



Global Health Advocacy, Access & Equity

Host Commitment Form

For Phase 3, finalist candidates only

Dear Colleague(s),

The applicant you are supporting has been selected as a finalist for AVAC's 2024 [Advocacy Fellows Program](#). Thank you for the support you've provided the applicant to date through the application process—Phases 1 and 2.

In this third phase of the application process, proposed Host Organizations must complete this commitment form, and share remaining financial and programmatic documentation as itemized below in Question 10.

For more information, please review the following resources, if you have not already (all available at <https://avac.org/fellows-applications/>):

- 2024 Advocacy Fellows Application
- Program Information Packet
- Resources and Recommended Reading for Prospective Applicants
- Host Organization Materials and Frequently Asked Questions
- 2022 Advocacy Fellows Achievements

Many thanks for your interest in the program.

Best regards,

The AVAC Fellows Team
fellows@avac.org

Host Organization Commitment Form

Organization	
Country	
Name of person completing form	
Role/title	
Mobile telephone	
Email address	
Alternate email address (optional)	
Applicant Fellow's name	

Application Overview

A successful Fellowship project entails a good working relationship between Fellow and Supervisor. This includes adequate supervision from the Host, integration of the project into the Host Organization programs and alignment between organizational and project goals. The questions below pertain to these elements.

1. Alignment of proposed project with organizational goals

Please describe the elements of the applicant's proposed project that are most relevant to the Host Organization and how they will help support or strengthen the organization in specific areas. If there is no alignment, describe how this new area of work will otherwise be beneficial to the organization.

(Maximum 150 words)

2. Infrastructural support

What infrastructural support will the Host Organization provide to the applicant? For example, a desk, stationery, IT, Internet access, access to a project vehicle or other transport for specified activities, disbursements to vendors, etc.

Please note that Fellowship grants include a maximum of 10 percent Overhead to the Host Organization to offset indirect costs that include basic infrastructure, communication, and administrative necessities to administer the grant and support the Fellow’s project. An additional 10 percent is intended specifically for supervision efforts.

3. Designated supervisor

- Who will directly supervise the Advocacy Fellow?
- What is their current position and portfolio in the organization?
- Why is this person most appropriate to supervise the Fellow?
- What percent of work—hours/week or days/month—will the proposed Supervisor be able to devote to supervision of the Fellow?
- What outstanding questions do you have of supervision responsibilities for the Fellowship year?

Please see [Frequently Asked Questions for Host Organizations](#) for information that may help identify the supervisor and describe expected responsibilities.

4. Fellow's responsibilities to the Host Organization

Fellows are expected to devote 100 percent of their time to their Fellow's project. As part of this, AVAC expects they will participate in the Host Organization's staff and other organizational meetings and support larger work, as applicable. However, if the Fellow is a current employee of the organization and there is mutual agreement between the organization and Fellow that they should retain some specific and limited responsibilities towards ongoing work, AVAC will consider a work plan to accommodate this.

In such a scenario, there must be no more than 25 percent of a Fellow's time devoted to other organizational responsibilities. The Host Organization would be responsible for the proportion of the salary and benefits for any non-Fellowship work responsibilities. These arrangements must be discussed with the AVAC Fellows team prior to signing of the grant agreement, and are considered on a case-by-case basis. With this in mind, please respond to the following questions:

1. If the applicant is currently employed at the Host Organization, what work responsibilities, if any, would they be expected to continue during the Fellowship year? What percentage of their time/effort is this expected to take?
2. How will the applicant's job description change during the Fellowship year? Will they retain the same title or will it change when they become a Fellow?
3. If the applicant is currently employed at the Host Organization, will they be able to resume their position at the end of the Fellowship year?
4. If the applicant is not currently employed by your organization, what are the expectations of additional work responsibilities, if any, they might take on to support the organization or be part of organizational activities?

5. Staying informed of Fellow’s activities

As a leader of the organization or department, how will you remain informed of the Fellow’s activities? How will you ensure the rest of the staff or team know about this new project and can offer support or linkages to other projects?

6. Plans to sustain advocacy beyond the Fellow’s year

What are your ideas or plans for how your organization can sustain the advocacy activities beyond the Fellow’s year?

7. Compensation for the Fellow

NOTE: AVAC provides the Fellow’s salary and advocacy project funding directly to the Host Organization for subsequent disbursement to the Fellow, according to the Host Organization’s policies and procedures. If you have not had a discussion about salary expectations with the prospective, you are encouraged to have this conversation as soon as possible. Every effort is made to ensure that Advocacy Fellows receive adequate and fair remuneration at equitable levels across the cadre of Fellows, their respective Host Organization, and their respective countries.

Please provide salary information in US currency using the conversion rate from the date you fill out this form. You can use www.oanda.com for currency conversion. We recognize that currency fluctuation means this is an estimate; this information is for planning purposes only and is not used to make decisions for Fellowships awards.

- If the applicant is presently employed at your organization, provide their monthly salary, with documentation for confirmation. Will this be maintained or changed if they are awarded the AVAC Fellowship and its accompanying grant? Please note that the Fellow is taking on a role that calls for leadership and initiative and the salary should be commensurate with these roles.

- If the Fellow is not presently employed at your organization, what is the salary range for employees at comparable levels of qualification and experience? (Please submit documentation to confirm your organization's pay scale.) If you have discussed salary with the applicant, please share details here.

8. Benefits package

What, if any, is the standard benefits package (annual bonus, rent, transportation, insurance, retirement, etc.) at your organization? Will the Fellow be eligible for this package?

***Please note:** if the applicant is selected, you will be required to submit documentation to confirm the benefits that employees at your organization receive (e.g., human resource policies and procedures, etc.).*

9. Any questions for the Fellows team?

Please indicate any specific or pending questions you have regarding hosting a Fellow. Please note that [Frequently Asked Questions for Host Organizations](#) has responses to many queries and that the [List of Host Organizations](#) has feedback from former hosts.

10. Documentation request

Several pieces of documentation are required for the application process. Please complete the information below to indicate the status of each submission.

The materials below were due two weeks after shortlisted candidates were notified (Phase 2)

Documentation	Date Submitted
Most recent organization mission statement	
Proof of organization certification/registration	

To be submitted no later than one month after applicant is selected as an AVAC Fellow finalist (Phase 3)

Documentation	Available
Most recent audited financial statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual budget	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizational or staffing chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizational human resources manual or policies	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizational finance policies	<input type="checkbox"/> Yes <input type="checkbox"/> No
List of organizational benefits package (e.g., annual bonus, rent, transportation, insurance, retirement). Include/identify all statutory benefits (e.g., employment tax, social security, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Host Commitment Form (this form)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Two external references for the Host Organization	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature	
Name and title	
Date	