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**ANNEX A**

**Strategic Operational Plan Guide**

**Terms of Reference for Core Group**

**Purpose**

The Core Group’s job is to lead the process of developing the Strategic Operational. This includes creating a sense of urgency about the development of the Strategic Operational Plan, to defining the timeline for the process, and keeping the process moving forward to completion. Led by the NAC or MOH, the Core Group is usually small (3-4 people) in order to be efficient and to make decisions quickly. Ideally the group will be drawn from key actors in condom programming in the government, civil society, and the commercial sector.

**Composition**

* NAC or MoH person who is responsible for the national condom program.
* Civil society person who is actively and enthusiastically engaged in improving performance of condom programming.
* A person knowledgeable about the current state of the market across multiple modes of distribution: free, socially marketed, commercial. Could be the UNFPA or UNAIDS representative responsible for condom programming.

**Functions**

* Take a leading, coordinating role and oversee overall development of the Strategic Operational Plan.
* Communicating with Ministries, other government agencies, and donors to increase understanding of the need for a new or updated condom strategy.
* Share the Prevention Coalition’s Condom Technical Brief with stakeholders to increase understanding of the principles and global best practices in condom programming.
* Recruit and oversee a consultant to support the process, if needed.
* Identify a stakeholder group of 15-20 people who will be active participants in the strategy development process.
* Oversee compilation, dissemination and transition to management (execution) of the Strategic Operational Plan.
* For countries with potential for receiving support from the Global Fund: understand the requirements of the funding process; ensure that strategic needs for condom funding are communicated consistently during the proposal development process.