

## CALL FOR PROPOSALS

### For community organizations to implement the Regional Program *“Money Can Buy Health If You Budget For It”*

This Call for Proposals establishes rules and procedures for an open tender for community organizations under the Eurasian Harm Reduction Network's (EHRN) Regional project “Money Can Buy Health If You Budget For It”.

#### *Regional project “Money Can Buy Health If You Budget For It”*

Led by EHRN and supported by Robert Carr civil society Networks Fund (RCNF). In this project, the Eurasian Regional Consortium brings together three regional networks: Eurasian Harm Reduction Network (EHRN) as the lead in the project, addressing needs of people who use drugs (PWUD); The Eurasian Coalition on Male Health (ECOM), addressing needs of gay men and other men who have sex with men (MSM), and of transgender people. The East Europe and Central Asia Union of People Living with HIV (ECUO) addressing the needs of people living with HIV (PLWH). The consortium will collaborate with and build capacity of inadequately served populations (ISP) communities to advocate governments and donors to invest in services along the HIV care continuum that ISP prioritize themselves in EECA. The consortium will build the capacity of ISP community-based organizations via learning-by-doing approach to assess and prioritize HIV services and to estimate current and required expenditures for the HIV response. Such assessments carried out by the communities is the key to follow up community-driven budget advocacy for resource allocation and spending, which will be enhanced through on-going technical support and peer-to-peer exchange of best practices. ISP in countries through small grants will carry out assessments in year 1 of the project, advocate and monitor budgeting of services that they prioritize in years 2 and 3. The consortium will advocate for resource mobilization and accountability of HIV spending at the regional and global levels.

Through its regional GFATM program, “Harm Reduction Works - Fund It!,” **EHRN** developed tools and provided technical and financial support via small grants enabling PWUD and their allies to evaluate needs from the point of view of communities and engage in programmatic and budget advocacy.

**ECUO**, with support from AIDS Funds, built capacity of PLWH to advocate for funding of antiretroviral drugs and for price reductions. The capacity, partnerships, credibility that PLWH groups and ECUO gained in the field of budget advocacy will contribute to the success of the currently proposed project.

**ECOM**, a newer network, has already had influence in line with RCNF outcomes. Its Call to Action, issued in 2014 on rights and health regardless of sexual orientation or gender identity, raised awareness among stakeholders, and built vision and empowered gay men and transgender people.

*This Call for Proposals is aimed at identifying community organizations from **Estonia, Armenia, and Kyrgyzstan** – three in each country. One organization should represent people who use drugs, one should represent community of people living with HIV and yet another - community of MSM and transgender people. The committee of three organizations forming a consortium representing the relevant communities (EHRN, ECOM, ECUO) will select nine organizations in total.*

### *Activities within the small grants*

To develop the capacity of communities of PWUD, PLWH, and MSM and transgender people to advocate for the availability and sustainability of services that meet their needs.

Using the adapted [service monitoring methodology](#) community organizations will collect data to assess services within the HIV care continuum as part of small grant projects. Based on assessment results, recommendations will be formulated as to which services should receive funding priority. Respectively, community organizations will streamline data collection by community organizations with activities to assess investment in HIV care continuum. During the whole small grant term community groups will build their capacity to advocate for access to HIV care continuum services.

The goal of this Call for proposals is to select local partners – community organizations – for the Regional Program from among community of PWUD, sex work and MSM and transgender people, who will be responsible for:

- Conducting national surveys of access to services within the HIV care continuum;
- Support, both within the program and after it ends, of advocacy by the community of PWUD, PLWH and MSM and transgender people for sufficient, strategic and sustainable investments in HIV care continuum services in their country.
- Building capacity of community groups to enhance their potential to advocate for access to HIV care continuum services
- Build advocacy capacity and regular communication within community organizations and initiative groups.

EHRN will organize a training for community organizations (with participation of the regional consultant selected by this [Terms of reference](#)) on adapted service monitoring methodology. During data collection, EHRN ECOM and ECUO will provide technical support and monitor respective community organizations in their work to assess services within the HIV care continuum. All data collection process need to be organized using empowering and involving approaches with use of interactive and participatory tools of group work.

For the purpose of advocacy for state funding of HIV care continuum for PLWH, PLWH/TB and KAPs we need to answer the key questions:

- What services do we need to fund?
- How much do these services cost?

Assessment of investments required to provide continuum of services for PLWH, PLWH/TB and several groups of KAPs (PWUD, PLWH and MSM and transgender people) in target countries (Armenia, Estonia, Kyrgyzstan) is needed to advocate for budget decision on allocating funds from state budget to be made. The results will facilitate evidence-based decision making by filling a current data gap on expenditure levels for services of HIV care continuum in the region.

The information about investment needs within the HIV care continuum will be collected by national financial experts. Please, see a detailed [Terms of References](#).

For details about recommended intervention within the HIV care continuum recommended for KAPS, please refer to the WHO consolidated guidelines on HIV prevention, diagnosis, treatment and care for key populations<sup>1</sup>.

We define the following activities as the scope of these small grants:

- Collecting data for Assessment of services within the HIV care continuum for PWUD, PLWH and MSM and transgender people. To collect data EHRN will provide to community organizations clear methodology and constant technical support;
- Analyzing collected data and drafting a report;
- Presenting results at the national level and regional conference if needed.

Community organizations will receive a detailed methodology guide and support for data collection from EHRN and the Regional Consultant.

With active participation of PWUD, PLWH, and MSM and transgender people, conduct assessment of services within the HIV care continuum to see whether they meet the needs of respective groups; define package of essential services together with community initiative groups and local/national partners, including human rights advocates and healthcare and social service providers delivering services to PWUD. At later stages of the Regional Program this package of services will become the foundation for advocating funding for these services.

The small grant recipients will be given methodology to assess whether the services meet the needs of PWUD, PLWH, and MSM and transgender people. EHRN will also provide technical support and will train community organizations to conduct the assessment.

### Small grant structure and timeline

№	Grant activities	Deliverables	Timeline
1	<b>Establishing regular community follow up meetings</b>	community organizations establish a plan of regular meetings and other forms of communication.	June, 2016
2	<b>Participation in the training on methodology of data collection</b>	community organizations participated in the training and mastered methodology of data collection	June, 2016
3	<b>Data collection on the national level</b>	Interviews and focus groups with of relevant community representatives	June, 2016

<sup>1</sup> WHO Consolidated guidelines on HIV Prevention, Diagnosis, Treatment, and Care for Key Populations (2014. Geneva). For \*more details, please see: <http://www.who.int/hiv/pub/guidelines/keypopulations/en/>

4	<b>Development of the National report</b>	Collected data has been analyzed and report drafted.  Report has been revised after received edits and comments	July - August, 2016
5	<b>Reviewing the Regional report of financial needs and access to the continuum of services</b>	Review of relevant country information in the final regional report.	August, 2016
6	<b>Developing advocacy recommendations</b>	Results translated into advocacy recommendations and presented to national and regional consortia of organizations.	November, 2016
7	<b>Following up on community mobilization and advocating for access to HIV service continuum</b>	Community of KAPS is empowered and possesses instruments to advocate for a better access of HIV care continuum	Sept - December 2016

Upon successful completion of the small grant the organization may apply for the next stage of the project and receive a small grant in 2017.

### Who can participate in the Call for Proposals

Only the following types of organizations may participate in the tender:

1. PWUD, PLWH, and MSM and transgender people community organizations: legally registered non-governmental nonprofit organizations.
2. The activities of these organizations within the grant will furthermore be focused on protecting the health and rights of PWUD, PLWH, and MSM and transgender people. The focus of the organizations' work will have a track record.

### Selection criteria

Applications will be selected based on the following criteria:

Necessary:

- Organization's members' work experience in providing services within the HIV care continuum or protection of humans rights of a relevant key affected population group on a local and national level;
- Experience in national and local advocacy for political support of HIV care continuum services on local, national and international levels;
- Experience in national and local advocacy for national or municipal healthcare funding;

- Existing partnerships with relevant country organizations: organizations or action groups of people who use drugs, men who have sex with men and transgender people and people living with HIV, including patient groups and community organizations, human rights organizations, governmental organizations and state agencies (for instance, AIDS Centers etc.), national and local government institutions, coordination committees (including CCM) and other relevant organizations.
- Level of development and the quality of the organization's management structures, including community involvement in organization's operational and financial management; asset management practices that can track the use of funds;
- Experience in assessing the organization's technical support needs and in receiving the technical support to improve the quality of organization's work;
- Applicant's resources and equipment: suitable office space, necessary computer, copying and other equipment, Internet access and telephones, etc;
- Asset management practices that can track the use of funds;
- Ability to receive funding in euro; a bank account in a reliable bank

Desirable:

- Membership in a relevant network (EHRN, ECUO, or ECOM) is strong asset but not a requirement.
- no less than 50% of organization's staff and/or members/board members are people who belong to the mentioned groups of key affected population, provided that these they are entitled and capable to meaningfully participate in the decision-making process regarding strategic and operational aspects of the organization's business.

**Small grant budget**

The total budget of the small grant tender for all 3 organizations (small grant recipients) in three target countries is 23 000 USD (7000-8000 USD for one organization).

Budget example (to be filled in the application form).

No.	Budget line	Total, amount for payment in the budget line	Comments
1.	<i>Human resources (expenses in this budget line should not exceed 5,000 euros)</i>	<i>Example: total amount for human resources 4,300 euros</i>	<p>List the projected number of people, share of workload, positions, salaries, work duration in months.</p> <p>Example: 4 employees</p> <p>1. Coordinator (50 % workload) – 300 euros/7 months=2,100,</p> <p>2. Accountant (30 % workload) – 100 euros/7 months=700,</p> <p>3. Specialist in community work (responsible for analysis of collected data) 100 % workload – 300 euros 3 months=900,</p> <p>4. Specialist in community work (responsible for</p>

			<i>questionnaire collection) 100 % workload – 200 euros 3 months=600</i>
2.	<i>Administrative expenses (a limit of 960 euros)</i>	<i>Example: 100 euros * 7 months = 700 euros</i>	<i>Office rent, communications, stationary, etc.</i>
3.	<i>Equipment and furniture (a limit of 1,000 euros)</i>	<i>1,000 euros one-time payment</i>	<i>Two computers, chair, desk, drawer</i>
4.	<i>Programmatic activities</i>	<i>Example: 1,200 euros</i>	<i>List of planned activities: Coffee/tea for meetings, printing leaflets, infosheets, transportation costs, Presents for the interview participants</i>
5.	<b><i>Total requested amount: (it should not exceed 7,000 – 8,000 euros)</i></b>	<i>7,200 euros</i>	

### Period of the small grant

June – December 2016

### Application set

- 1) A document confirming the legal status of the organization specifying the date and place of its registration;
- 2) Brief description of the main areas of the organization’s activities and its operational experience relevant to the Call for Proposals
- 3) Information about Applicant
  - Full name
  - Place and authority of registration
  - Address
  - Bank details
  - Name of executive official
  - Telephone number and email
  - Name, position telephone and email of the contact person
- 4) Cover letter clearly summarizing organizations’ experience as it pertains to the scope of the small grant.
- 5) CV of the key project staff who will participate in service assessment

### Stages of the Call for Proposals

The overall timeframe of the Call is from 12 May to 22 May 2016. The Call will be conducted in three stages:

#### (1) Application submission

At this stage, EHRN staff will check the applications to make sure they meet the requirements. Only applications that meet the requirements of this Call for Proposals will be accepted and registered (the full list of documents needed is provided in the *application forms*).

The application form can be filled in one of the following languages – Russian or English.  
The filled application has to be accompanied by all additional documents listed in the application form.

(2) Application selection

Recipients shall be selected by the Expert Group composed from the three networks participating in the project: EHRN, ECUO and ECOM.

(3) Negotiations and contract signing

31 May – announcement of results

June 01 –10, 2016 – detailed negotiations on contract terms will be conducted – contract terms, work plan and budget for the small grant recipients, contract signing.

June 14 –17, 2016 – training for selected small grant recipients.

**Application procedure**

- Complete the application form online
- Only complete document packages will be accepted (see application set above);
- All additional documents shall be submitted in scanned form (as ".pdf" or ".jpg" files);

EHRN reserves the right to request from applicants to provide further documents and information to substantiate or to clarify the information listed on the application.

**If you have questions related to selection criteria and community-related requests:**

For PLWH community organizations: please, contact Hovhannes Madoyan, ECUO ([hovhannes.madoyan@gmail.com](mailto:hovhannes.madoyan@gmail.com))

For community organizations of MSM and transgender people: please, contact Marcus Oda, ECOM ([marcus@ecom.ngo](mailto:marcus@ecom.ngo))

For PWUD community organizations: please, contact Daniel Kashnitsky, EHRN ([daniel.kashnitsky@harm-reduction.org](mailto:daniel.kashnitsky@harm-reduction.org))

**Application deadline is 6:00 pm Vilnius time on May 30, 2016.**

**Any questions regarding the tender and filling out the application shall be sent to [daniel.kashnitsky@harm-reduction.org](mailto:daniel.kashnitsky@harm-reduction.org).**