



*National AIDS Council (NAC) in conjunction with
the United Nations Population Fund (UNFPA)*

**CALL FOR APPLICATIONS: Behaviour Change Promotion in Harare and
Bulawayo as a Means of Preventing HIV transmission**

Frequently Asked Questions

General / background

- **What is this *Call for applications* trying to achieve?**

This Call for Applications is launched in support of a specific component of the National Strategic Plan on HIV and AIDS. In this national plan, promotion of behaviour change is considered a key priority in order to reduce the number of new HIV infections. Therefore the National AIDS Council, in consultation with multiple stakeholders, has developed a draft National Behaviour Change Strategy, which is expected to be launched in the near future. This is a strategy addressed to all Zimbabweans and requires contributions from various players including multiple sectors, community groups, media, researchers as well as traditional, political and religious leaders. While NAC will co-ordinate the multi-sectoral response to HIV prevention, support is sought from civil society organizations for implementation. The selected organizations will become BC support organizations expected to cover a city or a part of a city in implementing district behavioural change plans.

Eligible organizations

- **Which organizations are eligible to apply?**

Registered, not-for-profit organizations with experience in HIV prevention and/or social mobilization. They can be international or national/local NGOs, faith-based Organizations or research institutions as long as they are registered according to Zimbabwean regulations. The organizations must have experience in implementing programmes and sound administrative systems. Not registered organizations, community groups and small

organizations without professional administrative capacity cannot be considered, but could at a later stage receive support through the selected organizations.

- **How can we determine whether our organization has a good chance to succeed?**

The profile of organizational capacity of applying organizations will be carefully assessed. Not all districts are the same and therefore a broad range of organizations is invited to apply. In order not to create wrong expectations the following should be noted: The focus of this call will be on established national, provincial or district level organizations with specific experience in HIV prevention.

- **Can Churches, Trusts, networks or research institutions apply to these funds?**

Yes, if they are registered with the relevant authorities and are working on HIV prevention.

- **What happens if the organization is not registered as a non-profit organization (PVO) or Registered Research Institution?**

Organizations without the necessary registration cannot apply.

- **How will this call then benefit small, community-based organizations and groups that are not registered and lack the required administrative systems?**

The work supported through this call and co-ordinated by NAC shall ultimately benefit all community members and organizations. As mentioned, one organization will be selected as a BC support organization. As such this

organization will collaborate with other partners through district BC fora and other activities.

- **If an organization has the expertise/experience to work on HIV prevention but it is not currently doing so, can it still apply?**

Yes, in exceptional cases as long as they have expertise in advocacy or social development and are present in the areas they propose to work. It should, however, be noted that the nature of the work is not humanitarian aid, but requires experience in dealing with complex and sensitive socio-cultural issues. Preference will therefore be given to organizations with specific relevant experience in HIV prevention and behavioural change promotion.

- **Are DAACs and other NAC or public structures, eligible?**

No, in this call NAC and UNFPA are jointly calling for applications from civil society organizations. The understanding is that NAC and its structures will co-ordinate while the selected civil society organization will implement at district level. However, in the future, depending on additional, more flexible funding, other partners will be applying too.

- **Can UN agencies apply?**

No, UN agencies cannot apply under this call but are encouraged to share this call with their partners who meet the eligibility criteria.

Application form

- **Why do we need to complete this form and not write a proposal?**

The purpose of this application form is to conduct a self-assessment of capacity and experience in behavioural change promotion. A project proposal is not required at this stage, because the action will be determined in a broader planning framework.

- **Should the form be filled electronically or by hand?**

Although submissions in hand-writing can be accepted, electronic submissions are preferred, since they show the capacity of the

organization to use electronic data processing equipment.

- **Should we attach other documentation about our organization?**

Copies of mission statement and confirmation of registration need to be attached. Other documentation on successful initiatives of the organization or samples of IEC materials can be attached (but we will not be able to return any materials).

- **What happens if the organization does not have some of the systems or some of the experience, which is asked for?**

The application form will provide organizations with the opportunity to assess their own organizational capacity. Gaps in some areas are not reasons for exclusion. It is important to identify gaps, which need to be addressed through organizational capacity strengthening or possibly additional human resources.

- **Can our organization also apply, if we are not yet working in Harare and Bulawayo?**

Yes. Organizations with experience in working in other provinces may also apply.

- **Will our organization receive additional human resources to cover more districts?**

Yes, but the extent to which additional human resources can be funded will depend on

- existing human resources
- the size of the area covered
- availability of resources
- your ability to accommodate staff contracts within the resources made available by donors

Type of action expected from the organization

- **What kind of action will be expected from selected organizations?**

The overall direction of the expected action is outlined in the new National Strategic plan on HIV and AIDS (2006-2010) and in the (draft) National Behaviour Change Strategy 2006-2010. Please read the (draft) Behaviour Change Strategy carefully and pay particular attention to

the tables on action at district and ward level. These are the areas that will be supported by this call. Some elements are expected to be the same in all areas, other action will depend on the concrete context and nature of the district BC plan that will be developed.

- **Is this a national initiative or just for Harare and Bulawayo?**

In principle this is a national programme, but partners for other provinces of the country had already been identified earlier.

Selection process

- **How is the selection process? What is next after the form is submitted?**

Applications will be subject to a rigorous two-step review process. Step 1 will be a basic scoring process determining eligibility and suitability. Step 2 will be a thorough qualitative analysis and discussion of the eligible and suitable applications. Comparative advantages of organizations in covering certain areas will be analyzed at this stage.

- **What criteria will be used for the selection?**

All areas of the application form will be carefully reviewed and scored. Scores will **not** depend on the number of questions answered with “yes” or “no”, but on the overall suitability of the organizational profile for the types of actions outlined in the national strategies. The Evaluation Committee may invite applicants for a consultation to Harare. Members of the Evaluation Committee may decide to visit applying organizations for an in-depth discussion of the capacity assessment provided through the application form.

Duration

- **Which period will this call cover?**

The National Strategic Plan on HIV and AIDS including the behaviour change strategy cover the period 2006-2011.

Deadline for submissions

- **Is the 7 December deadline flexible?**

No. The deadline is strict and late applications will not be considered. If you fear a delay in postal delivery, please forward an electronic copy of the filled application form before the deadline.

Other questions / implementation

- **Who will disburse the funds to successful organizations?**

At the moment funding for implementing the strategy in Harare and Bulawayo is expected to cover two years. The funds will be managed by UNFPA, which will in turn disburse them to successful organizations. Please note that being selected does not imply a commitment to receive funding. Funding levels will only be determined in annual work planning processes

- **Who do organizations have to report to?**

Organizations will report both to the NAC and UNFPA who will provide feedback to a broader group of stakeholders including government and funding partners.

- **Apart from the funds, what other support implementing organizations will get?**

NAC, UNFPA and other members of the technical support group on behavioural change will assist the implementing organizations in building up their capacity to achieve the objectives. They will also provide materials and tools. Continuous capacity development covering different areas (organizational, financial, programmatic, M&E, etc.) will be provided.

- **Apart from these Frequently Asked Questions, which documents should we have to complete our application?**

- Call for Applications (1 page)
- Application Form
- National BC Strategy 2006-2010