

Call for Proposals – TB/HIV Monitoring & Advocacy Grants

Deadline: May 31, 2006

INTRODUCTION:

TB and HIV constitute a deadly co-epidemic in many regions of the world: HIV/AIDS is the greatest risk factor for the development of active TB, and is fueling a resurgence of the TB epidemic in areas of high HIV/AIDS prevalence, making it a leading cause of death among people living with HIV/AIDS. According to the World Health Organization (WHO), TB accounts for approximately 15% of AIDS-related deaths worldwide and nearly 30% of AIDS deaths in sub-Saharan Africa. Despite the clear linkage between these two diseases, there has not been sufficient collaboration between national TB and HIV/AIDS programs and policies in many countries.

The WHO has sought to promote greater collaboration between national TB and HIV/AIDS programs, including through the development of a *Policy on Collaborative TB/HIV Activities* in 2004. The *TB/HIV Policy* calls upon governments to establish mechanisms for collaborative planning, and to implement activities to decrease the burden of TB among people with HIV/AIDS, and the burden of HIV among people living with TB. The *TB/HIV Policy* also recognizes the importance of community involvement in accelerating and improving TB/HIV services.

The WHO *Policy on TB/HIV Collaborative Activities Policy* can be accessed on the internet at <http://www.who.int/hiv/pub/tb/tbhiv/en/> in English, Spanish, French or Russian.

Public Health Watch promotes informed public engagement in health policymaking processes. To support community participation around TB/HIV, Public Health Watch has established the **TB/HIV Monitoring and Advocacy Project**. The Project supports community-based organizations (CBOs) and non-governmental organizations (NGOs) in monitoring implementation of the WHO *TB/HIV Policy* and conducting advocacy around the need for more effective TB/HIV programs and services. To this end, the Project will:

- Support community-based or non-governmental organizations (particularly those with substantive participation of people living with HIV/AIDS or TB) in assessing the need for expanded TB services in communities affected by HIV/AIDS and expanded HIV/AIDS services for TB patients;
- Support community-led advocacy around the needs identified in their assessments;
- Facilitate the participation of community activists in global networks of those most affected by the co-epidemic to articulate joint advocacy objectives and strategies at the regional and international policymaking level.

CALL FOR PROPOSALS:

Public Health Watch's **TB/HIV Monitoring and Advocacy Project** is calling for proposals from **community-based (CBOs)** or **non-governmental organizations (NGOs)** to conduct community-led **monitoring** of the WHO *Policy on TB/HIV Collaborative Activities*. The Project defines monitoring as "assessing the effectiveness of a policy or program by identifying its strengths and weaknesses and offering recommendations to maintain or improve program performance". Successful grantees will prepare a written assessment of implementation of the 12 recommended points outlined in the *TB/HIV Policy* according to a **questionnaire** (which will be provided by the Project and adapted for local settings). Assessments will identify policy strengths and weaknesses and offer recommendations for improving the quality and accessibility of coordinated TB/HIV services in their countries and communities. Grantees will be eligible to receive additional support for follow-up **advocacy activities** around the findings and recommendations outlined in their monitoring reports. By conducting **advocacy**, grantees will be aiming to convince or persuade

policymakers and health officials to accelerate or improve upon implementation of collaborative TB/HIV activities.

To access a working copy of the monitoring questionnaire, please visit:
www.soros.org/initiatives/health/focus/phw/focus_areas/tb_hiv/guidelines.

APPLICATION PROCESS:

The Project will accept applications from **CBOs** or **NGOs** to conduct monitoring and advocacy at either the national or sub-national level. Applicants are strongly encouraged to demonstrate strong involvement of people living with HIV/AIDS or people who are either living with or have survived TB.

Applicants must identify clearly in their application the geographic area or administrative unit they propose to monitor. Please remember, your organization can choose to monitor at the national level or sub-national level. Examples of “sub-national” levels include: community, municipality, district, region or administrative unit; “administrative units” may include health clinics, prisons, hospitals, military units, hospices or other social service institutions. If you choose to monitor TB/HIV services within an administrative unit, please indicate the kind of unit it is.

REVIEW OF APPLICATIONS

Through an open nomination and review process, Public Health Watch and its partner Treatment Action Group (TAG) have convened a **TB/HIV Community Advisory Committee (CAC)** to review, evaluate and make recommendations on applications. CAC members are all TB/HIV advocates with significant experience in community-led advocacy. The CAC’s recommendations will be presented to Public Health Watch and TAG for review and final determination of grant awards. Award decisions will be made in June and finalists will be notified in July 2006.

To learn more about the TB/HIV Monitoring and Advocacy Project please visit:
<http://www.soros.org/initiatives/health/focus/phw/programs/tbhiv>

CRITERIA

Applications will be accepted from established community based or non-governmental organizations **only**. As part of the grant review process, the CAC will evaluate applications according to the following criteria:

- Capacity to conduct community-led monitoring of health or human rights policies and services;
- Capacity to implement and carry out community-led advocacy;
- Demonstrated involvement or interest in policymaking activities and processes;
- Level of engagement of individuals and communities affected by HIV/AIDS and TB in proposed project activities;

Please Note: The TB/HIV Monitoring & Advocacy Project **WILL NOT** support:

- Biomedical research;
- Direct lobbying;
- Service delivery activities;
- Purchase of drugs, diagnostic test kits, medical equipment or setting up health services;
- Programs for work in Western EU countries, the US, Canada, Australia, Japan, or New Zealand.

POST-AWARD PROCEDURES**TB/HIV Orientation Workshop**

Organizations selected for a TB/HIV Monitoring and Advocacy grant will be **required** to attend an Orientation Workshop (place and date to be announced). At this workshop, grantees will meet project staff and the CAC; review overall project objectives; receive training on the *TB/HIV Policy* and project materials; network with other grantees; and discuss initial advocacy strategies. More details will be made available to grant finalists in July.

Please note: Applicants must identify an English-speaking member of their organization to:

- a) attend the orientation workshop (which will be in English only) and
- b) act as a main contact person for correspondence with Public Health Watch.

Timeline and Grant Payments:

Public Health Watch's TB/HIV Monitoring and Advocacy Grants are for up to a one year period (six months to conduct field research and prepare the monitoring report and up to six months for follow-up advocacy events around report findings). Organizations should be prepared to start their monitoring activities in the fall of 2006, after participating in the Orientation Workshop.

Public Health Watch TB/HIV Monitoring & Advocacy grants will be disbursed in two installments. The first installment of up to \$5,000 USD (actual amount will be dependent on the area of monitoring proposed) will be made at the start of the project to support the monitoring phase.

For the advocacy phase, a second installment of up to \$5,000 will be awarded to eligible grantees upon receipt of their 10-20 page monitoring reports **in English**. In addition, grantees will be asked to submit an advocacy strategy and budget to support targeted advocacy around their report findings and recommendations (amount to be determined based on quality of research and scope of proposed advocacy activities).

All grantees will be encouraged to start devising their advocacy plans during the monitoring phase and use opportunities provided by their monitoring activities to explore the feasibility of their advocacy strategies.

At the end of the advocacy phase, grantees will be required to submit a 5-10 page report summarizing their advocacy activities, strategies, results, recommendations and next steps.

Grantees will receive guidelines for preparing both reports at the Orientation Workshop.

Site Visits:

CAC members will make site visits to grantees during the course of project implementation. These site visits will provide an opportunity for grantees to:

- Receive additional technical assistance and support on their monitoring and advocacy activities;
- Provide initial feedback on project materials and progress on their monitoring/advocacy efforts;
- Learn about and link into regional or international TB/HIV advocacy activities.

Bulletins

Public Health Watch will prepare and disseminate regular bulletins to update grantees on each other's projects and activities. These bulletins may also feature reports on site visits from CAC members.

How to Apply

Completed applications, including all required attachments, should be sent to Public Health Watch by **31 May 2006** (received by 5:00 pm Eastern Standard Time (EST) via email). All applications must be submitted in English. Incomplete applications will not be considered.

Completed applications can be sent via mail, email or fax to:

Mail: TB/HIV Monitoring & Advocacy Project
Attn: Public Health Watch
Open Society Institute
400 West 59th Street
New York, NY 10019

Email: tbhiv@sorosny.org

Fax: +1.646.557.2553

IF YOU'RE INTERESTED IN APPLYING FOR A TB/HIV MONITORING AND ADVOCACY GRANT AND YOU HAVE QUESTIONS ABOUT THE APPLICATION PROCESS, PLEASE CONTACT US AT tbhiv@sorosny.org.

The **Open Society Institute** (OSI) is a private grantmaking foundation based in New York City that serves as a hub of the Open Society Network, a group of autonomous foundations and organizations in over 60 countries. OSI aims to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. With a high priority on protecting and improving the lives of marginalized people and communities, OSI implements a range of initiatives to advance justice, education, public health and independent media.

Additional information on the Open Society Institute can be found at www.soros.org/initiatives/health.

OSI established Public Health Watch in 2004 to support and promote independent civil society monitoring of government health vis-à-vis international health commitments such as the United Nations Millennium Declaration, the Amsterdam Declaration to Stop TB, the UNGASS Declaration of Commitment on HIV/AIDS and the WHO Policy on Collaborative TB/HIV Activities. By actively involving and supporting civil society organizations in monitoring and evaluating governmental and international health policies, Public Health Watch seeks to promote greater public engagement in government efforts to fulfill international health commitments, and in turn to increase national ownership of the response to TB, HIV/AIDS, and other diseases.

To learn more about Public Health Watch, please visit www.publichealthwatch.info.

The **Treatment Action Group** (TAG) fights to find a cure for AIDS and to ensure that all people living with HIV receive the necessary treatment, care, and information they need to save their lives. TAG focuses on the AIDS research effort, both public and private, the drug development process, and health care delivery systems. More specifically, the TAG TB/HIV project works to combat TB/HIV coinfection through a combination of community-based advocacy, education and mobilization efforts involving AIDS advocates in developed and developing countries targeted at creating policies, increasing resources, and strengthening research to reduce the impact of TB/HIV co-infection.

To learn more about the Treatment Action Group, please visit www.treatmentactiongroup.org.

TB/HIV Monitoring and Advocacy Project Grant Application Cover Sheet

Part. 1

Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Project Contact Person: _____

Email: _____ **Email 2:** _____

Title: _____

Phone: _____ **Fax:** _____

Web: _____

Total funding requested: \$ _____

Part 2

Financial Information: Please provide your organization's bank information below and make sure the bank is able to accept incoming wires in USD. Personal bank account information will not be accepted.

Bank Name: _____

Branch: _____

Address _____

City: _____

Postal Code: _____

Country: _____

Bank Telephone #: _____

Bank Fax #: _____

SWIFT/ABA Code: _____

Account Code: _____

Account Beneficiary: _____

Application Narrative (should be no longer than five pages)

- I. Rationale (1 page)
 - a. Please state clearly the geographic area or administrative unit in which your organization proposes to monitor TB-HIV policy and services.
 - b. Provide a description of how the TB/HIV co-epidemic has affected this area.
 - c. Provide a description of how monitoring efforts could contribute to your organization's advocacy efforts around HIV, TB or TB/HIV.

- II. Organizational History & Official Registration (2-3 paragraphs)
 - a. Provide a brief statement on the organization's mission and current work program.
 - b. Please attach an official letter certifying that your NGO is registered in your country.
 - c. Please include an official recommendation letter from a local or national NGO.

- III. Institutional Capacity (2-3 pages)
 - a. **Monitoring capacity:** Describe the most significant writing, reporting or assessment activities your organization has carried out in the past two years. Please attach examples of your work (i.e. reports, brochures, bulletins, information, education and communication materials, other publications) to your application whenever available. If the original publication is in another language, write a short summary in English.
 - b. **Advocacy capacity:** Describe the most significant advocacy activities your organization has carried out in the past two years, with an emphasis on activities which were directly linked to written reports or policy assessments you prepared. Please attach specific examples of your advocacy activities whenever available (pictures from community meetings, marches, or other gatherings; written proposals to policymakers and their response).
 - c. Attach the CVs of the key project staff who will be involved in the proposed monitoring and advocacy project. Provide a brief description of each staff person's role in the proposed project, and identify the lead researcher, who will be required to attend the orientation workshop and will handle all correspondence with Public Health Watch (i.e. knowledge of English required).

- IV. Community-based support and involvement (2-3 paragraphs)
 - a. Describe your strategy for ensuring the involvement of people living with HIV or TB in the planning, implementation and evaluation of this project and in your organization's work more generally. Provide clear examples of how communities affected by TB and HIV can participate in or will benefit from the development of and implementation of this project.

Budget Proposal for Phase 1- Monitoring

Instructions: Below is a template to guide you in preparing your budget proposal. The items outlined here represent the type of expenses related to the research involved in the monitoring phase (for no more than six months). Please provide your best estimate of the research expenses as it relates to the area of monitoring you will cover (national, sub-national or administrative unit). An explanation of the expense items is provided below.

Area of Monitoring: _____

Research Expenses for 6 months of Activity	
Item	Amount
Salaries	\$
Travel (total a-c)	
a) Transportation	\$
b) Accommodations	\$
c) Meals	\$
Report Translation	\$
Administrative Expenses (total a-c)	
a) Printing/copying	\$
b) Telephone and fax	\$
c) Office Supplies	\$
Other (please specify or attach separate sheet)	\$
TOTAL RESEARCH EXPENSES	\$
(Budget should not exceed \$5,000)	

Explanation of budget line-items:

Salaries: Support the estimated time a researcher or team of researchers will spend on field research, interviewing and writing the report. (If your organization will support more than one researcher for the monitoring activities please break down salary costs per researcher).

Travel: Estimated costs of researcher travel to visit TB and HIV clinics, policymakers' offices, community-based organizations and other sites necessary for carrying out their monitoring activities. Travel expenses include transportation, accommodation and meals.

Report Translation: Organizations may prepare their monitoring reports in the local language and include funding for translation of the questionnaire into their local language and of their report into English for submission to Public Health Watch.

Administration: Estimated costs of administrative expenses necessary to conduct the research for this project. Please be specific about the supplies the researchers will need.

Note: Costs for participating in the TB/HIV Orientation Workshop and advocacy activities should **not** be budgeted into your proposal. You will have an opportunity to submit a separate advocacy strategy and budget after the monitoring phase has been completed.