

# 2011 CALL FOR PROPOSALS

## Training in Developing Countries

Fonds de dotation  
PIERRE BERGÉ

with



Since 2002, Sidaction and the Pierre Bergé Endowment Fund have been supporting training programs in the areas of biological, medical and psychological follow up of people living with HIV/aids as well as in ethics in scientific research and professional practices in the HIV field.

These training programs are for professionals working in Africa, Eastern Europe and Asia.

**The overall objective of this call for projects is the continual improvement of medical and psychological care, treatment and support of people living with HIV. The majority of the funding for these projects comes from the Pierre Bergé endowment fund and is co-funded by the French Development Agency and Sidaction.**

So as to ensure better monitoring of the projects that receive funding as well as an overall coherence within Sidaction's international programs, this year's call for projects will include specific geographic areas. People who will be learning or receive training as result of this funding should be working in one or several of the following countries:

**Africa:** Burkina Faso, Bénin, Burundi, The Congo, The Democratic Republic of Congo, Cameroon, Djibouti, Ivory Coast, Kenya, Morocco, Mali, Mauritius, Niger, Nigeria, Senegal, Somalia, South Africa, Togo, Zimbabwe

**Asia:** China, India, Nepal, Thailand

**Europe:** Azerbaïdjan, Georgia, Roumania, Russia, The Ukraine

**Caribbean:** Haiti

Particular attention will be given to training projects for professionals working in HIV/AIDS (community-based) organizations.

**APPLICATION DEADLINE:**

**January 28, 2011**

(by e-mail to Ms Aïda Kanoute – [a.kanoute@sidaction.org](mailto:a.kanoute@sidaction.org))

For any additional information before this deadline, please contact:

Sidaction

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International Programs, Capacity Building Unit

228 rue du Faubourg Saint Martin – 75010 Paris - France

## **I. Areas given priority consideration:**

In 2011, Sidaction wishes to support on-going training programs in the following areas:

- Clinical care and treatment for adults and children living with HIV (including clinical monitoring of patients experiencing ARV treatment failure, treatment of HIV/TB or HIV/Hepatitis co-infections, as well as of the main pathologies associated with HIV; follow-up of the mother-child pair; biomedical prevention activities such as vertical transmission and the use of ARVs in post exposure prophylaxis.)
- Paramedical and psychological care of adults and children living with HIV, including positive prevention
- Best pharmaceutical practices, supply management and dispensation of ARVs
- Treatment literacy
- Laboratory technologies used to monitor HIV (CD4 count, viral load, resistance tests, sampling and analysis using filter paper, diagnosis for the most common opportunistic infections.)
- Research in areas relevant to HIV infection (biomedical: care, treatment and prevention-- and social science),
- Ethics in HIV-related research (biomedical: care, treatment and prevention – or in social science research) as well as in professional medical and paramedical practices
- Support for setting up or consolidating centers that offer ongoing training in the HIV field for professionals working mainly in a community-based setting.

## **II. Persons eligible to receive training**

- **Medical, paramedical and psychological staff working in the community based organizational setting or in de-centralized healthcare centers:** *doctors, nurses, pharmacists, pharmacy managers, psychologists, counselors, midwives, social workers, nurses aides,...*
- **Biologists and Laboratory technicians** working in a community-based organizational setting or in decentralized healthcare centers
- **Student researchers who are in their third university cycle** in the biomedical fields
- **Ethics Committee members** being solicited to consult on HIV-related research

## **III. Eligible training activities:**

- Residential ongoing professional training ( as part of a degree curricula or non-credit-bearing curricula ) conducted by associations (non profit organizations), or universities in developing and emerging countries
- Distance learning courses (via Internet), which guarantees a personalized monitoring of participants (tutoring)
- Short internships relevant to the learner's professional context (only within the framework of an overall educational project or in conjunction with theoretical training)

## **IV. Eligible Organizations**

- Non-governmental organizations based in one of the eligible countries (listed on p.1)
- Non-governmental organizations based within the European Union and implementing training for professionals working in the eligible countries
- Universities with continuing education programs for professionals working in the eligible countries.

*Sidaction will not grant funds to any organization that does not promote and distribute condoms in the context of the services they provide to people living with HIV/AIDS.*

## **V. Project Duration**

The duration of accepted projects **may not exceed 24 months**. Expenditure are eligible as of April 1<sup>st</sup>, 2011.

## **VI. Expenses which are eligible for funding:**

- Costs associated with speakers and trainers from abroad: honoraria, economy class airfare, visa costs, ground and local transportation, food and accommodation at the training site,...
- Costs associated with local speakers and trainers: honoraria, transportation, accommodation (if the speakers do not live in the city where the training is taking place) and food at the training site.
- Salaries for training coordinators or trainers working full time on the training project (not to be combined with per diem costs)
- Transportation and accommodation for the trainees, meals during the training...
- Equipment and room rental, as necessary to carry out the training
- Purchase of a video projector and/or computer dedicated specifically to the training project ( but limited to 1,000 euros per project).
- Creation/purchase of educational and pedagogical materials
- Costs associated with the training project's monitoring and evaluation (evaluation of the impact on improving patient care and treatment). Costs associated with this activity should not be connected to the general organizational supervision nor the organization's transportation costs.
- Project running and administration costs (limited to 10% of the total amount requested)

## **VII Expenses which are NOT ELIGIBLE for funding:**

- Individual funding requests for training or internships (*requests related to transportation/accommodation costs and per diems incurred by the participants should be made directly by the training project organizers*)
- Individual funding requests for participation in scientific or medical conferences
- Awareness training with an emphasis on informing rather than on training.
- Distance training/learning via the internet which does not include personalized or individualized support for the learners
- Training for community or religious leaders, (persons receiving training must belong to an organization that regularly supervises their activities )
- Training for students enrolled in basic training
- Training on the following issues: spiritual and religious support, income generating activities, legal support
- North-South training activities not aimed at researchers or teams working directly with people living with HIV/AIDS
- Any North-South missions not directly related to the preparation, realization, monitoring, or evaluation of training activities
- Salaries or indemnities of the trainees, during or after the training (this call for proposals is for financing training projects and is not for costs related to medical and psychological care of people living with HIV/AIDS).
- Training projects exclusively carried out by Health Ministry staff or HIV/AIDS National Programs personnel and/or exclusively addressed to learners working in public institutions
- Honoraria / per diems for trainers already salaried for an educational purpose within the organization for which or on behalf of which they will be doing the training (the only eligible expenses will be transportation to and from the training site and food.)

## **VIII Application Evaluation**

Proposals that fulfill the eligibility criteria of this Call for projects, will be reviewed by two members of the Sidaction "training committee" composed of experts working in the field of HIV/AIDS and training. Applications will be evaluated based on the following criteria:

- description and analysis of the context of the training activity
- description and analysis of the problems identified
- analysis of training needs
- relevance of the training to the problems identified (is the training the right and/or the only response to the problem(s) identified?)
- adequacy of the contents of the proposed training in relation to the training needs
- relevance of the goals and training content to the organization's activities and professional setting of those receiving the training
- relevance of the methods and pedagogical resources offered for the training seminars, with particular attention to methods that encourage new skills' acquisition and improving professional practices.
- fit of the proposed training activities with existing training opportunities in the country

- teacher/trainer's skills and experience in relation to the seminar's content
- involvement of the trainers from the country where the training will take place (particularly for projects conducted by an organization not based in the country involved in the training)
- role and function of participants when the training activity has ended
- process of monitoring and evaluation of the training
- adequacy of the budget and funding request with the training project
- project cost in relation to the number of participants
- submitting organization's experience in the HIV/AIDS field and the role this organization will play in the training project
- impact of the training on the improvement of medical and psychological care and treatment of people living with HIV
- involvement of other financial partners (funding from other partners is not obligatory but strongly encouraged)

Each proposal will then be discussed and debated by the full committee of experts (during the first two weeks of April, 2011). Finally, these decisions will be validated by Sidaction's Board of Directors, at their meeting which will be held during the last two weeks of April, 2011.

### **IX Financial grants**

No new funding will be granted to an organization if financial and narrative reports for a prior grant have not been submitted to Sidaction (including all Sidaction calls for proposals).

Grants will be confirmed through the signing of a funding agreement between Sidaction and the organization. This contract will specify the general framework of the funding granted by Sidaction and the details concerning the allocation of the grant.

Grants will generally be dispersed in two installments to the bank accounts of the accepted associations or institutions (bank accounts should bear the name of the organization which submitted the project)

### **Project Reports**

Funding recipients are required to submit intermediary financial and narrative reports to Sidaction, as well as a complete final report **within the three months** following project completion.

### **Examples of projects accepted in 2010**

<b>Association</b>	<b>Project Title</b>	<b>Grant</b>
Kasabati Burkina Faso	Training the GTIE staff: Capacity building for civil society on the ethics of research and care	16.000 €
SWAA Littoral - Cameroon	Capacity building for psychosocial counselors of associations and doctors in Prevention of HIV Transmission from mother to child	11.500 €
ReMeD - France	Pharmacist training in dispensing ARVs and other medicines used to treat HIV-related illnesses in RDC	30.800 €
Plus Group - Georgia	Training program on paramedical care of PLWHA in West Georgia	6.500 €
Arcad Sida - Mali	Reinforcing the capacity of pharmacists on dispensation and treatment literacy.	15.000 €
SOLDA – Somaliland (North West Somalia)	HIV Antiretroviral Medication Training for Nurses in Somaliland	8.100 €
Espoir Vie Togo - Togo	Ongoing training for the Espoir Vie-Togo staff in the field of HIV/AIDS	9.600 €
Ouagadougou University – Burkina Faso	“Inter-University Course / Diploma on comprehensive care for people living with HIV/AIDS, for medical and paramedical professionals working in French speaking countries in Africa » / Year 2008 – 2009.	65.000 €

## APPLICATION DOCUMENTS

Application documents must include:

- I An official cover letter outlining the grant request**, addressed to Sidaction, signed by the President or the Director of the organization, on letterhead
- II. Duly completed application form** (Excel file including the administrative sheet and the funding request form, enclosed in the 2011 Call for Proposals documents). This form also includes the project budget (2<sup>nd</sup> worksheet bar).
- III. Project proposal** (details and contents below).
- IV. Administrative or complementary documents listed below:**
  1. 2009 Annual activity report approved by the General Assembly
  2. 2009 Annual financial report (This report must show whole the expenses and incomes)
  3. 2010 annual activity and financial reports (if these 2010 reports are not available by the end of January 2011, please include in your documents at least a brief note about the main activities carried out by your organization in 2010).
  4. Projected Budget for 2011 with all anticipated income and expenses, including Sidaction's expected grants.
  5. The organizations by-laws
  6. A copy of the organization's official registration
  7. The dated composition of the Board of Directors and Staff
  8. Minutes from the last general assembly or Board meeting
  9. Internal Rules
  10. Official bank document with account number and banking details

*These documents are compulsory for organizations having not received any grant from Sidaction. Organizations presently funded by Sidaction should not send again these documents unless if some of them have been recently updated or modified.*

The application documents should be sent by e-mail to Ms Aida Kanoute ([a.kanoute@sidaction.org](mailto:a.kanoute@sidaction.org)) by January 28<sup>th</sup>, 2011 at the latest. If necessary, some of the administrative documents can be sent by postal mail to the following address: Sidaction / International Programs / Call for Proposals Unit / 228 rue du Faubourg Saint Martin / 75010 Paris / France.

## PROJECT PROPOSAL CONTENTS (Indicative template)

The project proposal shall not exceed 20 to 25 pages, excluding annexes.

**The first page of the document should bear the name of the applicant, the project title and its duration.**

The main text will include at least all the information requested below.

- I. Title** of the project
- II. Priority area** of the call for proposals addressed by the project ( see page 2 of this document)
- III. Background of the country's response to HIV-AIDS**, and specifically in the region the training project will take place

#### **IV. Organization background (main activities) and experience in the field of HIV/aids**

If the applying organization is also the one carrying out the training activities, its past experience in this area should also be detailed.

The applicant should mention any training project already funded by Sidaction in the past, as well as any other project currently funded by Sidaction in the context of other calls for proposals.

#### **V. Justification of the project**

This part should present the identified problems and a detailed training needs analysis, as well as specify the origin of the training request (who or which organization suggested training?). *HIV/AIDS prevalence in the country should not be the only reason to start a training project.*

The document will describe how this training will contribute to mitigate the identified problems and how it will fit with or complements existing training opportunities.

If the applicant has been already funded by Sidaction for a training project in 2009, it should be explained why the project needs to be extended or why a new project is submitted.

#### **VI. Description of the target population involved in the training**

Number, occupation, usual place of work, experience in the field of HIV/AIDS, prior training in the same field...

This part will describe the process by which training participants are selected and specify who is defining the selection criteria: the training organizers. The people who requested the training? The supervisors of the trainees?...

#### **VII. Description of training**

##### **1. General objective of training**

##### **2. Training Objectives**

The project proposal must detail the new skills that professionals are expected to acquire by the end of the training period ("At the end of the training, participants will be able to :....").

What changes are expected in the professional practice of the participants after the training?

##### **3. Training contents**

The project proposal should detail the different parts and topics of the training, and, if possible, the training objectives expected for each of them.

##### **4. Timeframe and length of training** (including the number of hours or days dedicated to each part / topic).

##### **5. Type of training / Training methods and tools:** site-based training, e-learning, internships,... / Plenary sessions, group sessions, case study, role plays,..

##### **6. Location of training**

##### **7. Profile of the training team** (coordinator of the project or training coordinator, main trainers)

Selection and identification process of the trainers, current functions, prior training experiences in the field of the project, etc.

Description of the function of the project coordinator or any other position included in the funding request (apart from the trainers)

Please include a CV for the principal coordinator of the project and/or for the training coordinator, as well as for the main trainers

**8. Evaluation of the training / evaluation of the new skills acquired by the trainees at the end of the training**

Description of the evaluation methods

**9. Participant follow-up after training**

Description of the follow-up system of the participants after the training: contacts with with the supervisors, site visits, regular meetings with all participants, sharing of experiences, new training on specific topics,...

**VIII. Technical and financial partnerships** (current or proposed)

Description of the technical and financial involvement of each partner. If available, a letter of support or agreement can be included.

**IX. Project budget and funding requested from Sidaction**

The project budget and the funding requested from Sidaction should be detailed in the **application form** (2<sup>nd</sup> worksheet bar – funding request). It can be also included in the project document if there is a need to bring complementary information.

**DEADLINE FOR THE RECEIPT OF APPLICATIONS AT SIDACTION:**

**January 28, 2011**

*« Three factors are key to the acquisition of skills: the knowledge to act which implies combining and bringing together relevant resources (knowledge, skills, networks) the willingness to act which refers to a person's individual motivation and the conduciveness of the context in which she will choose to act, and the power/ability to act which refers to a context, the organization of work, the choice of management, and social conditions which make it possible and legitimate for an individual to take on responsibility and take chances. »*

Guy Le Boterf – Construire les compétences individuelles et collectives. Ed Eyrolles. 4e edition 2008.