



2010-2011 HIV PREVENTION RESEARCH ADVOCACY FELLOWSHIP

Frequently Asked Questions for Host Organisations

1) What is the HIV Prevention Research Advocacy Fellowship?

The HIV Prevention Research Advocacy Fellowship is a program for emerging and mid-career advocates in developing countries interested in biomedical HIV prevention research advocacy. It is designed to strengthen the capacity of individuals and organizations interested in working in this area. The program provides financial and technical support for selected Advocacy Fellows.

2010-2011 is the second year of the Advocacy Fellowship. The Advocacy Fellowship was launched as a joint partnership of AVAC and the Global Campaign for Microbicides (GCM) in 2009. AVAC now manages the Advocacy Fellowship independently. However, GCM remains a resource for Advocacy Fellowship and for all advocates.

(Please see the Advocacy Fellowship Information Packet for more information.)

2) How long is the HIV Prevention Research Advocacy Fellowship?

One year, from January 2011 to December 2011. In addition, prior to the start of the project, Advocacy Fellows would be required to contribute a total of 3-5 days in the initial two to three month work planning period in October through December 2010.

3) Where does the Host Organisation fit in the structure of the HIV Prevention Research Advocacy Fellowship?

Each Advocacy Fellow is housed at a Host Organisation in his/her country. The Host Organisation plays an integral role in the Fellowship. It is the signatory on, and administrator of, the Advocacy Fellowship grant, which includes financial support for the Advocacy Fellow, overhead costs for the Host Organisation, and a modest activities

budget for the Advocacy Fellow's project. Overhead costs or administrative costs are those costs that are incurred by the organisation to support all activities and cannot be directly attributed to the Fellowship activity (for example, rent, phone, some personnel costs such as executive director, accounting and administrative staff time; overhead costs do not need to be supported by receipts; AVAC will pay a percentage of up to 15% for overhead costs to be applied to total direct costs.)

The Host Organisation also provides a supervisor for the Advocacy Fellow, who monitors and supports his/her activities and ensures they are integrated into the broader goals and projects of the Host Organisation. AVAC provides mentorship to the Advocacy Fellows and also has regular contact with the Host Organisation Supervisors throughout the duration of the project.

4) Who manages the Advocacy Fellow?

In addition to the Host Organisation Supervisor, each Advocacy Fellow has a Mentor at AVAC. The AVAC Mentor is in regular contact with the Advocacy Fellow to monitor progress in his/her work plan and its implementation. The Mentor offers technical guidance and helps link the Fellow to other projects/activities/contacts that will help the Fellow and/or his/her project. The Supervisor also monitors and supports the Advocacy Fellow's activities, with a focus on integrating them into the broader goals of the Host Organisation. Mentors and Supervisors have regular phone calls to coordinate and discuss emerging issues.

5) A current employee is interested in applying for the Fellowship. Will he or she become an employee of AVAC?

Advocacy Fellows are not employees of AVAC. The Host Organisation signs the Fellowship grant agreement and administers the grant, which includes the Advocacy Fellow's compensation and medical benefits, through its payroll or other suitable mechanism. Financially and administratively, the Advocacy Fellow is housed at the Host Organisation, with funding for his/her time and activities coming from the Fellowship grant.

6) The prospective Advocacy Fellow isn't employed by our organisation at present. Do we have to hire him/her at the close of the Advocacy Fellowship?

The Fellowship program is designed to build the capacity of the Advocacy Fellows but also strengthen the Host Organisation's institutional capacity for prevention research advocacy. We anticipate that Advocacy Fellows will develop and execute work plans that are of ongoing relevance to their communities and Host Organisations and that,

where possible, these projects will be integrated by the Host and continue to develop after the one-year Advocacy Fellowship has concluded. However, the Host Organisation is under no obligation to hire the Advocacy Fellow at the end of the project. During the work planning process, AVAC will work with the Host Organisation to address context-specific issues related to local labor laws—e.g. ensuring that the Fellowship is structured such that at the conclusion of the one-year project, the host organisation is not liable for severance pay for the Advocacy Fellow.

7) How do you determine Advocacy Fellow’s financial compensation?

Financial compensation is determined on a case-by-case basis based on input from the Host Organisation, salary benchmarks for individuals at comparable jobs/experience levels at related NGOs or other organisations in the same country, and the Advocacy Fellow’s current salary. AVAC is committed to providing compensation that is adequate, fair and sufficient for the Advocacy Fellow to work on his/her project on a full-time basis. Compensation can also include medical benefits, social security programs, as determined by the Host Organisation. The Host Organisation is responsible for compensating the Advocacy Fellow and administering his/her benefits. This is commonly done through the Host Organisation’s payroll and benefits program; other financial arrangements, e.g. a consultancy agreement, could also be considered.

8) How much work is involved in hosting a Fellow?

It varies. In some instances, Advocacy Fellows work alongside their Supervisors at Host Organisations, with daily exchanges, management and interaction. In other instances, the Advocacy Fellow works more independently, checking in with the Supervisor on a weekly or other periodic bases. At minimum, hosting an Advocacy Fellow involves providing the financial and administrative support for his/her grant including payroll and benefits, cash advances and reimbursement of vendors for Advocacy Fellowship related activities, and monthly or more frequent management on the part of the Supervisor. The Supervisor is also expected to participate in quarterly teleconferences with other Host Supervisors, and s/he may be invited to AVAC convened-meetings and Fellows orientation sessions.

It is important to note that the Advocacy Fellowship grants do not provide financial compensation for the supervisor. It is expected that these activities will be incorporated into his/her current job description.

Also, the Host Organisation is responsible for two financial and program reports (at the mid-point and conclusion of the Fellowship) that account for the funds disbursed. The Advocacy Fellow provides support in programmatic reporting.

9) Who in the organisation is best suited to be the Fellow’s Supervisor?

Advocacy Fellow Supervisor roles include: advising the Advocacy Fellow on program activities and management, ensuring that the project is integrated into current organisational activities, and, where applicable, working with the Advocacy Fellow to identify ways to sustain and build on activities after the Advocacy Fellowship year is completed. Supervisors also participate in quarterly teleconferences, and may be invited to meetings related to the Advocacy Fellowship.

10) What does my organisation receive in return?

The Advocacy Fellowship offers a wealth of opportunities for technical capacity-building for the Advocacy Fellow, his/her Supervisor and other staff members in a project area of interest to the Host Organisation. This includes participation in skills-building meetings, phone calls and site visits by AVAC staff; access to AVAC programs, finance and administrative staff both during the Fellowship and as partners in the future.

11) How will our organisation be kept informed about the Fellow’s activities?

Each Advocacy Fellow and Supervisor are expected to set up mechanisms for providing feedback and progress updates to the relevant staff at the Host organisation. Each Advocacy Fellow prepares monthly and quarterly reports that s/he circulates to both the Mentor and the Supervisor. Supervisors have periodic calls with AVAC staff. In addition, the Host Organisation is encouraged to develop a reporting system that meets its needs.

12) What happens when the Fellowship is over—how is the project sustained?

AVAC is committed to helping Fellows and Host Organisations build on the experiences of the Fellowship year. Mid-way through each Advocacy Fellowship year, AVAC encourages Advocacy Fellows, Supervisors and other Host Organisation staff to review progress and think about sustainability plans including possible follow-up projects or next steps, strategies for identifying and approaching additional sources of funding. In some instances, additional funding may be available for follow-up work through AVAC. In other instances, AVAC will work with the Host Organisation and Advocacy Fellow to identify other potential partners and sources of support. In every case, the Host Organisation 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.

13) Can organisations apply to host an Advocacy Fellow?

At this time, we are accepting applications only from individuals. If your organisation is interested in hosting an Advocacy Fellow, please contact the Fellowship hosts at fellows@avac.org to explore this possibility as we may be looking to pair applicants with Host Organisations.

For more information, please contact fellows@avac.org