TERMS OF REFERENCE
ACHIEVE Africa governance bodies: Stakeholder Council

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.

Stakeholder Council

The Stakeholder Council (Council) is the highest level of ACHIEVE Africa governance. It is responsible for setting strategic directions, holding management accountable for delivery against strategy, ensuring its financial health and sustainability of ACHIEVE Africa, and providing ultimate oversight of the Secretariat. The Council shall ordinarily meet at least twice per year, or more frequently as required. Unless otherwise specified in an approved governance instrument, quorum shall be a simple majority of voting members, and decisions should be reached by consensus wherever possible or, where consensus cannot be achieved, by majority vote of those present and entitled to vote.

Composition

The Stakeholder Council shall be composed of voting and non-voting members drawn from **funding member states** above the approved threshold, **African regional and continental institutions**, African scientific and implementing institutions, a limited number of **strategic partners**, and a limited number of **at-large members** serving in their personal capacity. The Council should ordinarily remain compact, with an indicative size of approximately fifteen voting members, and African institutions shall collectively hold a majority of voting seats.

In constituting the Council, ACHIEVE Africa shall seek an appropriate balance of institutional representation, relevant technical and governance expertise, geographic diversity, and gender balance. Members serving in a representative capacity shall be formally designated by their institutions, while at-large members shall serve in their personal capacity and act in the best interests of ACHIEVE Africa as a whole. Council members shall be expected to declare any actual, potential, or perceived conflict of interest and to comply with applicable confidentiality and ethics requirements.

Responsibilities:

- **Strategic direction:** Set and approve the overall strategy, scope, and programmatic priorities of ACHIEVE Africa.

- **Oversight:** Provide governance and oversight for ACHIEVE Africa's activities, performance, and risk management, and institutional effectiveness, with reference to the approved Results Framework and any successor performance framework.

- **Secretariat oversight:** Appoint, support and oversee the Executive Director of the Secretariat; approve the Secretariat's host institution and hosting terms.

- **Advisory:** Appoint members to the Scientific Advisory Group (SAG) and receive, consider and formally respond to its recommendations through an agreed response procedure.

- **Financial:** Approve ACHIEVE Africa’s annual work plan and budget; oversee financial stewardship and support high-level resource mobilization and sustainability efforts.

- **Policy:** Approve key institutional policies, including the Conflict-of-Interest policy, Intellectual Property and Data Ownership policy, Global Access policy and any other governance policies required for the effective operation of ACHIEVE Africa.

The Council may establish additional procedures or subcommittees as needed to discharge its responsibilities efficiently, provided that such arrangements do not diminish the Council’s collective accountability for governance decisions.

At-Large Members (Global Health Experts)

At-large members appointed as Global Health Experts shall serve in their individual capacities and shall contribute independent judgment, strategic insight, and sector-wide perspective to Council deliberations. Their appointment is intended to strengthen the Council’s access to high-level expertise relevant to vaccine research, development, manufacturing, public health, and health systems in Africa and globally.

ACHIEVE Africa

Eligibility Criteria

- Demonstrated significant scientific contribution to the advancement of laboratory and clinical vaccine research, epidemiology, genomics, and/or manufacturing, evidenced through publication, patents, scientific discoveries/innovations, and competitive research grants
- extensive technical knowledge and recognized expertise in vaccinology, epidemiology, public health, and related fields
- Proven leadership in international research programs, vaccine development initiatives, or global health projects
- Active participation in international advisory committees, expert panels, or policy-development bodies
- Demonstrated influence on global health policies, vaccination programs, or health research agenda

Evaluation Framework

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

- Scientific contributions
- Technical expertise
- Leadership
- Global health impact
- Policy and advisory experience

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.