

Deadline 12 October 2021

Application Overview

Please read through the [Information Packet](#) and the instructions below before completing the application. Also see AVAC Resources at avac.org/resources for information on AVAC and HIV prevention, and avac.org/fellows for Fellow Program details.

Application components and process

There are two phases to the application process:

- Phase 1 – for all applicants, components 1-5 are due no later than **12 October**.
- Phase 2 – If an applicant advances to the second round, components in Phase 2a are due two weeks after notification. For those selected to the Fellows Program, components in Phase 2b are due within a month of notification.
- Please submit all documents to: fellows@avac.org

A complete application consists of the following components

Phase I – for all applicants

Items 1-5 must be submitted by **12 October**

1. Applicant information form (Section 1 of this application)
2. Host Organization information form (Section 2 of this application)
3. Essay questions (Section 3 of this application)
4. Letter of support from Host Organization (Requirements listed in Section 4)
5. Applicant CV or résumé

Phase 2 – only for selected applicants

Phase 2a – If the applicant advances to the next selection round, the Host Organization will be expected to submit the following documents:

1. Proof of organizational registration
2. Mission statement or charter
3. [Host Commitment Form](#)

Phase 2b –If the applicant is accepted into the Fellows Program, the Host Organization MUST submit the following information:

1. Two most recent audited financial statements
2. Annual budget
3. Organisational or staffing chart
4. Organisational human resources manual/policies
5. Organisational finance policies
6. 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.
7. The Fellow must also submit two reference letters (not affiliated with the Host Org)

Special note

- *Priority will be given to applicants with committed Host Organizations and the required supporting documentation.*
- *If you do not have a proposed Host Organization, leave Section 2.0 Host Organization Information Form blank and provide details in Section 3.9.*
- *Applicants who propose existing AVAC grantees as Host Organizations will only be considered in specific circumstances. Please reach out to AVAC at fellows@avac.org to discuss BEFORE applying.*
- *Incomplete applications and applicants who go over the maximum word limits will receive lower scores.*

1.0 Applicant Information Form

First name _____

Last name _____

Date of birth _____

Assigned sex at birth _____ Current gender identity _____

Nationality _____

Length of stay in country where Fellows Project is proposed _____

Mailing address _____

Physical address _____

Landline telephone _____

Mobile telephone _____

Alternate mobile telephone (optional) _____

Email address _____

Alternate email address (optional) _____

Current employer /affiliate organization (where applicable) _____

Current position (where applicable) _____

Current salary/ volunteer stipend (circle or 'x' one)

- The information you provide here will not affect decisions about eligibility or merit of application.
- Information will be checked against documentation.
- Please use [Oanda](#) to convert your local currency into USD\$.

- Volunteer/volunteer with stipend
- Less than USD\$200/month
- USD\$200-\$1000 /month
- More than USD\$1000/month
- More than USD\$2000/month

Applicant's professional references. Please do not include proposed Host supervisor.

Reference 1

Name: _____

Relation: _____

Organization: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

Reference 2

Name: _____

Relation: _____

Organization: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

How did you hear about the Fellows Program? (check all that apply)

- AVAC website
- AVAC Advocates' Network
- Fellows info session
- Through current or alumni Fellows. If so, who? _____
- Through friend/colleague. If so, who? _____
- Other website/source (please specify): _____

2.0 Host Organization Information Form

Name of organization _____

Mailing address _____

Physical address _____

Landline telephone _____

Mobile telephone _____

Organizational email address _____

Organizational website (if any) _____

Date organization formed _____

Organization's legal designation (type of organization and registration number, if applicable) _____

Organization's mission statement

Executive director/head of office where Fellow is placed

Name: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

Applicant's proposed supervisor

Name: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

Staff person with whom AVAC Fellows team will communicate throughout application process (If same as any above, please only include name)

Name: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

Does the host organization have salaried employees? If so, how many? When are monthly salaries processed?

Salaried employees Yes No

of salaried employees: _____

Date when salaries are processed at host org: _____

Two external Host Organization references

Reference 1

Name: _____

Organization: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

Reference 2

Name: _____

Organization: _____

Job Title: _____

Email: _____

Mobile(s): _____

Landline(s): _____

3.0 Essay Questions

AVAC wants to hear your voice. Avoid cutting and pasting online content. Successful applicants will take the time to consult www.avac.org, trial websites, and media resources to learn more about their respective contexts.

(3.1) About you

Tell us about yourself—What motivates or inspires you to work in HIV advocacy? Do you identify or ally with any specific key populations? If so, please elaborate.

(Maximum 150 words)

(3.2) Advocacy experience

Please provide an example and outcomes of any advocacy campaigns or struggles you have participated in. If available, provide links for up to two interviews, articles or other media that highlight your writing and/or your work.

(Maximum 150 words)

(3.3) Future Goals

Where do you see yourself in five years? And what skills/experiences are you hoping to gain as an AVAC Fellow to help you get there?

(Maximum 150 words)

(3.4) HIV Prevention in your country/community

Your view of the big picture of HIV prevention: What’s working? What’s missing? *(Please do not cut and paste statistics. We want your perspective)*

(Maximum 200 words)

(3.5) Research implications

Please respond to both questions below:

a) Should HIV programs scale up daily, oral PrEP or medical male circumcision when there are newer prevention methods on the horizon, such as long-acting injectables and vaginal rings that don't require taking a pill every day or undergoing surgery?

(Maximum 150 words)

b) Decades on from the start of the HIV/AIDS pandemic, researchers are yet to crack a successful formula for an HIV vaccine. But eight COVID-19 vaccines were developed in 18 months. In your view, why is COVID research further along?

(Maximum 150 words)

(3.6) Advocacy tactics

Over the past 18+ months, every government has faced its share of challenges caused by the COVID-19 pandemic and has had to rethink its resources – human, political and financial. Please identify strategies and actions advocates should consider to influence decision-making and resource allocation.

(Maximum 150 words)

(3.7) Project Idea

Please tell us your initial idea for an advocacy project you would undertake to advance HIV prevention as a Fellow, if given the opportunity. Specifically, tell us:

- a)** Goals: What would you aim to change?
- b)** Strategy: How would you create this change?
- c)** Outcomes: What would success look like?

Be creative!

(Maximum 300 words)

(3.8) Why should AVAC be interested in your idea?

AVAC’s mission statement reads: “AVAC works 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.”

Why should AVAC select you and the project you propose as an important way to take its mission work forward?

(Maximum 150 words)

(3.9) Information on your proposed Host Organization

Please answer each relevant section of this question

a) Why have you proposed this Host Organization? Do you currently work there? If not, what is your experience and relationship to the organization?

(Maximum 150 words)

b) How does your proposed advocacy project relate to the Host Organization’s mission? Be specific.
(Maximum 150 words)

c) Most Fellows devote 100 percent of their time to the Fellows Program. However, in cases where the Fellow’s current employer is the Host Organization, the Host might require a small portion of time to pre-existing job responsibilities (no more than 25 percent). If this applies to you, how would you manage your time commitment to the Fellows Program and your work responsibilities? How would you transition responsibilities to others?
(Maximum 150 words)

- If you **HAVE NOT** secured a host organization yet, please tell us why not. Describe the type of organization you think would be best suited to host you. Please list any specific organizations you have considered or contacted and the status of that discussion.
- Please see the [list of current and previous Host Organizations](#).

(Maximum 150 words)

4.0 Letter of Support from Host Organization

All applicants must obtain a letter of support from their proposed Host Organization. The letter should be no longer than two pages and answer **ALL** the questions listed below. Please share these questions, the *Application Information Packet* and the *Frequently Asked Questions for Host Organizations* documents with your proposed Host. All materials can be downloaded at www.avac.org/fellows-application-materials.

Questions for Host Organization:

1. What is your organization's experience working with the applicant?
2. What are some of the activities or programs that your organization has worked on related to HIV or related to COVID, if any?
3. Please describe why the organization is interested in hosting the applicant as a Fellow and their proposed advocacy project. How does the applicant's project align with the organization's mission?
4. Where would the Advocacy Fellow fit within the organizational structure? Who would be their supervisor and why is this supervisor the best fit for this applicant and project?
5. What, if any, other job responsibilities and expectations would the Advocacy Fellow have in addition to his/her Fellow activities?

Please note: Most Fellows devote 100 percent of their time to the Fellows Program. They will participate in Host organizational meetings and support larger work as applicable. However, in cases where the Fellow's current employer is the Host Organization—the Host might require a small portion of time be devoted to existing responsibilities (no more than 25 percent). This must be discussed with AVAC.

To the proposed Host Organization:

- This letter can be addressed to: AVAC Fellows Team. Please ensure this letter is on organizational letterhead and is dated and signed by the head or other assigned leadership at the organization.
- The Host Organization representative understands all primary elements of the Fellows Program before signing the commitment letter (see Quick Guide for Applicants and refer to [Frequently Asked Questions for Host Organizations](#)).
- The letter can be sent directly by the proposed Host Organization or by the applicant, via email to fellows@avac.org or via Fax to +1 212.531.2822.
- This letter must be received by 12 October 2021.
- Please contact fellows@avac.org if you require further information.

5.0 Applicant CV or résumé

All applicants must attach their CV or résumé.

End of Application Form

Sections 1-5 and the applicant's CV/Resume must be submitted no later than 12 October, by email to: fellows@avac.org

All those advancing to the next stages will be notified about submission of sections 2a & b and interview schedules.

Thanks for your interest!

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).