoring equal votes	[insert date]
Submit supporting documentation of election To BCCM Secretariat	[insert date]
Announcement of the successful candidates (Election Commission)	[insert date]