

**ANNEX B**

**Strategic Operational Plan Guide**

**Key Stakeholders Group Terms of Reference**

**Purpose**

The Key Stakeholder Group’s job is to work with and support the Core Group throughout the steps—Plan, Design, Execute—in the development and implementation of the Strategic Operational Plan. The Key Stakeholders Group will assist in gathering the information needed for the Situation Analysis and participate in meetings and the workshop that will result in a prioritized set of interventions. They will assist the Core Group with access to key people for interviews and information/data. The Key Stakeholders Group will also play an important role in validating the Strategic Operational Plan.

**Composition**

Members of the Key Stakeholders Group are strategic thinkers from within key organizations and have a solid understanding of the condom landscape and the HIV-prevention ecosystem. Participants are expected to remain active in execution of the plan as well. Under a TMA, it is critical to include the commercial sector in this group so that their perspective is included from the start. The target number of participants is 15-20. Members of the Key Stakeholders Group are drawn from among:

* Ministries (such as health, finance, gender, education)
* National AIDS Council
* Institutions working in family planning and sexual and reproductive health
* Regulatory authorities responsible for standards and quality assurance for condoms and other medical devices
* Civil society (including people living with HIV, young people, key populations, faith-based and NGOs)
* Social marketing organizations and other NGOs involved in behavior change communications
* Implementers supporting prevention and /or treatment
* Government Supply chain, and implementers supporting supply chain
* Commercial sector and business coalitions
* Donor community

**Functions**

* Support the Core Group in the development of the Strategic Operational Plan
* Assist with data collection for Situation Analysis
* Participate in workshop(s) to analyze the Situation Analysis and prioritize interventions
* Assist in validating the Strategic Operational Plan