

## Application Deadline 12 October 2021

### Table of Contents

1. What is AVAC?	<a href="#">2</a>
2. What is the Advocacy Fellows Program?	<a href="#">2</a>
3. How long is the 2022 HIV Prevention Advocacy Fellowship?	<a href="#">3</a>
4. What types of projects do AVAC Fellows undertake?	<a href="#">3</a>
5. What types of groups are Host Organizations?	<a href="#">3</a>
6. What is the role of the Host Organization?	<a href="#">4</a>
7. How does an organization benefit from hosting an AVAC Fellow?	<a href="#">5</a>
8. What is the Host Organization’s role in the application process?	<a href="#">5</a>
9. Who supervises the Advocacy Fellow?	<a href="#">6</a>
10. Who is best suited to be the Advocacy Fellow’s supervisor in the Host Organization and what are their responsibilities?	<a href="#">7</a>
11. What are responsibilities in hosting and supervising an Advocacy Fellow? And what type of support do Supervisors receive?”	<a href="#">7</a>
12. A current employee is interested in applying for the Fellows Program. Will they become an employee of AVAC?	<a href="#">8</a>
13. If offered a Fellowship, can an employee continue with their current job as well?	<a href="#">8</a>
14. The prospective Advocacy Fellow isn’t employed by the Host organization at present. Do we have to hire them for the Fellowship or retain them after?	<a href="#">9</a>
15. How to determine Advocacy Fellow’s financial compensation?	<a href="#">9</a>
16. How will the Host Organization be kept informed about the Fellow’s activities?	<a href="#">10</a>
17. What happens when the Fellowship is over—how is the project sustained?	<a href="#">10</a>
18. Can organizations apply to host an Advocacy Fellow?	<a href="#">10</a>

## 1. What is AVAC?

AVAC is a global non-profit organization that works to accelerate ethical development of and global access to effective HIV prevention options, as part of a comprehensive and integrated pathway to global health equity.

Through education, policy analysis, advocacy and a network of global collaborations, AVAC mobilizes and supports efforts to DELIVER proven HIV prevention tools for immediate impact; DEMONSTRATE and roll out new HIV prevention options; and DEVELOP long-term solutions needed to end the epidemic.

- We promote **equity, solidarity, and inclusion** by working directly with affected communities and breaking down complex concepts and barriers to information and services.
- We **put people and communities at the center** of the work we do, integrating sexual health, harm reduction, and HIV prevention.
- We ensure that products and programs are ethically designed and delivered to advance **rights-based** and **equitable** access to comprehensive, user-centered quality care.
- We cultivate balanced partnerships grounded in **respect** and **transparency** through bi-directional learning, capacity building, and priority setting.
- We are **accountable** to the individuals and organizations influencing the conduct of research and roll-out, and to the communities that most need access to products, services, and programs.

While most of AVAC's staff is based in New York City, we have team members in Kenya, Malawi and South Africa as well as other part of the US. AVAC's programs, projects and partnerships operate globally with a focus both on high-burden countries and communities where the bulk of HIV prevention research is carried out and where scale-up of proven prevention methods is ongoing or would be most beneficial. More information is at [www.avac.org](http://www.avac.org).

## 2. What is the Advocacy Fellows Program?

The AVAC Advocacy Fellows Program, launched in 2009, fosters a network of deeply-informed, skilled and confident advocates to strengthen and expand advocacy for HIV prevention locally, regionally and globally. Their voices accelerate ethical research and equitable access, and their oversight demands accountability so that interventions that work reach those who need them most.

The Advocacy Fellows Program is a core project of AVAC. It trains emerging and mid-career advocates and supports them and their host organizations to design and implement advocacy projects. These projects are primarily focused on HIV prevention in their countries and communities.

The overall goal of Advocacy Fellows is to expand and strengthen the capacity of civil society advocates and organizations to monitor, support and help shape HIV prevention research and the rapid rollout of new effective interventions in countries with high HIV burdens, primarily in eastern and southern Africa. The program is guided by the belief that effective, accessible and sustainable HIV prevention depends on programs and research that are fundamentally grounded in the needs and priorities of people who need prevention most. Passionate, skilled community advocates are the lynchpin to this process. They explain the science, define priorities, hold stakeholders accountable and influence the field.

A recent independent [evaluation](#) found that *“The AVAC Advocacy Fellows Program is beneficial to participants, and has durable impacts on the Fellow, both personally and professionally. By influencing the Fellow at a personal level, the Fellowship contributes to changes in the HIV landscape at organizational, community and national levels.”*

Advocacy Fellows carry out their projects while based at Host Organizations in their home country. Close collaboration among the Fellow, Host Organization and AVAC is central to the program goals. Host Organizations are critical partners in the Fellowship, and hosting Fellows is an opportunity for the organizations to further develop their own work in this field. AVAC provides mentorship, training, technical and financial support to Fellows and their Host Organizations for the duration of the Fellowship year.

This round of applications will recruit the twelfth cadre of Advocacy Fellows. Seventy-seven (77) Fellowships have been awarded from 2010 to 2021. To learn more about alumni and current Fellows and their projects, please visit [www.avac.org/fellows](http://www.avac.org/fellows).

For more general information about the Advocacy Fellows Program, its goals and scope, please see the [Advocacy Fellows Program Information Packet](#).

### **3. How long is the 2022 HIV Prevention Advocacy Fellowship?**

The Advocacy Fellows Program runs for 18 months, from April 2022 through September 2023. Selected Advocacy Fellows and their Hosts will spend an initial period working closely with AVAC to develop their work plans before the Fellows Program year begins.

### **4. What types of Projects do AVAC Fellows pursue?**

AVAC supports projects that align with our vision. Achieving a world without HIV, delivering a successful and effective HIV response, and creating a supportive environment for global health depends on the field integrating advocacy priorities that address biomedical, structural, social and behavioral drivers of HIV and other epidemics.

While biomedical HIV interventions are a critical entry point towards reducing HIV incidence, they are insufficient alone. Effective interventions must be paired with a recognition and commitment to building an integrated, and sustained response. This entails designing programs that meet people where they are, considers who they are and what they need.

To read more about Fellows' advocacy projects, visit [www.avac.org/Fellows](http://www.avac.org/Fellows).

### **5. What types of groups are Host Organizations?**

Fellows can be hosted by the organization they currently work or volunteer with or an organization with aligned goals. Applicants and prospective Host Organizations are strongly encouraged to hold in-depth conversations in developing their proposal to establish if the proposed project goals fit within the Host Organization's mission.

Typically, Host Organizations are:

- Established non-governmental, civil society, faith-based or community-based organizations or research/academic institutions with documented experience in HIV and/or COVID-19 advocacy. Exceptions can be made for others.
- Open to working in HIV prevention and/or COVID-19 advocacy and to considering ways to integrate this into their current work portfolio, if not already doing so.

- Led by or open to working with key populations such as sex workers, LGBTQ and people who use drugs.
- Meet all financial eligibility criteria. Host Organizations are required to submit relevant documentation including proof of organization's legal designation, a copy of the most recent audited financial statements, annual budget, an organizational chart, a copy of the organization's human resources' policies and procedures, and any other relevant information on finance and accounting systems.
- Committed to working with Advocacy Fellows to develop and share joint goals, roles and responsibilities.
- Assign a supervisor (see below) to the Advocacy Fellow and clearly define expectations of the Fellow in the work plan.

\* Please note: Only under specific circumstances will we consider current AVAC grantees, including current Fellows' Host Organizations, as Host to a 2022 Advocacy Fellow. Please contact AVAC first ([fellows@avac.org](mailto:fellows@avac.org)) **before** proposing a Host Organization that is currently an AVAC grantee. See a [list](#) of current and previous Host Organizations.

If you are interested in hosting a Fellow but do not have an interested applicant, please contact us at [fellows@avac.org](mailto:fellows@avac.org) so we can possibly link you to a potential applicant.

## 6. What is the role of the Host Organization?

The Host Organization provides the organizational home and physical space for the Advocacy Fellow and their project. This includes supervision and support for Fellows' program activities, and the financial infrastructure for administering the Advocacy Fellow's grant. The Host Organization is an integral partner in the Advocacy Fellow's Program.

A proposed Host Organization may be the current organization where the applicant already works or volunteers, or a new organization well-suited to the proposed project. It is critical that the Host Organization and Fellow are well-matched and aligned in their goals. It is expected that applicants and potential Host Organizations have detailed discussions prior to the application process.

### *Physical and programmatic "home" and supervision for the Advocacy Fellow*

Each Advocacy Fellow is housed at an organization in their country. The Fellowship is implemented through a close collaboration that links the Advocacy Fellow, the Host Organization and AVAC. The Host Organization provides a supervisor for the Advocacy Fellow who monitors and supports their activities and ensures they are integrated into the broader goals and projects of the organization. AVAC provides technical support to the Advocacy Fellows and has regular contact with each Host Supervisor throughout the project year. Alumni Fellows also help support Fellows in their Fellowship year.

### *Fiscal and administrative grant partner*

The Host Organization is the signatory to the Advocacy Fellowship grant and administers it. The grant includes financial support from AVAC for: 1. the Advocacy Fellow to receive an equivalent of a year's salary and benefits; 2. an activity budget for the Fellow's project; and 3. overhead costs for the Host Organization to cover both indirect costs as well as to support mentorship. The Fellow will be an employee of the Host Organization and subject to all policies and processes. However, the Fellow is expected to manage their project and their budget, with support from the Host Organization. The Host Organization, with assistance from the Advocacy Fellow, is expected to submit mid-year and final programmatic and financial reports.

The Host Organization's finance and administration team plays an important role in preparing the Fellow's grant and throughout the execution of the project and should be involved as early in the process as possible.

Overhead costs include 15 percent of the total grant to cover the Host Organization's indirect costs and 10 percent of the total grant to support supervision efforts. The 15 percent indirect support are for costs incurred by the organization to support all activities that are not directly spent on the Fellows Program activity — for example, portions of rent, phone, accounting and administrative staff time. The 10 percent support for supervision is to support personnel costs of program staff who provide mentorship and support to the Fellow.

\*Please note that a special webinar will be organized for prospective Hosts of the shortlisted applicants before final selection – to clarify program and organizational roles.

## 7. How does an organization benefit from hosting an AVAC Fellow?

*“Hosts reported increased organizational capacity, advocacy profile and network.”*

—Fellows Program Evaluation Report, 2020

Hosting an AVAC Fellow provides an opportunity for the organization to strengthen its capacities in HIV prevention advocacy and links the organization to a global network of civil society organizations working at the intersection of HIV prevention, global health and social justice. Previous Host Organizations have noted that hosting a fellow has allowed them to network with AVAC partners, nationally, regionally and globally. Hosts build their profile in the larger field of HIV prevention; directly link to AVAC and its programs; get involved in new initiatives; and receive the latest information, technical support and training on HIV prevention. Please see the [list](#) of Host Organizations to learn more about them and to read their comments.

Technical support and capacity building can include: skills-strengthening training, content-rich webinars on advances in HIV prevention and other virtual convenings, site visits by AVAC staff and partners, access to other AVAC programs and staff including the finance and administrative team, both during the Fellowship and as future partners. In addition, in 2022, AVAC will offer specific organizational development training to Host Organizations.

And, as noted earlier, each grant includes overhead to support the Host Organization's role as the fiscal partner. Overhead costs include 15 percent of the total grant to cover the Host Organization's indirect costs and 10 percent of the total grant to support supervision efforts. The 15 percent indirect support are for costs incurred by the organization to support all activities that are not directly spent on the Fellows Program activity — for example, portions of rent, phone, accounting and administrative staff time. The 10 percent support for supervision is to support personnel costs of program staff who provide mentorship and support to the Fellow.

## 8. What is the Host Organization's role in the application process?

There should be preliminary discussions between the applicant and the proposed Host to consider the organization's interest in Hosting the Fellow and project as part of the proposal development process. The proposed Supervisor (see descriptions below) or another key contact at the organization will be expected to provide relevant information to the applicant for the required forms and will complete a letter of support on behalf of the proposed Host Organization.

If the applicant advances to the next selection round, the Host Organization will be expected to submit the following documents:

- Proof of organizational registration
- Mission statement or charter

If the applicant is accepted into the Fellows Program, the Host Organization MUST submit the following information:

- Two most recent audited financial statements
- Annual budget
- Organisational or staffing chart
- Organisational human resources manual/policies
- Organisational finance policies
- List of organisational benefits package; e.g., annual bonus, rent, transportation, insurance, retirement. Include and identify all statutory benefits; e.g., employment tax, social security, etc.
- Host Commitment Form

Please also see the [Advocacy Fellows Application Form](#) and [Advocacy Fellows Program Information Packet](#) for details.

If the applicant makes the short list, the proposed Host Supervisor will also be contacted for an interview with the AVAC team.

Please note that current AVAC grantees (hosting a 2022 Fellow or receiving another project grant) should please contact AVAC first before agreeing to host an applicant. Existing grantees will only be considered as prospective 2022 Host Organizations in specific circumstances.

Host Organizations can get in touch with the AVAC Fellows team at [fellows@avac.org](mailto:fellows@avac.org) at any time during the application process to ask specific questions and get feedback on the Fellowship, the application process and required forms.

## 9. Who supervises the Advocacy Fellow?

The Advocacy Fellow has multiple sources of support, consultation and supervision.

The Fellow will have a Host Supervisor in the Host Organization. The Host Supervisor monitors and supports the Advocacy Fellow's activities. They ensure that the Fellowship project and Fellow are integrated into the broader goals and projects of the organization, are appropriate to the context and are linked to other local or national initiatives and priorities.

The Advocacy Fellow will also work closely with the AVAC Fellows team, who in turn work closely with both the Fellow and the Fellow's Host Supervisor(s) to provide technical assistance and guidance. The AVAC team is in regular contact with the Advocacy Fellow to monitor progress in their work plan and its implementation. The team offers technical guidance and links the Fellow to other projects, activities, and contacts that will help the Fellow and their project.

In addition, the Fellow will be linked with and receive support from alumni Fellows in their country and to the Fellows network that includes all previous Fellows and their Host organizations.

## 10. Who is best suited to be the Advocacy Fellow's Supervisor in the Host Organization?

Ideally, a Fellow's Host Supervisor should be someone in a leadership role at the Host Organization who has adequate time, interest and commitment to supervise an Advocacy Fellow throughout the twelve months of their Fellowship. In addition, the proposed Supervisor's portfolio should be pertinent to the Advocacy Fellow's activities (see Question 16 in [Advocacy Fellows Program Information Packet](#)).

- The Host Supervisor is expected to give a percentage of their time to overseeing and advising the Advocacy Fellow. This guidance should cover program activities and management. The Supervisor should ensure that the project is integrated into current organizational activities, that the Fellow is on track both programmatically and financially, and where applicable, working with the Fellow to identify ways to sustain and build on activities after the Fellowship year is completed.
- The Host Supervisor is the primary supervisor for the Fellow. As well as reviewing reports, advising on strategy and overseeing implementation, they are also expected to link the Fellow and their project to other relevant organizational partners and ensure that proposed plans are appropriate to the context local or national context. The Supervisor will also structure ways to keep the Host Organization at large updated on the project and its progress.
- The Host Supervisor will also be requested to join the orientation workshop and quarterly teleconferences with the AVAC team. They may also be invited to meetings and trainings organized by AVAC.

## 11. What are responsibilities in hosting and supervising an Advocacy Fellow? And what type of support do Supervisors receive?

The relationship with the Host organization is a pillar of the program. While the hope is that the leadership of the organization and the whole staff will be engaged in the Fellowship year, the assigned supervisor and the finance team play a more prominent role.

Workload varies. In some instances, Advocacy Fellows work alongside their Supervisors at Host Organizations with daily exchanges, management and interaction. In other instances, the Fellow works more independently, checking in with the Supervisor on weekly or other scheduled intervals. At minimum, hosting an Advocacy Fellow involves providing the financial and administrative support for their grant including payroll and benefits, cash advances and reimbursement of vendors for Fellowship-related activities, and biweekly or more frequent management on the part of the Supervisor.

After the Advocacy Fellowship has been offered, but before the Fellowship year officially launches in April 2022, the Host Supervisor will be the Fellow's and AVAC's main contact to the Host Organization. They will be involved in discussions to develop the Fellow's work plan and budget, in leading the compensation negotiations with the Fellow and ensuring the Host Organization has all the information it needs about the grant to be signed. The Host Organization is also responsible for preparing the financial and program reports (at the mid-point and conclusion of the Fellowship) that account for activities implemented and funds disbursed as will be outlined in the grant agreement.

The Supervisor is expected to participate in periodic calls with AVAC mentors, quarterly teleconferences with other Host Supervisors. Supervisors will be expected to participate in the Fellows' Orientation Workshop scheduled at the start of the Fellowship year. The Orientation Workshop introduces new Advocacy Fellows and Host Supervisors to the program and provides an opportunity for networking and building peer and mentor relationships among new Advocacy Fellows, alumni and other Host Organizations.

As noted, the Fellowship allocates 10 percent of the total grant to the Host Organization specifically for supervision efforts. The Fellowship model is built on the assumption that the Host Organization is receiving capacity development and supervisory time is part of their contribution to the project. It is expected that these activities will be incorporated into the Supervisor's current job responsibilities.

The AVAC team will provide direct support to the Supervisor and they will be linked to former Supervisors from their country and beyond. Specific support includes dedicated sessions at the Orientation Workshop regarding the role of Supervisors; Hosts-only group calls and one-on-one calls as needed; first-time Hosts will be paired with willing previous Hosts to offer support and mentorship; and early on, an AVAC-Host meeting will be organized to introduce AVAC, the Fellows Program and Fellow's project.

## **12. A current employee is interested in applying for the Fellows Program. Will they become an employee of AVAC?**

No. Advocacy Fellows are employees of the Host Organization and not employees of AVAC. The Host Organization signs and administers a Fellowship grant agreement, which includes the Advocacy Fellow's compensation and applicable benefits (vacation days, medical coverage, etc.), administered through the Host Organization's payroll or other suitable mechanisms. Financially and administratively, the Advocacy Fellow is housed at the Host Organization, with funding for their time and activities coming from the Fellowship grant. Description of the Fellow's role and title at the Host Organization is decided between Host and Fellow in each case.

## **13. If offered a Fellowship, can an employee continue with their current job as well?**

No. The Advocacy Fellow cannot have two jobs. The Fellowship is meant to be the primary focus of the Fellow's year. Most Fellows devote 100 percent of their time to the Fellowship. Of course, it is expected that they will participate in organizational meetings and support larger work as applicable.

However, if the Fellow is a current employee of the organization and there is mutual agreement between the Host Organization and Fellow that they should retain some specific and limited responsibilities towards ongoing work, AVAC will consider a work plan that includes that. In such a scenario, there must be no more than of 25 percent of a Fellow's time devoted to other organizational responsibilities. The Host Organization is responsible for the proportion of the salary and benefit for any non-Fellowship work responsibilities. These arrangements must be discussed with the AVAC Fellows team prior to signing of the grant agreement, and are considered on a case-by-case basis.

## **14. The prospective Advocacy Fellow isn't employed by the Host organization at present. Do we have to hire them for the Fellowship or retain them after?**

The Fellow is considered to be an employee of the Host Organization during the Fellowship year. They are expected to fit within the organization's structure, bound by the same policies and receive the same benefits and support that other employees do.

The Fellow does not have to be retained after the Fellowship period.

The Fellows program is designed to build the capacity of the Advocacy Fellows but also strengthen the Host Organization's institutional capacity for HIV prevention research and implementation advocacy. We



anticipate that Advocacy Fellows will develop and execute projects that are of ongoing relevance to their communities and Host Organizations and, where possible, these projects and the Fellows will be integrated by the Host after the one-year Fellowship has concluded. However, the Host Organization is under no obligation to hire the Advocacy Fellow at the end of the project. While some Fellows have been retained at their respective Host Organizations, others have moved on.

## **15. How to determine Advocacy Fellow's financial compensation?**

Financial compensation is determined on a case-by-case basis in a transparent process consisting of an open consultation with the Fellow, and with input from the Host Organization, the Advocacy Fellow's current salary and considerations for equity across the Fellow's cadre.

AVAC is committed to providing compensation that is adequate, fair and sufficient for the Fellow to work on their project on a full-time basis. Compensation can also include benefits such as medical insurance and social security as mandated by local labor laws and the Host Organization's human resources policies. The Host Organization is responsible for paying the Fellow's compensation (provided through the grant) and administering their benefits. This is commonly done through the Host Organization's payroll and benefits program; other financial arrangements such as a consultancy agreement could be considered.

As part of the process for determining the Fellow's financial compensation, Host Organizations and Fellows will be asked to provide information such as payslips, organizational salary structure, human resource policies and other information that confirms the candidate's salary history or that of individuals within the Host Organization at comparable positions and experience levels. This includes the employment code act for the country or any government document that contains mandatory provisions for benefits

We strongly encourage Host Organizations and prospective Advocacy Fellows to have detailed conversations about salary and benefits expectations as early as possible in the Fellowship application process. In an ideal scenario, the Host Organization and the Fellow will provide feedback from discussions and expectations as soon as, or shortly after, a Fellowship award offer has been made. This information will be used as the basis for setting final salary and benefits, which takes place during the work plan development period for accepted Fellows. Failure to discuss salary and benefits expectations early in the process can slow the grant-making process and launch of the Fellowship activities.

Every effort will be made to ensure that Fellows receive adequate and fair remuneration at equitable levels across the cadre of Fellows. However, from past experience, compensation may be greater or lesser than Fellows previous salaries.

## **16. How will the Host Organization be kept informed about the Fellow's activities?**

Each Advocacy Fellow and Supervisor pair is expected to set up mechanisms for providing feedback and progress updates to the relevant staff at the Host Organization. Each Fellow prepares monthly and other program reports for both AVAC mentors and the Supervisor. Host Supervisors may also have periodic calls with AVAC staff. Generally, the Host Organization is encouraged to develop a reporting system that meets its needs.

## 17. What happens when the Fellowship is over—how is the project sustained?

AVAC is committed to helping Advocacy Fellows and Host Organizations build on the experiences of the Fellowship. Midway through the Fellowship, AVAC encourages Fellows, Supervisors and other Host Organization staff and alumni Fellows to review progress and consider sustainability plans. This can include possible follow-up projects or next steps, and strategies for securing additional sources of funding. In some instances, additional funding may be available for follow-up work through AVAC. In other instances, AVAC may work with the Host Organization and Advocacy Fellow to identify other potential partners and sources of support. In every case, the Host Organization and Advocacy Fellow remain part of the broader advocates' network fostered by AVAC, and will be included in relevant national, regional and global activities going forward.

## 18. Can organizations apply to host an Advocacy Fellow?

Typically, we accept applications from individuals who propose Host Organizations. However, if your organization is interested in hosting an Advocacy Fellow, please contact the AVAC Fellows team at [fellows@avac.org](mailto:fellows@avac.org) to explore this possibility, as we may be looking to pair applicants with Host Organizations.

If you are a current AVAC grantee (hosting a 2020/21 Fellow or receiving another project grant), please contact AVAC first before agreeing to Host an applicant. Existing grantees will only be considered in specific circumstances.

For more information, please visit [2022 Application Materials](#) or contact [fellows@avac.org](mailto:fellows@avac.org).

### About AVAC

AVAC is a global organization working to accelerate the ethical development of and global access to effective HIV prevention options, as part of a comprehensive and integrated pathway to global health equity. For more information, go to the [AVAC homepage \(www.avac.org\)](http://www.avac.org).