



## **Terms of Reference**

### **Secretariat of the Global Field Epidemiology Partnership**

#### **1. Background**

Field Epidemiology Training Programs (FETPs) have been one of the most successful interventions aimed at strengthening the global public health workforce and are currently operational in more than 85 countries. During the more than 40 years of FETPs, multiple stakeholders have been involved in field epidemiology training, either directly or indirectly, yet their efforts were often focused on individual countries or a specific professional group. In addition, there was increasing recognition that the creation of successful, sustainable FETPs required not just didactic training but also multi-disciplinary and trans-sectoral coordination and holistic support to capacity building within public health institutions and systems.

Recognizing these needs, in 2023, the U.S. Centers for Disease Control and Prevention (US CDC), the Training Programs in Epidemiology and Public Health Interventions Network (TEPHINET), the World Health Organization (WHO), and other stakeholders established The Global Field Epidemiology Partnership (GFEP). GFEP is a network of national, regional, and global organizations representing government agencies, non-governmental organizations (NGOs), academic, philanthropic, and private sectors, bilateral and multi-lateral partners with tangible objectives, deliverables, performance measurement, governance, and day-to-day coordination mechanisms to fulfill its Vision and Mission.

Financial accountability and day-to-day management and coordination of the GFEP is provided by its Secretariat, which is hosted by TEPHINET. TEPHINET will draw on its legal and financial statutes and operating systems to manage and account for funding. The Secretariat will be led by the GFEP Coordinator, who will be appointed by TEPHINET, with approval of the Steering Committee.

#### **2. Objectives of the Secretariat**

GFEP's Secretariat is responsible for operational management and decision-making to ensure GFEP's Strategy implementation. Its key objectives are:

- Providing collaboration and coordination support to GFEP member organizations
- Supporting the implementation of GFEP's initiatives
- Facilitating GFEP's collaboration with other global health networks, partnerships, and initiatives
- Mobilizing, managing, and accounting for resources for GFEP's financial and programmatic sustainability

#### **3. Scope of Work**

The Secretariat's activities are structured around three domains: Leadership, Technical and Project Management:

- Leadership

- Developing GFEP's Strategy and Operational Work-Plan and overseeing their implementation in collaboration with the Secretariat Advisory Group (SAG);
- Developing GFEP's budget and overseeing its implementation, including approvals of financial transactions to partners;
- Facilitating GFEP's integration into the broader global health architecture;
- Planning and facilitating high-level field-epidemiology strategy, policy and technical events;
- Developing and implementing resource mobilization and investment diversification strategies for scaling-up high-quality field epidemiology workforce;
- Developing and implementing resource mobilization and investment diversification strategies for ensuring GFEP's financial and programmatic sustainability;

- Technical

- Approving technical outputs developed by GFEP's Technical Working Groups, in collaboration with SAG; TWG's Deliverables are first reviewed by the Secretariat and SAG, then sent to the Steering Committee (SC) for approval. The SC may approve ToR deliverables via electronic voting without convening a session. The Secretariat will act as the convener across the TWGs to ensure alignment of activities.
- Leading the implementation of selected technical activities that are not undertaken by the Technical Working Groups;
- Preparing technical reports and publications;
- Developing and implementing GFEP's Monitoring, Evaluation, Research, Learning, Adaptation (MERLA) framework in collaboration with SAG;

- Project Management/administration

- Appointing the GFEP Coordinator, who will be managed by TEPHINET, with joint reporting to the Director of TEPHINET and to the co-Chairs of the Steering Committee
- Leading partners' orientation and coordination (accepting membership applications, responding to partners' inquiries...)
- Providing administrative support to the GFEP's Steering Committee (scheduling meetings, taking notes, etc.)
- Providing administrative support to the Technical Working Groups
- Preparing regular finance and progress reports
- Conducting regular project planning meetings

- Leading GFEP's communication activities (website, social media, newsletters...)

#### 4. Modus Operandi

Since GFEP is not a legally established entity, TEPHINET, representing its Secretariat, serves as GFEP's organizational structure and provides its legal address and bank account for GFEP's needs. Formal communication on behalf of GFEP is directed from the Secretariat's email address: info@GFEP.info. Financial resources mobilized for GFEP's activities are deposited in TEPHINET's account and administered by the Secretariat. The Secretariat submits regular financial and programmatic reports to the SC on how the money is spent. The money should be spent according to the operational work-plan approved by the SC. If any deviation is needed, Secretariat should get permission from SC. Officers working for the Secretariat are TEPHINET's staff members or are recruited by TEPHINET as consultants.

The Secretariat receives strategic guidance from, and is accountable to GFEP's Steering Committee. GFEP's Coordinator, leading the Secretariat, is reportable to the Steering Committee, and the SC have the authority to approve or dismiss the Coordinator. Secretariat members are reportable to the Coordinator. The Secretariat works closely with the Secretariat's Advisory Group (SAG) composed of subject matter experts from WHO, CDC (and other technical partners as needed). SAG supports the Secretariat on decision-making related to GFEP's strategic, policy, technical, and partnership-related matters by providing evidence-based and data-driven advice.

#### 5. Structure

The Secretariat's structure and size are defined by GFEP's needs and resource availability. The Secretariat is led by GFEP's Coordinator. To effectively fulfill its mission, at a minimum the Secretariat needs 5 other team members as shown below:

*Figure 1. Structure of the GFEP Secretariat*

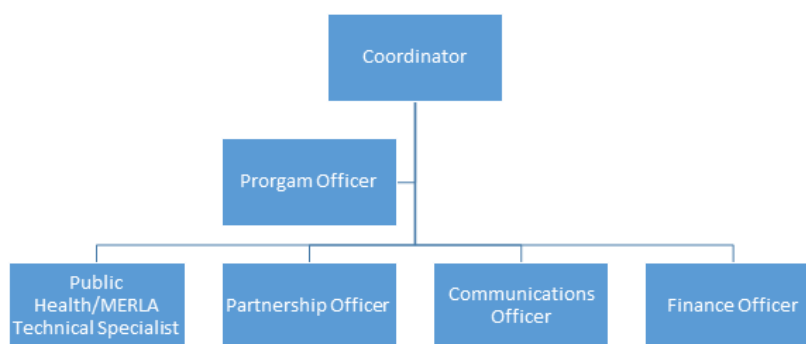
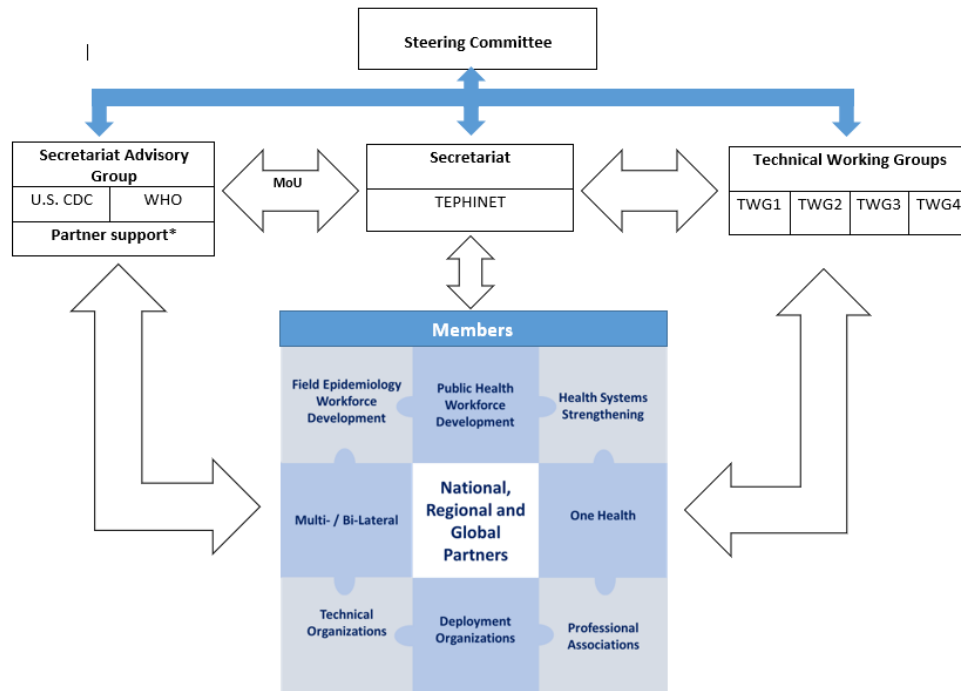


Figure 2 shows the Secretariat's place within the GFEP's architecture and its relationships with other GFEP structures:

Figure 2. GFEP governance architecture



\*In 2025, UKHSA providing partner support to the SAG