

Host Organization Commitment Form

Due only for short-listed candidates

Dear Colleague(s),

Thank you for the support you've provided to the applicant to date through the Fellow's application process. The applicant you are supporting has been shortlisted. AVAC requires further information and documentation as we make final assessments and we will be contacting you and the applicant for separate interviews.

In the meantime, please fill out the Host Commitment Form below. Please also review the following, if you have not already (all available at www.avac.org/fellows-application-materials):

- [Fellows Program Information Packet](#)
- [Host Documents \(including Host FAQs, a List of Host Organizations, and Tips for Approaching Host Organizations\)](#)
- [Application Form](#)
- [Quick Information Guide](#)
- [Advocacy Fellows website \(with videos, testimonies and program information\)](#)

An informational webinar will be organized for prospective Hosts of shortlisted applicants before final selection to clarify program and organizational roles. You can also contact fellows@avac.org for more information.

Many thanks for your interest.

Warmest,

The AVAC Fellows Team

Host Organization Commitment Form

Organization _____

Country _____

Name of person filing form _____

Role/Title _____

Contact information Phone: _____

Email address: _____

Applicant Fellow name _____

A successful Fellowship project entails a good working relationship between Fellow and Supervisor. A strong relationship entails adequate supervision from the Host, integrating the project into the Host Organization Programs, alignment between organizational and project goals. The questions below pertain to these elements. Please use as much space as needed for your responses.

1. Alignment of proposed project with organizational goals

Please describe the elements of the proposed project that are most relevant to the Host Organization and how they will help to develop the organization in specific areas. If there is no alignment, please describe how this new area of work will otherwise be beneficial for the organization.

2. Infrastructural support

What infrastructural support will the Host Organization provide to the applicant? For example, a desk, stationery, IT, internet access, access to a project vehicle or other transport for specified activities, disbursements to vendors, etc. *Please note that Fellowship grants include a maximum of 15 percent overhead to the Host Organization to off-set indirect costs that include basic infrastructure, communication and administration that is needed to administer the grant and support the Fellow's project. An additional 10 percent is intended specifically for supervision efforts.*

3. Designated supervisor

- Who will directly supervise the Advocacy Fellow?
- What is their current position and portfolio in the organization?
- Why is this person most appropriate to supervise the Fellow?
- What percent of work—hours/week or days/month—will the proposed Supervisor be able to devote to supervision of the Fellow?
- What outstanding questions do you have of supervision responsibilities for the Fellowship year?

(Please see [Frequently Asked Questions for Host Organizations](#) for information that may help to identify the supervisor and describe expected responsibilities.)

4. The Fellow's responsibilities to the Host Organization

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. As part of this, AVAC expects they will participate in staff and other 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 organization and Fellow that they should retain some specific and limited responsibilities towards ongoing work, AVAC will consider a work plan that includes that element.

In such a scenario, there must be no more than 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. With this in mind, please respond to the following questions:

- If the applicant is currently employed at the organization, what work responsibilities, if any, would they be expected to continue during the Fellowship year? What percentage of their time/effort is this expected to take?
- How will the applicant's job description change during the Fellowship year? Will they retain the same title or will it change when they become a Fellow?
- If the applicant is currently employed at the Host Organization, will they be able to resume their position at the end of the Fellowship year?
- If the applicant is not currently employed by your organization, what are the expectations of additional work responsibilities, if any, they might take on to support the organization or be part of organizational activities?

5. Staying informed of Fellow's activities

As a leader of the organization or department, how will you remain informed about the Fellow's activities? And, how will you ensure that the rest of the staff or team know about this new project and can offer support or linkages to other projects?

6. Plans to sustain advocacy beyond the Fellowship year

What are your ideas or plans for how your organization can sustain the advocacy activities beyond the Fellowship year?

7. Compensation for the Fellow

NOTE: If you have not had a discussion about salary expectations with the prospective applicant, we encourage you to have a provisional conversation as soon as possible. *Every effort is made to ensure that Advocacy Fellows receive adequate and fair remuneration at equitable levels across the cadre of Fellows, their respective Host Organization and their respective countries.)*

Please provide salary information in US currency using a conversion rate from the date you fill out this form. You can use www.oanda.com for currency conversion. We recognize that currency fluctuation means this is an estimate; this information is for planning purposes only and is not used to make decisions about awarding Fellowships.

- If the applicant is presently employed at your organization, what is their monthly salary? Will this be maintained or changed as the proposed compensation if they are awarded the AVAC Fellowship and its accompanying grant? Please note that the Fellow is taking on a role that calls for leadership and initiative and the salary should be in line with others doing similar work.

(Please submit supportive documentation to confirm applicant's current salary.)

- If the Fellow is not presently employed at your organization, what is the salary range for employees at comparable levels of qualification and experience? If you have discussed salary with the prospective applicant, please share details here of the amount discussed.

(Please submit documentation to confirm your organization's pay scale.)

8. Benefits package

What is the standard benefits package (annual bonus, rent, transportation, insurance, retirement, etc., where applicable) at your organization? Will the Fellow be eligible for this package? *(Please note that if the applicant is selected, you will be required to submit documentation to confirm the benefits that employees at your organization receive; e.g., human resource policies and procedures, etc.)*

9. Any questions for the Fellows team?

Please indicate any specific or pending questions you have regarding hosting a Fellow, if any. Please note that [Frequently Asked Questions for Host Organizations](#) has responses to many queries and that the [List of Host Organizations](#) has feedback from former hosts.

10. Documentation request

Several pieces of documentation have been requested as part of the application process — some have already been submitted, some are requested with this form and some will be required if the applicant is selected as an Advocacy Fellow. Please fill in the information below to indicate the status of each submission.

This form and the materials below are due two weeks after shortlisted candidates are notified:

Documentation

Date submitted

Most recent organization mission statement

Proof of organization certification/registration

To be submitted if/when the applicant is selected as an AVAC Fellow:

Documentation

Check to confirm document is submitted

Two most recent audited financial statements

Yes No

Annual budget

Yes No

Organizational or staffing chart

Yes No

Organizational human resources manual or policies

Yes No

Organizational finance policies

Yes No

List of organizational benefits package; e.g., annual bonus, rent, transportation, insurance, retirement. Include and identify all statutory benefits (e.g. employment tax, social security, etc.)

Yes No

Commitment form

Yes No

Signed: _____

Name and Title: _____

Date: _____

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).