

REFERENCE APPLICATION FORM

**Request
for
proposals
2021**

**ROBERT
CARR
FUND** For civil
society
networks

Reference application form

This form is not to be used for submission of an application. It intends to provide prospective applicants with an overview of the format that is available online. Only applications submitted through the Aidsfonds grant portal and before the deadline for submissions of 11 July 2021, 12:00 (noon) CEST will be taken into consideration by the Robert Carr Fund.

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1. ELIGIBILITY CHECK

The following questions are provided to help you define if you, as applicant, are eligible to apply under the 2021 RFP.

Please note: if the answer is 'no' to any one of the questions below, you are not eligible to apply under this Request for Proposals

1A.

Is your application submitted/led by a regional¹ or global² civil society network³, or on behalf of a consortium⁴ of networks, as defined by the Robert Carr Fund?

YES

NO

1B.

Does your application address the health, social inclusion and wellbeing of inadequately served populations (ISP) in the context of HIV?

Inadequately served populations are groups or persons that face a higher risk than the general population of acquiring, suffering or dying from HIV, and have less access to information and services. They include people living with HIV, gay, bisexual and other men who have sex with men, people who use drugs, people in detention, sex workers and transgender persons. Depending on the dynamic of the HIV epidemic and the legal status of these populations, ISPs may also include women and girls, youth, migrants and people living in rural areas.

YES

NO

¹ In order for a grantee to claim geographical presence or coverage in a region, it must: (1) Have conducted an activity directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional consultation or a campaign targeting at least 3 countries in that region etc.);

AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 countries in the region; AND/OR (3) Have active national network members operational in at least 3 countries in the region.

² In order for a grantee to claim global geographical coverage, it must: (1) Have conducted an activity directed at

a global body/institution (e.g. the Global Fund Board/World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

³ The Robert Carr Fund considers a network to be a mem-

bership of organizations and/or individuals that pool skills, experience, and resources, working towards common goals. A network creates platforms for social action and is sustained through jointly developed governance structures, resources and regular communication.

⁴ The Robert Carr Fund considers a consortium of

networks to be a network-led group of networks, where other types of agencies or organizations with specific expertise may join (e.g. a human rights/legal organization). The consortium works together in a coordinated partnership towards a common set of inter-related goals and objectives.

1C.

Does your application specifically address one or more of the RCF's intended results?

- network strength and influence;
- access of ISPs to HIV services;
- human rights of ISPs;
- HIV resource accountability.

YES

NO

2. APPLICANT CONTACT DETAILS

An individual network–applicant and/or a consortium of networks applying for funding must clearly indicate an organizational entity that holds the overall responsibility for the proposal and implementation, in the case that funding is awarded.

Organization responsible for the application

2A.

Contract Address

Name
Street/PO Box
City
Province/State
Postal Code
Country

2B.

Focal Point

(formal contact person):

Name
Telephone number – including country code
E-mail address

2C.

Person responsible for financial administration:

Name
Telephone number – including country code
E-mail address

2D.

Executive director or equivalent:

Name
Telephone number – including country code
E-mail address

2E.

Is the applicant a registered entity?

- YES
 NO

2F.

If NO, please explain:

- 1. When the organization came into existence;**
- 2. Why it is not legally registered;**
- 3. If you are in the process of becoming registered**

max. 100 words

2G.

Are you applying in partnership with a fiscal host, who is responsible for your financial management (e.g. if the applicant is not a registered entity)?

- YES
 NO

If YES, please complete section 2.1 Fiscal Host

If NO, please note, proposals from non-registered organizations who are not applying in partnership with a fiscal host will be considered. However, if a grant is awarded only registered entities can formally sign project agreements for grant implementation and as such non-registered organizations will have to use a fiscal host to do so.

2.1 FISCAL HOST

2.1A.

Contract Address

Name
Street/PO Box
City
Province/State
Postal Code
Country

2.1B.

Focal Point (formal contact person):

Name
Telephone number – including country code
E-mail address

2.1C.

Please specify the organizational entity:

- NGO
- Charitable Trust
- Foundation
- Community-based organization
- Other (please specify [max. 50 words])

2.1D.

Does the organization have previous experience as a fiscal host?

- YES
- NO

Please provide an explanation for your answer:

max. 150 words

3 APPLICANT INFORMATION

Where there is referral to the “applicant” in this form, it refers to a network or consortium of networks applying for funding.

Note: Depending on the type of applicant, some questions will automatically be skipped in the online application. You are only required to answer the questions for which you are prompted.

3A.

Applicant’s name:

Full name and abbreviation

3B.

Application title:

max. 20 words

3C.

Type of applicant:

- Single network (Global or regional) (Please answer section 3.1)
- Consortium of networks (Please answer section 3.2)

3D.

Is the applicant a new/emerging regional/global network or consortium (i.e. has been in existence for less than two years)?

- YES
- NO

3E.

Budget requested from RCF

Please refer to Section 8. Floors, Ceilings and Funding Conditions of the Request for Proposals to ensure the budget requested is in line with what applicants can apply for three years of funding.

USD Format in 00.000– US\$

Please ensure that the amount filled out in this section are consistent with the amounts indicated in cell M26 Sheet 4. Summary Budget of the RCF Budget Form Template

3F.

Please describe how ISPs are involved in decision-making in your network and/or consortium, whether it be as members of the Board, staff, or as beneficiaries?

If there are barriers to the full, meaningful participation and leadership of ISPs, please explain what your network and/or consortium is doing to address these barriers.

max 500 words

3.1 OVERVIEW OF A REGIONAL / GLOBAL SINGLE NETWORK

(Only applicable for single network applicants)

3.1A.

Short description of the network, including its track record

Please provide examples of your approaches and lessons learnt from your previous efforts to find solutions to your internal or environmental challenges

max 500 words

3.1B.

Kindly provide a maximum of two links (e.g. network/organization website, social media, etc.) to written or visual material that provides more information in support of the track record described above.

Link 1:

Link 2:

3.1C.

Is the applicant part of a second application as single network, consortium or fiscal host to be submitted under this Request for Proposals 2021?

Please refer to 7. Participation in Multiple Applications of the Request for Proposals

YES

NO

If Yes, please provide the rationale for doing so

3.2 OVERVIEW OF A CONSORTIUM

Only applicable for consortium applicants

3.2A.

Please provide a full list of the consortium members (full organization names and their abbreviations, where applicable)

3.2B.

Describe why the consortium is composed of these members and what value each individual member of the consortium adds to the shared goal/objective of the proposal

3.2C.

Does the organization that serves as the consortium lead have previous experience as a lead/principal recipient of funds for a group of partners?

YES

NO

Please provide an explanation for your answer

max 150 words

3.2D.

Short description of the lead organization, including its track record.

Please provide examples of your approaches and lessons learnt from your previous efforts to find solutions to your internal or environmental challenges

max 500 words

3.2E.

Kindly provide a maximum of two links (e.g. network/ organization website, social media, etc.) to written or visual material that provides more information on your previous innovative efforts in support of the track record described above.

Link 1:

Link 2:

3.2F.

Are one or more of the consortium partners part of a second application as single network, consortium or fiscal host to be submitted under this Request for Proposals 2021?

Please refer to 7. Participation in Multiple Applications of the Request for Proposals

YES

NO

If Yes, please provide the rationale for doing so

max 300 words

4 MONITORING AND ACCOUNTABILITY

Please answer the following questions, whether you are applying as a single network or a consortium of networks:

4A.1

Describe the common goals of your network and/or consortium members.

max 200 words

4A.2

Describe your governance and management structures.

How are important decisions made, and by whom?

max 200 words

4A.3

Describe the network's structures and processes for monitoring, evaluation, reflection and learning

max 200 words

4A.4

Describe your networks structures and processes for financial management, including how you prevent and deal with possible fraud or corruption

max 200 words

4A.5

Describe the relationships which you have established with key external stakeholders (for example global or regional governmental, civil society or multi-stakeholder bodies; UN agencies, etc.)

max 200 words

5 DESCRIPTION OF PLANNED SCOPE OF WORK AND CORE NEEDS

5A.

Please indicate your geographical presence and/or coverage appropriate for your expected results (using definitions provided below):

- Global level⁵
- Regional level⁶
- National level⁷

5A.1.

Please specify regions where you expect to achieve your results:

- Eastern and Southern Africa
- West and Central Africa
- Middle East and North Africa
- Asia and Pacific
- Eastern Europe and Central Asia
- Latin America and the Caribbean
- Other (North America, Western Europe)

5B. POPULATION(S) SERVED

5B.1.

Please indicate the primary ISP group(s) that your scope of work is designed for and with:

- People living with HIV (PLHIV)
- Sex workers (SW)
- People who use drugs
- Gay, bisexual and other men who have sex with men (MSM)
- Transgender people

⁵ In order for a grantee to claim global geographical coverage, it must: (1) Have conducted an activity directed at a global body/institution (e.g. the Global Fund Board/World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

⁶ In order for a grantee to claim geographical presence or coverage in a region, it must: (1) Have conducted an activity directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional consultation or a campaign targeting at least 3 countries in that region etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 countries in the region; AND/OR (3) Have active national network members operational in at least 3 countries in the region.

⁷ In order for a grantee to claim geographical presence or coverage in a country, it must: (1) Have conducted a sequence (more than 2 interrelated activities) over the course of 1 year in the same country; AND/OR (2) Have an active national network member operational in that country.

-
- People in prison and other closed settings
 - Women and girls (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
 - Youth (18–30) (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
 - Migrants (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
 - People living in rural areas (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
 - Other (Please specify, indicating why this population can be considered ISP depending on the dynamic of the epidemic)

5B.2

If Women and girls; youth; migrants; people living in rural areas; or other, please provide an explanation for the population which is the focus of your application as to why they can be considered an ISP, in the sense that they face increased vulnerability to HIV and barriers to accessing services.

max 200 words

5B.3.

If applicable, please indicate any secondary ISP group(s) that your scope of work is designed for and with:

- Not applicable
- People living with HIV (PLHIV)
- Sex workers (SW)
- People who use drugs
- Gay, bisexual and other men who have sex with men (MSM)
- Transgender people
- People in prison and other closed settings
- Women and girls (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
- Youth (18–30) (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
- Migrants (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
- People living in rural areas (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)

-
- Other (Please specify, indicating why this population can be considered ISP depending on the dynamic of the epidemic)

5B.4

If Women and girls; youth; migrants; people living in rural areas; or other, please provide an explanation for the population(s) selected, as to why they can be considered an ISP, in the sense that they face increased vulnerability to HIV and barriers to accessing services.

max 200 words

5C. INTERSECTIONALITY

While the Fund uses a standard definition for ISPs, it recognizes that there is tremendous diversity of identity and experience even within these groups. Other factors, including gender, race and ethnicity, social and/or economic status, and ability/disability status including mental health, can significantly influence rights and access to care even within the same ISP.

Please describe the diversity and intersectionality within the primary ISP group, for example, how some sub-groups may experience greater vulnerability to HIV, and/or greater barriers to accessing services.

max 200 words

5D. DESCRIPTION OF THE CONTEXT

Please describe the legal and policy environment relating to the ISP for which you are applying in the geographical area for which you are applying.

Be sure to include the status of human rights for the ISP. For example, does the environment allow for freedom of association and expression for ISPs?

Are ISP's rights protected by law? Are ISP networks able to organize and register?

Do ISPs experience barriers to accessing HIV and other health services?

What is the status of funding for protecting the health and human rights of the ISP?

max 300 words

5E. SCOPE OF WORK AND ACTIVITIES

This section relates to the scope of work/activities which the network and/or consortium plans to undertake.

These activities should correspond with the **four result** areas in the RCF's results framework and its Theory of Change.

Before filling out this section of the application, please carefully review Annex 1 of the RFP "Overview of the Monitoring and Evaluation for Learning Framework" describing the Fund's Monitoring, Evaluation for Learning (MEL) Framework.

MANDATORY RCF RESULT AREAS

Result Area 1 relates to core funding for ISP networks, and is mandatory.

Result area 1: Network strength and influence.

Outcome indicators that measure this result include:

- *Outcome Indicator 1:* Networks have improved basic organizational status.
- *Outcome Indicator 2:* Networks show increased fiscal capacity and sustainability.
- *Outcome Indicator 3:* Networks are more representative of their constituencies and more democratically governed
- *Outcome Indicator 4:* Networks show increased influence and capacity to unite and mobilize movements.

5E.1

Please describe how your application will increase your network's strength and influence, focusing on how the network will achieve one or more of the above outcomes. Include briefly the activities you plan to undertake, when they will be undertaken, and explain how these activities will lead to the intended outcome.

max 400 words

OPTIONAL RCF RESULT AREAS

Please select at least 1 result area from the **optional** RCF Result Areas 2, 3 and/or 4, which your proposed scope of work within this RFP will contribute to.

(Please note, it is not necessary to propose work under all 3 optional Result Areas, and applications will not be penalized if they propose work under only one Result Area)

Result area 2: Human rights

Outcome indicators that measures this result include:

- *Outcome Indicator 5:* Networks contribute to an improved human rights environment for at least one ISP

5E.2

Please describe how your application will protect and promote the human rights of ISPs, focusing on how the network will achieve the above outcome.

Include briefly the activities you plan to undertake, when they will be undertaken, and explain how these activities will lead to the intended outcome.

max 300 words

Result area 3: Access to services.

Outcome indicators that measure this result include:

- Outcome Indicator 6: Networks contribute to increased access to services and programs.
- Outcome Indicator 7: Networks contribute to increased quality of services and programs.

5E.3

Please describe how your application will promote and protect access to rights-based and available, adequate, accessible, appropriate, affordable, and acceptable services, focusing on how the network will achieve to one or both of above outcomes.

Include briefly the activities you plan to undertake, when they will be undertaken, and explain how these activities will lead to the intended outcome.

max 300 words

Result area 4: Resource accountability.

Outcome indicators that measure this result include:

- *Outcome Indicator 8:* Networks contribute to increased and sustainable financing of HIV response including ISP programs.
- *Outcome Indicator 9:* Networks contribute to improved fiscal accountability.

5E.4

Please describe how your application will promote resource accountability regarding ISP programs, focusing on how the network will achieve one or both of above outcomes.

Include briefly the activities you plan to undertake, when they will be undertaken, and explain how these activities will lead to the intended outcome.

max 300 words

5F. STRATEGIC APPROACHES

5F.1

LEARNING

Please describe how you plan to promote a culture of learning in your network and/or consortium.

This includes creating opportunities for your own learning as a network. It also includes building the capacity of emerging, growing networks and organisations to ensure that 'no one is left behind'.

max 200 words

5F.2.

PARTNERSHIPS

Please describe how you plan to strengthen partnerships.

This includes leveraging partnerships through the consortium approach for this application, as well as other partnerships, for example, participation in coalitions and alliances.

max 200 words

5G.
STRATEGIC PRIORITIES

Please address and articulate how the scope of work which you have described under the above Result Areas addresses at least one of the strategic priorities of the RCF Strategic Plan 2020–2024.

- i.** Strengthening **movement leadership**, supporting the continuity and succession of leadership in the HIV movement; and/or
- ii.** Building organizational **financial health and resilience**, as well as the sustainability of the HIV response; and/or
- iii.** Support for **innovative and creative ideas** which respond to the changing context.

(See RFP Section 6c. for the full explanation of Strategic Priorities)

max 200 words per strategic priority

6 BUDGET

Applicants can submit a proposal covering a maximum of a three-year period: 2022 – 2023 – 2024. Please treat your budget submission as “indicative” as revisions are likely at both the funding decision and the contracting phases.

At the time of the application a detailed budget is required for Year 1 only. Though detailed budgets for Years 2 and 3 are not required at the time of the application, you will need to estimate lump sum budgets for Years 2 and 3 respectively.

Each applicant is required to fill out the RCF Budget Form Template in Excel. Only work plan and budgets submitted using the RCF Budget Form Template format will be considered. The form should be filled out with the support of the person/s responsible for financial administration. The budget (in US Dollars) for up to three years may include both core funding and activity funding for the network/consortium.

- **Sheet 1, 2 and 3.1**

The Excel form contains step-by-step guidance and instructions and has five separate sheets as described below.

- **Sheet 3: Draft Work Plan 2022**

The applicant is required to complete a draft 2022 work plan, using the Activity Categories Guide of the Budget Form in Excel. The activities and their related costs must be linked to RCF outcomes. The outcomes are described in Sheet 1. Activity Categories and Annex 1 of the RFP “Overview of the Monitoring and Evaluation for Learning (MEL) Framework.” This draft work plan is an indication of activities for Year 1 (2022) only. If you are applying as a consortium, this should be completed with input from both lead and partner organizations.

- **Sheet 4: Summary Budget (in US Dollars)**

The summary of your budget requested from the RCF for Year 1 per network/consortium partner and per type of costs (core and/or activity costs) will be automatically populated from Sheets 5 and 6. Activity Budget and Core Budget.

You are requested to provide substantiated estimates for the lump sum budgets for 2023 and 2024 which should be entered manually where indicated. The totals in the Budget Summary should be consistent with those indicated in the application form, question 3E. Budget Requested from RCF.

- **Sheet 5: Activity Budget and Sheet 6: Activity Budget (in US Dollars)**

Prior to filling out Sheets 5 and 6 of the Work Plan and Budget form, review Annex 3. Costs Eligible for Funding and Section 9. Budget Considerations in the RFP. Furthermore, the core and activity budgets applied for should be in line with the scope of work as described in Section 5 of the application form.

Costs associated with grant administration can be covered under core costs and/or consortium costs.

- **Sheet 7: Other Sources of Funding**

The applicant is required to detail all secured or expected sources of funding for applicant (and all partners of the consortium) for years 2022-2025.

7 SUPPORTING DOCUMENTATION

Registered Organization (applicant) (and not in partnership with a fiscal host)

Required documents of registered organization to be provided **at application** to support proposal:

- a. Certificate of registration
- b. Organizational By-laws / Constitution
- c. Strategic Plan (including financial plan for the duration of the strategy)
- d. Fundraising Strategy
- e. Annual Organizational Report including Financial Report from the last 2 year
- f. Signed Organizational Audited financial statement from the last 2 years, including audit protocol and Auditor's Management letter
- g. Overview of funding received and managed from (international) donors of last 2 years of applicant

If applying as a consortium, required documents to be provided **at application** to support proposal:

- h. Signed Memorandum of Understanding between lead and consortium partners

Requested documents of registered organization to be provided **at application** to support due diligence of proposals awarded grants:

- i. Integrity Policy in addressing potential Corruption, Fraud and Mismanagement
- j. Financial Manual, including procurement policy
- k. Human Resource Manual
- l. Signed minutes of last board meeting
- m. One-pager detailing:
 - Governance structure;
 - Board members and their qualifications;
 - Organizational Chart;

Registered and non-registered organization (applicant) in partnership with a Fiscal Host

Requested documents of (non-) registered organization to be provided (if available) **at application** to support proposal:

- a. Certificate of registration
- b. Organizational By-laws / Constitution
- c. Strategic Plan (including financial plan for the duration of the strategy)
- d. Fundraising Strategy
- e. Annual Organizational Report including Financial Report from the last 2 year
- f. Signed Organizational Audited financial statement from the last 2 years, including audit protocol and Auditor's Management letter
- g. Overview of funding received and managed from (international) donors of last 2 years of applicant

If applying as a consortium, required documents to be provided **at application** to support proposal:

- h. Memorandum of Understanding between lead and consortium partners

Requested documents of (non-) registered organization to be provided (if available) **at application** to support due diligence of proposals awarded grants:

- i. Integrity Policy in addressing potential Corruption, Fraud and Mismanagement
- j. Financial Manual, including procurement policy
- k. Human Resources Manual
- l. Signed minutes of last board meeting
- m. One-pager detailing:
 - Governance structure;
 - Board members and their qualifications;
 - Organizational Chart;

Required documents to be provided by **Fiscal Host** in addition to (non-) registered organization documents **at application** in support to due diligence of proposals awarded grants:

- a. Certificate of registration of fiscal host
- b. Organizational By-laws / Constitution of fiscal host
- c. Annual Organizational Report including Financial Report from the last 2 years of fiscal host

-
- d. Signed Organizational Audited financial statement from the last 2 years, including audit protocol of fiscal host
 - e. Integrity Policy in addressing potential Corruption, Fraud and Mismanagement of fiscal host
 - f. Memorandum of Understanding between applicant organization and fiscal host
 - g. Overview of funding received and managed from (international) donors of last 2 years

7A.

If one or more of the required or requested documents (by organization and/or fiscal host) is not available, please provide information why the respective document(s) cannot be provided at application

An explanation should be provided for any **required** or **requested** documents that are not available at time of application.

Any clarifications on omissions or updates to documents may be requested of the applicant as part of the rebuttal of the review process. Successful proposals awarded a grant may be requested for updates to documents or provide further documents to support contracting.

max 500 words

APPLICATION SUBMISSION CHECKLIST

In order to successfully submit your online application, please ensure that you have all the following ready for submission:

- Required supporting documents for applicant (non-) registered organization (see 10. Supporting Documentation Requirements of Request for Proposals 2021)
- Relevant supporting documents for fiscal host (if applicable) (see 10. Supporting Documentation Requirements of Request for Proposals 2021)
- Completed RCF Budget Form Template (available to download via the **RCF Website** and via the **Aidsfonds Grant Platform** as part of the online application. Please note, all five sheets of the form should be completed)

Funding what's possible

**ROBERT
CARR
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society
networks

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The U.S. President's
Emergency Plan for
AIDS Relief (PEPFAR)



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