



## Terms of reference

### National Coordinators

#### Overall tasks:

National Coordinators support community memorials in their own countries. They assist with coordination of the different events to strengthen the combined impact on a national level.

#### Specific activities

- To advise and support Community Coordinators within their countries, regions or communities;
- To provide an overview of community memorials nationally to strengthen the combined impact of the memorial on a national level;
- Promote the Candlelight Memorial nationally, including the memorial philosophy and thinking behind the annual theme;
- Develop and nurture a functioning peer support network among community coordinators;
- Create an enabling environment to stimulate leadership and enable regular renewal of coordinators;
- Linking community coordinators with media, donors, and officials where needed;
- Advise on the national application of global materials, and;
- Support and stimulate community coordinators to fill out the memorial evaluation for learning and improvement.

#### Term

- National coordinators will have terms of 2 years. The term will be renewable once.
- National coordinators should have at least two years experience in organising community level memorials.
- In countries without national coordinator, a community coordinator may be asked to be a country contact for the regional coordinator.

#### Expectations and conditions:

- National coordinators are not expected to organise national memorial events. If they want they may organise community level events as community coordinator, providing this does not limit their functioning as national coordinator, nor conflicts with their duty of advocating for the interests of other community level events.



- National coordinators are expected to provide guidance and support to others, to nurture and grow the network of community coordinators and to share their knowledge and expertise.

#### Skills and conditions

- Able to speak and write the relevant languages in the region;
- Considerable knowledge about HIV, including HIV prevention and treatment, the social and societal implications of living with HIV, and the characteristics of the HIV epidemic in their country and region;
- Diplomatic and culturally sensitive to the different cultures and sub cultures in the region and within different populations of people living with and affected by HIV.
- Able to lobby and advocate the main actors within the HIV response in their country,
- Accessible by email, chat and/or skype to enable quick and cheap communication.

#### Compensation:

The coordinator functions are all volunteer functions and provide no remuneration.

Coordinators will receive a certificate to acknowledge their contribution.