CRG Technical Assistance Request Form

Community, Rights and Gender Technical Assistance provides support to civil society and community organizations to meaningfully engage in Global Fund related processes throughout the grant lifecycle.

*Before**submitting this application to the Global Fund please make sure that your application is reviewed by the* [*CRG Regional Platform*](https://www.theglobalfund.org/media/10393/crg_regionalplatforms_contactdetails_en.pdf) *in your region.*

**Applicant details**

|  |  |
| --- | --- |
| Name of organization |  |
| Type of organization | [ ]  Key population network or organization[ ]  Youth-led network or organization[ ]  Women’s network or organization[ ]  Network or organization of people living with HIV or affected by tuberculosis or malaria[ ]  Civil society network or organization led by or working with other affected communities (e.g., migrants, refugees, miners)Other:       |
| Address |       |
| Country/ies  |       |
| Focal point |       |
| E-mail |       |
| Phone number |       |
| Is your organization a | [ ]  PR [ ]  SR/SSR [ ]  CCM member [ ]  CCM observer [ ] [ ]  [ ]  None of the options |
| Date of request  |       |
| Envisaged start date of assignment[[1]](#footnote-2) |       |
| Envisaged country NFM4 submission window | *Guidance: Please submit your TA request* ***at least*** *six months before the NFM4 submission window* |

Which organizations were involved in preparing this request? Please outline their level of involvement.

|  |
| --- |
| *Guidance: Please include a list of all organizations/networks engaged in request development as well as their level of involvement (e.g., request writing, request review) and state if any are a PR, SR, SSR, CCM member, CCM observer. If the request is submitted by a consortium of organizations, which is strongly encouraged, please mention all organizations and outline the request development process.*  |

1. **Background and rationale *(max. 1 page)***

1.1 Please describe the reason for requesting CRG technical assistance.

|  |
| --- |
| *Guidance: Please make a link to planned NFM4 processes in your country.* |

1.2 Is the request linked to any of the Global Fund main areas of work *(please select all that apply)*?

[ ]  HIV

[ ]  Tuberculosis

[ ]  Malaria

[ ]  Resilient and sustainable systems for health (RSSH)

1.3 How will the technical assistance strengthen the engagement of civil society and communities in Global Fund-related processes?

|  |
| --- |
|       |

1.4 Which key and vulnerable population communities will be engaged in this technical assistance *(please select all that apply)*?

|  |  |
| --- | --- |
| [ ]  Men who have sex with men[ ]  Sex workers[ ]  Transgender people[ ]  People who inject or use drugs[ ]  People living with HIV | [ ]  People in prisons and other closed settings[ ]  Migrants, refugees and internally displaced people[ ]  Miners and mining communities[ ]  Adolescent girls and young womenOther:       |

1. **Objective(s) *(max. 1 page)***

2.1 Which of the following CRG SI priority area(s) for NFM4 technical assistance would best meet your need?

|  |  |
| --- | --- |
| 1. **Track A: Situational analysis and needs assessment**

[ ]  A.1 CRG-related assessment to inform NFM4 funding request development [ ]  A.2 NFM3 program review to inform NFM4 funding request development 1. **Track B: Engagement in country dialogue processes**

[ ]  B.1 Community consultation(s) to inform priorities for NFM4 funding requests [ ]  B.2 Coordinating input into key GF-related documents (e.g., funding request or grant-making documents) | 1. **Track C: Supporting design and implementation arrangements**

[ ]  C.1 Costing support |

*Note: You can find more information about the areas of technical assistance in the* [*guidance note*](https://www.theglobalfund.org/media/10403/crg_technicalassistanceguidance_note_en.pdf)*.*

2.2 What are the main objectives of the technical assistance?

|  |
| --- |
|       |

1. **Scope of work (max. 2.5 pages)**

3.1 Please select one or several TA tracks and sub-activities that you would like to request technical assistance for. Prioritize tasks that you consider essential for strengthening engagement and that are not yet covered by other funding sources.

**Track A: Situational analysis and needs assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please select** | **Task/activity**  | **Remarks** (In-country or desk work) | **No. of expert days**  |
| [ ]  **A.1 CRG-related assessment or** [ ]  **A.2 NFM3 program review to generate strategic information for decision-making to inform NFM4 funding request development**  |
| [ ]  | Preparation: Organize kick-off call, refine scope of work and finalize budget with TA requestor, rapid desk review of relevant documents and development of inception report (e.g., sampling, data collection tools) |       | 4 |
| [ ]  | Data collection and analysis: Training of data collectors, data collection (KIIs or FGDs) and analysis  |       | 5-8 (TBC) |
| [ ]  | Reporting and validation: Report development, validation and presentation to key stakeholders, integration of comments and finalization |       | 3 |
| [ ]  | Mentoring: Guidance on use of assessment / program review outcomes to inform NFM4 |       | 3 |
| **Total**  | **15-18** |

**Track B: Engagement in country dialogue processes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please select** | **Task/activity**  | **Remarks** (In-country or desk work) | **No. of expert days**  |
| [ ]  **B.1 Virtual or face-to-face community consultation(s) to inform priorities for NFM4 funding requests.** |
| [ ]  | Preparation: Organize kick-off call, refine scope of work and finalize budget with TA requestor, rapid desk review of relevant documents and development of inception report (e.g., agenda, participant lists, timeline) |       | 4 |
| [ ]  | Community consultation(s): Prepare, facilitate, and document virtual or face-to-face community consultation(s) to identify, systematize and prioritize community priorities in line with GF templates and technical guidance.  |       | 5-8 (TBC) |
| [ ]  | Reporting and validation: Report development, validation, integration of comments and finalization |       | 3 |
| **Total**  | **12-14** |
| [ ]  **B.2 Coordinating input into NFM4 funding requests and grant-making (e.g., review of draft funding requests or grant-making documents)** |
| [ ]  | Community consultation(s): Prepare, facilitate, and document virtual or face-to-face community consultation(s) to review draft funding request or grant-making documents. |       | 3-5 |
| [ ]  | Mentoring: Guidance during funding request writing or grant-making |       | 3 |
| **Total**  | **6-8** |

**Track C: Other - Costing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please select** | **Task/activity**  | **Remarks** (In-country or desk work) | **No. of expert days**  |
| [ ]  **C.1 Costing support[[2]](#footnote-3)** |
| [ ]  | Virtual backstopping and mentoring support on costing, including clarification on costing resources and tools or review of and comments on draft budgets. |       | 2 |
| [ ]  | Virtual support to cost civil society and community priorities.  |       | 5 |

3.2 Please select the key deliverable(s) of the assignment and state how they will be used by civil society and communities to influence Global Fund and related processes.

**Track A: Situational analysis and needs assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key****deliverable(s)** | **Date of delivery** | **Anticipated use of deliverable(s)** | **Timeframe for use of deliverable(s)** |
| [ ]  **A.1 CRG-related assessment or** [ ]  **A.2 NFM3 program review to generate strategic information for decision-making to inform NFM4 funding request development** |
| Updated TA request and budget |       (Week 1) | Annex to contract with TA provider | / |
| Inception report |       (Week 2) | Inform stakeholders and implementation of TA  | / |
| Assessment or program review report |       (Week 6 – 12) | Inform NFM4 funding request writing | CRG SI TA survey: 3 months after assignment  |

**Track B: Engagement in country dialogue processes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key****deliverable(s)** | **Date of delivery** | **Anticipated use of deliverable(s)** | **Timeframe for use of deliverable(s)** |
| [ ]  **B.1 Virtual or face-to-face community consultation(s) to inform priorities for NFM4 funding requests.** |
| Updated TA request and budget |       (Week 1) | Annex to contract with TA provider | / |
| Inception report |       (Week 2) | Inform stakeholders and implementation of TA  | / |
| Consultation report |       (Week 6 – 12) | Inform NFM4 funding request writing | CRG SI TA survey: 3 months after assignment |
| [ ]  **B.2 Coordinating input into NFM4 funding requests and grant-making (e.g. review of draft funding requests or grant-making documents)** |
| Review and comments on funding request or grant-making documents |       | Inform NFM4 funding request writing or grant-making  |       |

**Track C: Other**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key****deliverable(s)** | **Date of delivery** | **Anticipated use of deliverable(s)** | **Timeframe for use of deliverable(s)** |
| [ ]  **C.1 Costing support** |
| Review of and comments on costed community priorities |        | Inform NFM4 funding request and budget | CRG SI TA survey: 3 months after assignment |
| Cost estimate of community priorities  |        | Inform NFM4 funding request and budget | CRG SI TA survey: 3 months after assignment |

3.3 If applicable, please list other expenses in the table below (e.g., workshop-related costs such as room hire, catering, transport reimbursement, PPE during COVID-19, data collection related travel or material).

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost category/item**  | **Number of units** | **Price per unit (USD)** | **Total (USD)** |
| ***General guidance****: include the budget in USD or add a column for currency conversion if you prefer budgeting in a local currency; costs related to the consultant (e.g., daily fee, travel, DSA) will be costed by the TA provider and do not need to be included* |       |       |       |
| ***Guidance for costing data collection*** *(KIIs, FGDs) during rapid assessments or program reviews: include training and travel costs for data collectors (if applicable), include PPE (masks, sanitizer) for data collectors and participants* |       |       |       |
| ***Guidance for costing meetings****: include the breakdown of meeting costs for all required meetings (e.g., transport, coffee break, lunch, accommodation) per person and per day, make a differentiation for participants from the capital and outside the capital, include a cost estimate for PPE (masks, sanitizer), include translation costs for workshops or final reports (if applicable), include data support for virtual meetings (if applicable). Virtual or hybrid consultations are encouraged wherever possible.*  |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Total** |       |

3.4 Please list the required language skills of expert(s) as well as other qualifications or expertise you consider important for this assignment.

|  |
| --- |
|       |

1. **Other information *(max. 1.5 pages)***

4.1 Have you liaised with your CCM regarding this technical assistance? Please provide full information and details of people that you contacted.

|  |
| --- |
|       |

4.2 Have you liaised with the Global Fund country team regarding this technical assistance? Please provide details of people that you contacted.

|  |
| --- |
|       |

4.3 Has your organization received support from any CRG Regional Platform to complete this application? Please provide details of people that you contacted.

|  |
| --- |
|       |

4.4 Has your organization applied to other technical assistance providers with the same or a similar request (e.g., UNAIDS country offices, UNAIDS TSF, WHO, GIZ, L’Initiative)? If yes, please provide details, including the outcomes.

|  |
| --- |
|       |

4.5 Please state any other relevant information that might support this application.

|  |
| --- |
|       |

Please submit your application to crgta@theglobalfund.org. We thank you for your interest in CRG Technical Assistance. We will review your application internally and get back to you soon.

1. Please note that the mobilization of technical assistance may take 2-3 months from the date of submission. [↑](#footnote-ref-2)
2. Please only select one costing option. This support is only available in cases where communities are not in the position to cost interventions themselves or do not have access to national costing support (e.g. through writing team, PR). [↑](#footnote-ref-3)