

Social and Behavior Change Working Group (SBC WG)

Terms of Reference

I. Purpose

The RBM Partnership to End Malaria Social and Behavior Change Working Group (SBC WG) brings national malaria control programs, implementing partners, donors, research institutions, and non-government and private sector organisations together to further the implementation of *The Strategic Framework for Malaria Social and Behavior Change Communication 2017-2030* and the *Malaria SBCC Indicator Reference Guide*.

The SBC WG will at all times ensure that its work is aligned with, and complements, that of the World Health Organisation (WHO).

The SBC WG is accountable to the RBM Partnership Board through the RBM CEO.

II. Rationale

The SBC WG aims to examine the current state of the science and art in social and behavior change (SBC). The SBC WG seeks to provide a forum for the exchange of malaria SBC best practices and experiences; advocate for political, social, and financial resources for SBC as a core component of malaria control; and promote the development of theory-informed, evidence-based SBC programming at the country level.

The SBC WG also produces, maintains, and disseminates *The Strategic Framework for Malaria Social and Behavior Change Communication 2017-2030*, the *Malaria SBCC Indicator Reference Guide*, and related tools. The *Strategic Framework* reflects the priorities and foci of the WHO's *Global Technical Strategy for Malaria 2016-2030*, as well as those of the RBM Partnership *Action and Investment to Defeat Malaria (AIM) 2016-2030*. The *Indicator Reference Guide* and other related tools assist with the implementation of the *Strategic Framework*.

These Terms of Reference reflect the collective will of malaria SBC stakeholders, including national malaria control programmes, implementing partners, donors, research institutions, and non-government and private sector organisations for a formalised community working under the umbrella of the RBM Partnership.

III. Functions of the Working Group:

The SBC WG supports both technical assistance and advocacy for, and coordination of malaria SBC.

1. Technical Assistance

- Develop, maintain, and disseminate *The Strategic Framework for Malaria Social and*

Behavior Change Communication 2017-2030 and the Malaria SBCC Indicator Reference Guide.

- Provide tools to support the design, implementation, monitoring, and evaluation of theory-informed, evidence-based SBC.
- Increase individual, organisation, and system capacity to design, implement, monitor, and evaluate theory-informed, evidence-based malaria SBC.

2. Advocacy

- Advocate for the development and implementation of theory-informed, evidence-based country-level malaria SBC strategies.
- Advise the RBM Partnership Board, through the RBM CEO, on malaria SBC priorities and strategic directions for malaria SBC, and
- Advocate for increased resource allocation and partnership-building for malaria SBC.

3. Coordination

- Establish and maintain collaborative, mutually-beneficial relationships with other RBM Partnership working groups, partner committees, and the RBM Partnership Coordinating mechanism.
- Develop and maintain in-person and virtual platforms for sharing best practices and experiences, and advancing the field of malaria SBC.
- Outline, disseminate, and promote a global malaria SBC operational and formative research agenda.

IV. Membership

SBC WG membership is open to all individuals and organisations involved in planning, implementing, and/or monitoring and evaluating SBC activities. There are no term limits for SBC WG members. Participation in the SBC WG is voluntary, and, as such, members of the SBC WG will not be compensated for their participation or contributions. Membership to the SBC WG can be requested through the contact information available on the RBM Partnership website.

All SBC WG members actively advocate for the inclusion of SBC in national malaria strategic plans and reviews, the creation of national malaria SBC strategies, and commitment to malaria SBC within their organizations. If deemed necessary by the Steering Committee, members of the SBC WG may be required to complete and sign a conflict of interest declaration annually.

A member fee may be charged for participation in the in-person meetings in an effort to offset the cost of organising and running the meetings (e.g. interpretation, venue, catering). The amount will be determined in advance of each meeting, and will be collected by the SBC WG Secretariat.

V. Structure of the WG

The SBC WG is governed by an elected Steering Committee, which is led by elected Co-Chairs. The SBC WG is supported by the SBC WG Secretariat.

Co-Chairs

Two Co-Chairs will be elected from SBC WG membership. The Co-Chairs will serve a two-year term

and are limited to two consecutive terms. There is no limit on the number of non-consecutive terms a Co-Chair may serve.

Co-Chair Roles & Functions

1. Provide overall leadership and stewardship to the RBM SBC Working Group;
2. Determine, in consultation with the Steering Committee, the strategic direction of the SBC WG;
3. Develop the SBC WG workplan in collaboration with the Steering Committee, relevant workstream leads, and membership. The Co-Chairs are responsible for endorsing and facilitating, with assistance from the SBC WG Secretariat, the implementation of the SBC WG workplan;
4. Convene general SBC WG and Steering Committee meetings or calls once every quarter, and other meetings as deemed necessary;
5. Endorse SBC WG and Steering Committee meeting and call agendas, minutes, and reports;
6. Take part in quarterly coordination meetings between the Working Group and Partner Committee Co-Chairs, chaired by the RBM CEO;
7. Foster coordination, dynamic interaction, and exchange among all members of the SBC WG and the RBM Partnership Coordinating mechanism;
8. Represent, as necessary, the SBC WG at both RBM Partnership and external events to promote and advocate for malaria SBC.

Steering Committee

The SBC WG membership will elect a voting Steering Committee of seven individuals (including Co-Chairs) to provide guidance and active support to the SBC WG Co-Chairs, SBC WG members and member organisations, and SBC WG Secretariat in achieving the objectives of the SBC WG. Steering Committee membership should represent the diversity of the RBM Partnership to End Malaria. Every attempt should be made to include members from Anglophone and Francophone national malaria control programmes, private sector, university or research institutions, and international organisations.

Each Steering Committee member will serve a two-year term, after which they may run for re-election. There is no limit term limit for Steering Committee positions. Additionally, each donor organisation directly funding the SBC WG operations will appoint one representative to serve on the Steering Committee in a non-voting capacity. In the absence of willing and qualified candidates, the make-up of the Steering Committee may differ.

Steering Committee Member Roles & Functions

Steering Committee members are expected to actively participate in the activities of the SBC WG. While it is understood that Steering Committee members are volunteers and competing commitments may arise, members are expected to participate actively in the activities of the SBC WG and Steering Committee. Active participation includes, but is not limited to:

1. Participate in quarterly and ad hoc Steering Committee meetings or calls;

2. Participate in quarterly SBC WG general calls;
3. Help arrange presenters for quarterly SBC WG general calls;
4. Contact professional networks to encourage participation in SBC WG activities, including quarterly SBC WG general calls;
5. Participate, if feasible, in the in-person SBC WG meetings (travel sponsorship requests, if needed, should be sought by the SC members as early as possible);
6. Contribute actively and regularly to at least one or more of the SBC WG workstreams;
7. Represent, as necessary, the SBC WG at both RBM Partnership and external events.
8. Respond to requests for technical, organizational, or logistical support or feedback from the SBC WG Secretariat or Co-Chairs (e.g. technical review of documents, preparations for in-person meetings, and other support and feedback, as needed).
9. Participate actively in planning for the in-person SBC WG meeting. The Steering Committee and SBC WG Secretariat will convene sub-committees to plan various aspects of SBC WG meetings approximately 6 months in advance of a given event. Participation in at least one of the SBC WG meeting sub-committees by Steering Committee members is mandatory.

Steering Committee Communication

The Steering Committee will hold quarterly meetings or calls, led by the Co-Chairs. The Steering Committee will communicate regularly by email and hold additional ad hoc meetings or calls, as necessary. Steering Committee members are expected to communicate to the SBC WG Secretariat when they are not able to participate in Steering Committee meetings or calls, ad hoc Steering Committee meetings or calls, or quarterly SBC WG calls.

Leadership Elections & Termination

Elections will be held each year for Co-Chair and/or Steering Committee member seats whose terms are concluding. The process for elections will be organized by the SBC WG Secretariat, in consultation with the current Co-Chairs and Steering Committee. The election process will be managed by the SBC WG Secretariat. Criteria for Co-Chair and Steering Committee candidacy are listed below.

Co-Chair Eligibility

SBC WG members with a demonstrated record of engagement and commitment to the SBC WG, defined as meeting any **four** of the following criteria, are eligible for nomination as Co-Chair of the SBC WG:

- Participation in at least three SBC WG general calls in the 12-month period prior to the call for nominations
- Participation in the most recent in-person meeting.
- Abstract submission (must be listed as a co-author) to the most recent in-person meeting.
- Abstract reviewer for the most recent in-person meeting.
- Participation in any of the SBC WG workstreams organized by the Steering Committee during the 12-month period prior to the call for nominations. This may include participating in ad hoc

calls for the workstream, drafting or reviewing documents, and/or providing resources, tools, or other guidance to the workstream.

- Support in preparing or organizing quarterly calls, by identifying and/or providing feedback on the technical presentation or providing other content for the call agenda.
- Current or previous member of the SBC WG Steering Committee.

In addition, nominees for Co-Chair must confirm their commitment and availability to serve in this role should they be elected.

Steering Committee Member Eligibility

SBC WG members with a demonstrated record of engagement and commitment to the SBC WG, defined as meeting any **two** of the following criteria, are eligible for nomination to the SBC WG Steering Committee:

- Participation in at least two SBC WG general calls in the 12-month period prior to the call for nominations
- Participation in most recent in-person meeting.
- Abstract submission (must be listed as a co-author) to the most recent in-person meeting.
- Abstract reviewer for the most recent in-person meeting.
- Participation in any of the SBC WG workstreams organized by the Steering Committee during the 12-month period prior to the nominations. This may include participating in ad hoc calls for the workstream, drafting or reviewing documents, and/or providing resources, tools, or other guidance to the workstream.
- Support in preparing or organizing quarterly calls, by identifying and/or providing feedback on the technical presentation or providing other content for the call agenda.

In addition, nominees for Steering Committee must confirm their commitment and availability to serve in this role should they be elected.

Co-Chair and Steering Committee Member Termination

Co-Chairs or Steering Committee members who miss two consecutive calls and who regularly do not respond to requests directly communicated to them from the SBC WG Co-Chairs or SBC WG Secretariat for technical, organizational, or logistical assistance to the WG deliverables will be considered for termination from their role, as per the Steering Committee's decision. Members who are no longer able to fulfil their Co-Chair or Steering Committee duties, for any reason, must notify the SBC WG Secretariat and Co-Chairs immediately.

SBC WG Secretariat

The SBC WG Secretariat will be housed by a member organization with the capacity and resources to do so. The SBC WG Secretariat receives guidance from and works in close collaboration with the SBC WG Co-Chairs and SBC WG Steering Committee. In the event that no partner organisation is selected to be the SBC WG Secretariat, the responsibility shall be shared among partners.

The role and functions of the SBC WG Secretariat are centred on coordination and communication and can be defined as follows:

- Organise the quarterly meetings or calls of the SBC WG and SBC WG Steering Committee and other special or ad hoc calls, as requested and appropriate, and provide appropriate services, including translation;
- Provide orientation (through a welcome letter or email, in-person meetings, Springboard, SBC WG calls) to new members and encourage them to participate in SBC WG activities;
- Prepare the agenda and relevant documents for quarterly Steering Committee and SBC WG calls, as well as for in-person SBC WG meetings;
- Produce and distribute minutes for SBC WG and Steering Committee meetings and calls, and reports for in-person meetings;
- Produce quarterly updates for the RBM CEO on the SBC WG work;
- Monitor and update the SBC WG page on the RBM Partnership website;
- Update and maintain an email listserv of members; and
- Promote year-round engagement of members by sharing publications, best practices, resources, and success stories.

VI. Operating Procedures

The SBC WG will host quarterly meetings or calls focused on a specific topic relevant to the SBC WG. The SBC WG may invite representatives from RBM Partnership member organizations, non-member organizations or RBM technical working groups to present on their malaria SBC activities or research. During the quarterly calls or meetings, the SBC WG Co-Chairs, or their designee, will provide a brief update on news of note and recent activities of the SBC WG and/or RBM Partnership. SBC WG members will also communicate as necessary by email.

The SBC WG will attempt to meet in-person at least once per year based on available resources. In-person meetings may either be standalone or in conjunction with another international event. In the case of a standalone meeting, the Co-Chairs will determine the meeting dates in consultation with the SBC WG Secretariat and in coordination with the SBC WG Steering Committee. In-person meetings will provide an opportunity for the SBC WG membership to share malaria SBC best practices. In-person meetings also provide an opportunity for the Steering Committee and Co-Chairs to review the performance of the SBC WG against its mandate to make decisions about priorities for the following year.

Facilitated by the Co-Chairs, the SBC WG must develop an annual workplan and accompanying budget. This workplan will be the result of a consultative process with the WG members, and led by the WG Steering Committee and Co-Chairs, including the opportunity for the RBM CEO to provide comments and inputs to ensure harmonization and consistency with RBM and Partner Committee workplans.

The identification and management of conflicts of interest should be undertaken in accordance with the RBM declaration of interest process, as overseen and directed by the RBM Secretariat.

Interaction between the RBM SBC WG and other Partnership Government Structures

Interaction between the RBM SBC WG and other Partnership government structures will take place virtually and physically. The Board Members, RBM Management Team, Co-Chairs and members of the other working groups will be invited to attend all RBM SBC WG meetings. The agendas of in-person meetings are circulated to the leadership of all working groups. All relevant information related to the working group will be posted on the RBM website for easy access, and meeting reports will be shared with the RBM Partnership Chief Executive Officer, Board Members and Secretariat.

When possible, one day before the Board Meeting, the RBM SBC WG Co-Chairs will meet with the Secretariat and will attend the Board Meetings when invited.

Dissolution of the Working Group

When the functions of the RBM SBC WG cease to be relevant, the Co-Chairs and Steering Committee may seek dissolve the working group in consultation with the SBC WG's members.

The RBM Secretariat will monitor the performance of the Working Groups and may request the Partnership Board to remove accreditation if a Working Group is either inactive or does not fulfil the requirement to ensure adequate participation of malaria-affected countries in its activities.

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