

# **“Expression of Interest”**

**Election for the CCM Membership of “People Who Use Drugs” Contingency**



## **Country Coordinating Mechanism (CCM) Pakistan**

**June - 2025**

### **Executive Secretary**

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## Background:

The Country Coordinating Mechanism (CCM) in Pakistan is established in response to requirements and recommendations of the Global Fund to Fight AIDS / HIV, Tuberculosis and Malaria (Global Fund). CCMs national committees submit funding applications to the Global Fund and oversee grants on behalf of their countries. They are a key element of the Global Fund partnership.

CCM includes representatives of all sectors involved in the response to the diseases i.e, academic institutions, civil society, faith-based organizations, government, multilateral and bilateral agencies, nongovernmental organizations, people living with the diseases, the private sector and technical agencies. The mandate of the CCM is to discuss, approve and submit quality and appropriate proposals to the Global Fund, to monitor, evaluate and support the implementation of projects that are initiated by the CCM and financed by the Global Fund.

CCM Pakistan intends to explore the NGOs / CBOs / Organizations / Networks / Institutions in Pakistan that are working with and /or led by “People Who Use Drugs” to provide Health & Human Rights services to form the electoral college for upcoming CCM election for “People Who Use Drugs”.



## **“Expression of Interest” Election for CCM Membership (People Who Use Drugs - Constituency)”**

- CCM Pakistan intends to explore the NGOs / CBOs / Organizations / Networks / Institutions in Pakistan, that are working with and /or led by “People Who Use Drugs” in providing Health, Harm Reduction, HIV prevention & Human Rights services, to form the electoral college for upcoming CCM election for “People Who Use Drugs” Constituency.
- “Expression of Interest (EOI)” document can be downloaded from CCM - Pakistan Website <https://ccmpakistan.org.pk/downloads/>
- Five copies of application and documents, in the sealed envelope, clearly marked the name of organization and city must reach at the given address by **Friday 18<sup>th</sup> July 2025**.
- Any application submitted after the due date will not be accepted.

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## **“Call for Expressions-of-Interest for candidates to represent ‘People who Use Drugs’ Constituency in CCM Pakistan”**

Pakistan’s Country Coordination Mechanism (CCM) is holding election to identify new member to represent “People Who Use Drugs”. CCM is a country-level, multi-stakeholder partnership forum, that has overall ownership and responsibility for funding request development and submission to the Global Fund, provides grant oversight to ensure compliance with Requirements and Minimum Standards and ensures the effective and efficient utilization of the grants.

The Global Fund emphasizes meaningful inclusion of Key Populations (KPs). As per CCM requirement 4 and 5, all CCM members representing non-government constituencies to be selected by their own constituencies based on a documented, transparent process, developed within each such constituency.

### **Roles and Responsibilities of a Member:**

1. To actively participate in CCM and related meetings, representing interests of “People Who Use Drugs”.
2. To regularly communicate, coordinate and consult with communities of “People Who Use Drugs” concerning the design, implementation and oversight of programme activities supported by the GFATM. Consultations should take place in accordance with CCM GFATM procedures.
3. To regularly update and inform “People Who Use Drugs” constituencies of all CCM GFATM activities by circulating CCM meeting notes.
4. To respond to questions or requests for clarification and information from constituents in an efficient and prompt manner.
5. To actively participate in monitoring funded activities and providing feedback to the CCM.
6. Approve / vote during CCM decision making forums (based on prior consultation with constituents, ensuring that any decision on behalf of “People Who Use Drugs” at the CCM forum is based on community consensus where possible and realistic).
7. If necessary, refuse to agree on an issue during the CCM decision making forum, as per the results of consultations with constituents.

8. Obtain information regarding programme implementation from communities in the field in order to identify any abuses or challenges and bring them to the CCM's attention, and to facilitate and follow up on requests for clarification, case finding or other information from constituents pertaining to the implementation of field activities supported by GFATM grants.
9. Get support and technical assistance (as needed) to ensure effective participation, including the mobilization of resources from a technical committee consisting of representatives of groups / organizations / community-based networks affected by HIV.
10. In accordance with the Global Fund Guidelines and Requirements for CCM's management of conflicts-of-interests, to publicly declare in writing any potential conflict-of-interest, both personal and institutional, during their tenure.
11. To facilitate in the planning of a selection process in the last quarter of their tenure for a "People Who Use Drugs" representative at the CCM.

## **Essential Criteria for Elections:**

1. Valid registration as an NGO / CBO / Organizations / Networks / Institutions with the respective federal / provincial / district Government in Pakistan.
2. Organizations in Pakistan that are working with and / or led by "People Who Use Drugs".
3. At-least three (03) years of experience in with DUs / IDUs, Harm Reduction, HIV prevention & Human Rights.
4. Last three (03) years Audit reports.
5. Demonstrable experience of working with DU / IDUs for last three (03) years (In the form of program / project reports or evaluation accompanied by pictures and list of registered Drug Users)

## Terms of Reference / Process:

1. **Nomination:** Each organization will nominate one representative from “People Who Use Drugs” community for election.
2. **Communications:** Nominated candidate must be good in spoken English and Urdu.
3. **Education:** Nominated candidate must have a minimum of matriculation education.
4. **Positions:** Each nominated candidate is allowed only to contest on one position in CCM. CCM do not allow election candidacy on multiple seats.
5. **Conflict-of-Interest:** Candidate must comply with “Conflict-of-Interest Policy” of Global Fund, as present in “Ethics & Conflict of Interest” at [www.theglobalfund.org/en/governance-policies/](http://www.theglobalfund.org/en/governance-policies/).
  - a. Any NGO / CBO / Network / Organization / Institute which is already a CCM Member in any sector, cannot contest the election.
  - b. Any network / CBO / Organization whose BoD / Trustees / CEO is a member of organization already a CCM member, cannot contest the election.
  - c. Any contesting candidate who is receiving funds from “The Global Fund / GFATM” or on the pay role financed by “The Global Fund / GFATM” cannot contest the election.
6. **Code-of-Ethical-Conduct:** Candidate must comply with “Code-of-Ethical-Conduct Policy” of Global Fund, as present in “Codes and Conduct” at [www.theglobalfund.org/en/governance-policies/](http://www.theglobalfund.org/en/governance-policies/).
7. **Eligibility:** Candidates who already have served CCM as a member on any seat for two (02) terms, are not eligible to contest for third (3<sup>rd</sup>) term.

## **Election Process:**

1. Advertisement for EOIs has been published in the newspaper, popular social media platform and individual dissemination among relevant stakeholders / communities.
2. Interested NGO / CBO / Organizations / Networks / Institutions, fulfilling above criteria, will submit their application along with nominated representative to CCM Secretariat by post / courier.
3. Evaluation and shortlisting of submitted applications by organizations (for Electoral College) along with nominated representative will be done by Election Sub-Committee.
4. Eligible nominated representative (the electoral college) from each shortlisted organizations will be invited to Islamabad for election.
5. Eligible nominated representatives (the electoral college) from each shortlisted organizations will vote through secret ballot for election of representative for CCM.
6. Endorsement of elected candidate by CCM members.

## **Documents to be Submitted / Instructions to Applicants:**

Interested NGO / CBO / Organizations / Networks / Institutions, fulfilling above criteria, will submit below mentioned documents to CCM Secretariat by post / courier.

1. Application for electoral college (Sample present in Form-A below).
2. Candidate Nomination Form (Sample present in Form-B below).
3. Nominee Consent Form (Sample present in Form-C below).
4. No Conflict-of-Interest Declaration Format (Sample present in Form-D below).
5. Copy of Valid Registration of Organization certificate with the respective federal / provincial / district Government in Pakistan.
6. Attested list of all BoDs, their designations, contact numbers and their dates of becoming board members.
7. Last three (03) years of audit reports.
8. Organization Profile with demonstrable experience of working with “People Who Use Drugs” for last three (03) years (In the form of program / project reports or evaluation accompanied by pictures and list of registered Drug Users).

## **Application Disqualification Parameters:**

Below are the parameters on which CCM Secretariat / Election Sub-Committee can disqualify the organization or nominee submitted applications for elections.

1. Absence of valid registration certification in application.
2. Absence of three (03) years audit report in application.
3. Organization is without relevant required experience.
4. Absence of requested attested BOD list in application.
5. Absence of filled and signed Form-A, Form-B, Form-C & Form-D
6. Any technical alteration in Form-A, Form-B, Form-C & Form-D main body.
7. Any conflict-of-interest of organization.
8. Any conflict-of-interest of nominee.
9. Any other valid reason, as identified by Election Sub-Committee of CCM.

## APPLICATION FOR ELECTORAL COLLEGE

Date: *[insert day, month, and year]*

To:

**The Executive Secretary.  
CCM Secretariat Pakistan.**

I, the undersigned, confirm that my organization apply for inclusion in “the Electoral College” for elections of “People Who Use Drugs” in CCM Pakistan and declare that:

1. **Organization:** I hereby confirm that my NGOs / CBOs / Organizations / Networks / Institutions in Pakistan is working with and /or led by “People Who Use Drugs” to provide Health and Harm Reduction, HIV prevention & Human Rights services to the “People Who Use Drugs”.
2. **No Reservations:** I have examined the “Expression-Of-Interest” criteria and have no reservations to the Pre-qualification document issued in accordance with “Instructions to applicants”.
3. **Eligibility:** I meet the eligibility requirements as stated in “Expression-Of-Interest” document.
4. **Not bound to accept:** I understand that “CCM Secretariat” may cancel the Pre-qualification process at any time without incurring any liability to the applicants. Only nominees of shortlisted shall be entitled to participate further in the next process of elections.
5. **True and correct:** All information, statements and description contained in the application documents are in all respect true, correct and complete to the best of our knowledge and belief.
6. **Organization Nominee:** I also confirm that nominee from my organization is present in attached “Candidate Nomination Form”.
7. **Conflict-of-Interest:** I also confirm that we have reviewed CCM & GFATM no Conflict-of-Interest policy and policy regarding code-of-conduct. I confirm that my organization and organization nominee does not have any Conflict-of-Interest and will abide by GFATM code-of-conduct.

**Authorized Signatory:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Official Email Address:** \_\_\_\_\_

**Cell No / Whats-App No:** \_\_\_\_\_

**Organizational Postal Address:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## CANDIDATE NOMINATION FORM

Date: *[insert day, month, and year]*

To:

**The Executive Secretary.  
CCM Secretariat Pakistan.**

1. I, the undersigned, hereby nominate the below mentioned individual to represent our organization in the Electoral College for the seat of "People Who Use Drugs" in the upcoming CCM Pakistan election.
2. We affirm that the nominee meets all eligibility criteria and has consented to this nomination and is willing to serve if elected.
3. **Nominee Details:**
  - a. Full Name: \_\_\_\_\_
  - b. Nominee CNIC Number: \_\_\_\_\_
  - c. Nominee Gender Identity (Check One):
    - i. Male: \_\_\_\_\_
    - ii. Female: \_\_\_\_\_
    - iii. Any other: \_\_\_\_\_
  - d. Designation within Organization: \_\_\_\_\_
  - e. Nominee Contact Information: \_\_\_\_\_
  - f. Phone: \_\_\_\_\_
  - g. Email: \_\_\_\_\_
  - h. Address: \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Official Email Address:** \_\_\_\_\_

**Cell No / Whats-App No:** \_\_\_\_\_

**Organizational Postal Address:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

### Nominee Consent Form

• **Consent:**

- a. I hereby willing to represent myself as member of “People Who Use Drugs” community in CCM Pakistan.
- b. I have good working network with “People Who Use Drugs” community.
- c. I know how to reach out to “People Who Use Drugs” and relationship of trust with them.
- d. If I elected then I can be a bridge between the “People Who Use Drugs” community and CCM.
- e. I am willing to travel to Islamabad to participate in election for “People Who Use Drugs” in CCM Pakistan.
- f. If elected, I am willing to come to Islamabad to attend CCM meetings and work with CCM secretariat on various monitoring activities.

**Nominee Signatory:** \_\_\_\_\_

**Nominee Name:** \_\_\_\_\_

**Nominee CNIC Number:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Official Email Address:** \_\_\_\_\_

**Cell No / Whats-App No:** \_\_\_\_\_

**Organizational Postal Address:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_

### **NO CONFLICT-OF-INTEREST DECLARATION FORM**

• **Declaration:**

- a. I hereby declare that I have no conflict-of-interest as per GFATM CCM policy.
- b. I also confirm that my network / CBO / Organization which is not already a CCM Member in any sector.
- c. I also confirm that my network / CBO / Organization whose BoD / Trustees / CEO is not a member of organization already a CCM member.
- d. I also confirm that I am not on the pay role of any organization that receive funds from GF (PR or SR or SSR or any other).
- e. I also confirm that I am not receiving funds from The Global Fund.
- f. I also confirm that I am not receiving any financial support from “The Global Fund” or on the pay role financed by “The Global Fund / GFATM”.
- g. I also confirm that, I also abide by GFATM CCM Code-Of-Ethical-Conduct, if and when elected.

Nominee Signatory: \_\_\_\_\_

Nominee Name: \_\_\_\_\_

Nominee CNIC Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Designation: \_\_\_\_\_

Official Email Address: \_\_\_\_\_

Cell No / Whats-App No: \_\_\_\_\_

Organizational Postal Address: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Stamp: \_\_\_\_\_

### **Check List:**

The Nominee shall fill this checklist carefully and attaches the relevant documents in the same sequence as prescribed in the below table;

<b><u>Sr No.</u></b>	<b><u>Mandatory Clauses</u></b>	<b><u>Status</u></b>	<b><u>Page No</u></b>
<b>1</b>	Application Submission Letter	Yes/No	
<b>2</b>	Organization Nominee Form	Yes/No	
<b>3</b>	Nominee Consent Form	Yes/No	
<b>4</b>	Conflict of Interest Form	Yes/No	
<b>5</b>	Valid Registration Certificate	Yes/No	
<b>6</b>	Organization Profile with demonstrable experience of working with “People Who Use Drugs” for last three (03) years (In the form of program / project reports or evaluation accompanied by pictures and list of registered Drug Users).	Yes/No	
<b>7</b>	Last three (03) years audit reports	Yes/No	
<b>8</b>	Attested copy of list of BoDs, their designations and contact numbers	Yes/No	