



## TERMS OF REFERENCE

### ACHIEVE Africa governance bodies: Scientific Advisory Group

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.

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### Scientific Advisory Group

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The Scientific Advisory Group (SAG) is an independent, impartial, and international body of external technical experts that meet at least once per year, and more frequently as required by the work program. Its purpose is to provide ongoing, high-level scientific and technical guidance to the Stakeholder Council and the Secretariat to ensure the scientific excellence, relevance, and impact of ACHIEVE Africa's programs. The SAG is advisory in nature and does not exercise executive or managerial authority over program implementation.

#### Composition

The SAG shall consist of no more than 15 internationally recognized experts serving in their individual capacities and not as representatives of their organizations. Composition shall reflect diverse expertise relevant to ACHIEVE Africa, including vaccinology, biologics development, epidemiology, genomics, immunology, laboratory science, translational science, clinical development, regulatory affairs, biomanufacturing, public health, delivery systems, health economics, data science, and community or stakeholder engagement.

In appointing members, ACHIEVE Africa shall seek a balanced mix of scientific disciplines, practical experience, regional knowledge, gender balance, and familiarity with African and low- and middle-income country contexts. Members shall serve with independence and impartiality



and shall be required to declare any actual, potential, or perceived conflicts of interest before appointment and on an ongoing basis. The Secretariat shall provide administrative support to the SAG, while preserving the independence of its advice.

### Responsibilities:

- **Strategic review:** Review the scientific and technical strategy of ACHIEVE Africa and recommend priorities to the Stakeholder Council.
- **Technical guidance:** Provide expert advice on programmatic activities, technology platforms and infrastructure development.
- **Progress evaluation:** Periodically review the progress of ACHIEVE Africa's core R&D pillars and make recommendations for improvement, acceleration, or modification.
- **Landscape analysis:** Advise the Council and Secretariat on emerging scientific opportunities, public health needs, scientific risks and important gaps.
- **Reporting:** Submit regular reports and recommendations directly to the Stakeholder Council. Upon receipt of SAG recommendations, the Council shall institute a formal response procedure, requiring the Council to formally accept, reject, or request modification of each recommendation, with the decision and rationale recorded in the meeting minutes.

Where specialized analysis is required, the SAG may recommend the establishment of time-bound working groups or consultation with external specialists, subject to approval under applicable ACHIEVE Africa procedures.

### Eligibility criteria

- Recognized expertise in relevant scientific or technical disciplines including vaccinology, epidemiology, immunology, genomics, public health, biostatistics, laboratory science, clinical research, or related fields.
- An advanced academic degree, such as a PhD, MD, DrPH, or equivalent together with an established track record of scientific scholarship.
- Demonstrated contributions to scientific research through peer-reviewed publications, patents, scientific innovations, or funded research projects.
- Prior experience serving on scientific advisory boards, technical working groups, research committees, or policy advisory panels at national or international levels.
- Demonstrated commitment to scientific integrity, ethical standards transparency and independence of judgment.
- Willingness and availability to actively participate in committee meetings, technical reviews, and strategic consultations.

### Evaluation framework

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



- Scientific expertise
- Academic qualifications
- Research contributions
- Advisory and leadership 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, gender balance, and representation from multiple disciplines across the vaccine and global health ecosystem.

### **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.