TERMS OF REFERENCE
ACHIEVE Africa governance bodies

ACHIEVE Africa shall be governed and managed by the following primary bodies:

- **Stakeholder Council:** The highest strategic and decision-making body.
- **Scientific Advisory Group:** The independent body providing expert scientific and technical guidance.
- **Secretariat:** The administrative and operational body, led by the Executive Director, responsible for day-to-day management and coordination.
- **Program Leadership Team:** The technical management body composed of Co-Technical Leads responsible for programmatic implementation.

These bodies shall operate in a complementary manner, with clear separation between governance, independent scientific advice, operational management, and technical delivery. All bodies and their members shall discharge their functions in accordance with the applicable laws, approved ACHIEVE Africa policies, and the principles of integrity, accountability, transparency, equity, and stewardship.

Program Leadership Team

The Program Leadership Team is the senior technical management body responsible for the scientific and operational execution of ACHIEVE Africa's programmatic pillars. The PLT works under the leadership of the Executive Director and serves as the principal forum for technical coordination across pillars, operational problem-solving, and program performance management. The PLT shall meet regularly, at a frequency determined by program needs, and shall maintain clear records of decisions, action points, and escalated issues.

Composition

The team shall be composed of the **Co-technical Leads** (also referred to as Pillar Leads) for the primary programmatic pillars:

- Genomics and Epidemiology
- Laboratory Science and Preclinical Science
- Translational Research and Clinical Science
- Manufacturing/Regulatory
- Data Management

Additional technical leads or specialist contributors may be invited to participate in PLT discussions on a standing or ad hoc basis where required by program needs, but the accountability of the designated Co-Technical Leads for pillar leadership shall remain unchanged.

Roles and responsibilities

- **Technical oversight:** Provide scientific and technical leadership for their respective programmatic pillars and workstreams, including validating technical milestones achieved by Implementing Partners for the purpose of payment release.

- **Implementation:** Drive the day-to-day execution of programmatic activities, in coordination with all Implementing Partners.

- **Integration:** Ensure effective integration, collaboration and information-sharing between programmatic pillars.

- **Reporting:** Report programmatic progress, risks, dependencies and milestone status directly to the Executive Director.

- **Planning:** Develop detailed annual work plans, implementation schedules and resource requests for their pillars for consolidation by the Secretariat.

- **Authority clarification:** The Co-technical Leads shall exercise clear technical authority to validate technical milestones as a prerequisite for the Secretariat to release payments to Implementing Partners, subject to any applicable financial controls and delegation thresholds.

PLT members shall work collectively to identify cross-cutting risks, resolve technical bottlenecks, promote quality and compliance, and support timely escalation of issues requiring Executive Director or Stakeholder Council attention.

Eligibility Criteria

Co-Technical Lead for Epidemiology/Genomics

- Advanced academic degree such as a PhD or MD in Epidemiology, Public Health, Biostatistics, Genomics, or a closely related discipline; an MPH or equivalent may be considered with substantial additional experience.
- Minimum of 10 years of relevant professional experience with a PhD or MD, or 12 years with a Master's degree, including experience in multi-country or LMIC settings.
- Demonstrated expertise in epidemiological methods, clinical or field study design, and statistical or biostatistical analysis.

- Proven experience contributing to or leading infectious disease, genomic surveillance, or vaccine-related research programs.
- Strong analytical capabilities and high professional standards in the design, conduct, and evaluation of research.
- Ability to communicate complex technical information effectively to scientific, policy, and operational audiences.

Co-Technical Lead for Laboratory/Preclinical Science:

- PhD in Biochemical Engineering, Biochemistry, Microbiology, Immunology, Molecular Biology, Virology, or a related discipline; MD or equivalent may be considered.
- Minimum of 10 years of experience in academic research, laboratory science, biotechnology, or industrial R&D.
- Demonstrated expertise in vaccine design and evaluation, immunology, microbiology, and preclinical research methodologies.
- Proven experience contributing to or overseeing laboratory or preclinical research workstreams.
- Commitment to scientific rigor, quality standards, and ethical research practices.

Co-Technical Lead for Translational Research/Clinical Science

- Medical Doctor (MD or equivalent).
- Minimum of 12 years of professional experience, including at least 5 years of direct experience in vaccine clinical trials.
- Demonstrated expertise in clinical development and clinical trial implementation, preferably in LMIC or multi-country contexts.
- Strong working knowledge of Good Clinical Practice (GCP) and ethical conduct of clinical research.
- Knowledge of epidemiology and statistics relevant to vaccine and translational research.

Co-Technical Lead for Manufacturing/Regulatory

- PhD, PharmD, or Master's degree in Pharmaceutical Sciences, Biotechnology, Regulatory Science, Engineering, or a related field.
- Demonstrated experience in regulatory affairs related to vaccines or biologics (minimum 10 years).
- Extensive experience in vaccine or biologics manufacturing, process development, or scale-up (minimum 15 years).
- Strong knowledge of CMC, GMP, global regulatory frameworks, and quality systems.
- Demonstrated GxP competencies and experience advising on regulatory or manufacturing strategy.

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Co-Technical Lead for Data Management

- PhD or Master's degree in Statistics, Biostatistics, Data Science, Epidemiology, or a related quantitative discipline.
- Minimum of 6 years of experience with a PhD or 10 years with a Master's degree in relevant data management roles.
- Demonstrated experience managing clinical trial, surveillance, or epidemiological data systems.
- Strong knowledge of statistical methodologies, data governance, data security and data quality assurance.
- Proficiency with data management systems and relevant programming languages (e.g., web-based applications and databases).

Evaluation Framework

Nominations will be assessed using a standardized evaluation framework based on the following indicative criteria:

- Scientific expertise
- Academic qualifications
- Research contributions
- Leadership, coordination, and advisory experience
- Scientific integrity and professional ethics

The evaluation shall be conducted by an independent review panel, the ACHIEVE Africa Selection Committee. Final selection shall also take into account geographic diversity and gender balance.

Review of these Terms of Reference

These Terms of Reference should be reviewed periodically, and at least once every two years, to ensure continued relevance, clarity, and alignment with the strategic and operational needs of ACHIEVE Africa.