

Application Overview

Deadline to apply is 2 October 2023

- Please read through the [Information Packet](#) and the instructions below before completing the application.
- See AVAC Resources at avac.org/resources for information on AVAC, HIV prevention and related areas of focus.
- See avac.org/fellows/ for Fellows Program details.

A complete application consists of the following components:

Phase I – for all applicants

Items 1-5 must be submitted by **2 October 2023**

1. Applicant information form (Section 1 of this application)
2. Host Organization information form (Section 2 of this application)
3. Essay questions (Section 3 of this application)
4. Letter of Support from Host Organization (Requirements listed in Section 4)
5. Applicant CV or résumé

Phase 2 – only for shortlisted candidates advancing to the second round

If the applicant advances to the next selection round, the Host Organization will be expected to submit the following documents within two weeks of notification:

1. Proof of organizational registration
2. Mission statement or charter

Phase 3 – only for accepted candidates

If the applicant is accepted into the Fellows Program, the Host Organization **MUST** submit the following information within one month of notification:

- | | |
|---|---|
| 1. Most recent audited financial statement | 6. List of organizational benefits package (e.g., annual bonus, rent, transportation, insurance, retirement). Please include all statutory benefits (e.g., employment tax, social security) |
| 2. Annual budget | 7. Host Commitment Form |
| 3. Organizational or staffing chart | 8. Two external references for the Host Organization |
| 4. Organizational human resources manual/policies | |
| 5. Organizational finance policies | |

Special notes

- *Priority will be given to applicants with committed Host Organizations and the required supporting documentation. If you do not yet have a proposed Host Organization, leave Section 2.0 blank and provide details in Section 3.9 d.*
- *Applicants who propose current AVAC grantees as Host Organizations will only be considered in specific circumstances. Please reach out to AVAC at fellows@avac.org to discuss **BEFORE** applying.*
- *Incomplete applications and those over the maximum word limits will receive lower scores.*

1.0 Applicant Information Form

First name	
Last name	
Date of birth	
Assigned sex at birth	
Gender identity	
Nationality	
Mailing address	
Physical address	
Mobile telephone	
Alternate mobile telephone (optional)	
Email address	
Alternate email address (optional)	
Current employer/affiliate organization (if applicable)	
Current position (if applicable)	

Current salary/volunteer stipend ('x' one)

The information you provide here will not affect decisions about eligibility or merit of application. Information will be checked against documentation.

Please use [Oanda.com](https://www.oanda.com) to convert your local currency into USD.

- Volunteer/volunteer with stipend
- Less than USD \$200/month
- USD \$200-\$1000/month
- More than USD \$1000/month
- More than USD \$2000/month

How did you hear about the Fellows Program? (Check all that apply)

- AVAC website
- AVAC Advocates' Network
- AVAC's Advocacy Fellows Program info session
- Information session in your country or a conference
- Through current or alumni Fellows. If so, who? _____
- Through friend/colleague. If so, who? _____
- Through mailing list/WhatsApp group. Please specify _____
- Other website/source (please specify) _____

Two professional or academic references. Please do not include proposed Host Supervisor as a reference.

Reference 1

First name	
Last name	
Relationship	
Organization	
Job title	
Mobile telephone	
Alternate mobile telephone (optional)	
Email address	
Alternate email address (optional)	

Reference 2

First name	
Last name	
Relationship	
Organization	
Job title	
Mobile telephone	
Alternate mobile telephone (optional)	
Email address	
Alternate email address (optional)	

2.0 Host Organization Information Form

Name of organization	
Mailing address	
Physical address	
Landline telephone (if any)	
Mobile telephone	
Organizational email address	
Organizational website (if any)	
Date organization was formed	
Organization's legal designation (type of organization and registration number, if applicable)	
Organization's mission statement	

Executive Director/Head of Office where Fellow would be placed:

First name	
Last name	
Job title	
Email address	
Mobile telephone	
May we communication with them about your application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide an alternate contact.	

Applicant's proposed Host Supervisor at Host Organization

First name	
Last name	
Job title	
Email address	
Mobile telephone	

Staff person with whom AVAC Fellows team will communicate throughout application process (if same as any above, please only include name):

First name	
Last name	
Job title	
Email address	
Mobile telephone	

Host Organization Salaried Employee Details

Does the Host Organization have salaried employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, how many?	
When are monthly salaries processed?	

3.0 Essay Questions

AVAC wants to hear your voice, so please do not cut and paste online content. Successful applicants will take the time to consult www.avac.org, other websites, and media resources to learn more about their respective contexts.

(3.1) About you

Tell us about yourself —what motivates or inspires you to work in HIV advocacy? You could also share whether you identify or ally with any specific key populations.
(Maximum 150 words)

(3.2) Advocacy experience

Please provide an example of any advocacy campaigns you've participated in and their outcome(s). Tell us of any challenges/struggles you encountered. If available, provide links for up to two articles, videos or other media that highlight your writing and/or your work.
(Maximum 150 words)

(3.3) Future goals

Where do you see yourself in five years? And what skills and experiences are you hoping to gain as an AVAC Advocacy Fellow to help you get there?
(Maximum 150 words)

(3.4) HIV Prevention in your country

Share your big picture view of prevention for HIV or other pandemics in your country. What's working? What's missing? *(Please do not cut and paste statistics. We want your perspective.)*
(Maximum 150 words)

(3.5) Implementation and research

Please respond to both questions below:
(Maximum 100 words each)

a) Several safe and effective interventions have been proven to reduce the risk of HIV transmission, including medical male circumcision, vaginal rings, oral and injectable PrEP, as well as U=U (undetectable = untransmittable). Why is it necessary to implement all of these on a larger scale?

b) Research for vaccines, cure, multiple forms of PrEP and more prevention methods for HIV and other pandemics is ongoing or planned across the globe. In your opinion, with limited time and budgets, which three research endeavors should be prioritized in the next decade and why?

(3.6) Advocacy tactics

Over the past four years, every government has faced its share of challenges caused by the COVID-19 pandemic and has had to rethink its resources – human, political and financial. Please identify strategies and actions advocates should consider to influence decision-making and resource allocation in preparing for future pandemics.

(Maximum 150 words)

(3.7) Project idea

Please tell us your *initial* idea for an advocacy project you would undertake in 18 months as a Fellow to advance the prevention of HIV and/or other pandemics, if given the opportunity. Specifically, tell us:

- a) Goals: What would you aim to change?
- b) Strategy: How would you create this change?
- c) Outcomes: What would success look like?

Be creative!

(Maximum 150 words)

(3.8) Why should we be interested in your idea?

AVAC’s mission statement reads: “AVAC works to accelerate the ethical development of, and global access to, effective HIV prevention options, as part of a comprehensive and integrated pathway to global health equity.”

Why should AVAC select you and the project you propose as an important way to take its work forward?

(Maximum 100 words)

(3.9) Information on your proposed Host Organization

*Please answer each relevant section of this question.
(Maximum 100 words each)*

a) Relationship to Host Organization: Why have you proposed this Host Organization? Do you currently work there? If not, what is your experience and relationship to the organization and/or experience collaborating with them?

b) Relevance of the Host to your proposed project: Explain the relevance of your proposed advocacy project to the Host Organization's mission and future plans. Provide specific details.

c) Time commitment to the Fellowship: Most Fellows devote 100 percent of their time to the Fellows Program. However, in cases where the Fellow's current employer is the Host Organization, the Host might require a small portion of time to existing job responsibilities (no more than 25 percent).

Please reply to the question that most fits your context.

- i. If you currently work at the proposed Host Organization, are you able to commit 100% of your time to the Fellowship or are you expected to retain some of your current job responsibilities? If so, how would you manage your dual time commitments? How would you transition most of your current responsibilities to others?
- ii. If you work with another organization, will you resign, take a leave of absence, or negotiate another arrangement to accept a Fellowship, if offered to you?
- iii. If you HAVE NOT secured a Host Organization yet, please tell us why. Describe the type of organization you think would be best suited to host you. Please list any specific organizations you have considered or contacted and the status of those discussions.

Please see the list of [current and previous Host Organizations](#).

4.0 Letter of Support from Host Organization

All applicants must obtain a letter of support from their proposed Host Organization. The letter should be no longer than two pages and answer **ALL** the questions listed below. Please share these questions, the *Application Information Packet* and the *Frequently Asked Questions for Host Organizations* documents with your proposed Host. All materials can be downloaded at <https://avac.org/fellows-applications/>.

Questions for Host Organization:

1. What is your organization's experience working with the applicant?
2. What are some of the activities or programs that your organization has implemented related to HIV, other pandemics, sexual and reproductive health and rights (SRHR), and/or pandemic prevention, preparedness, and response (PPPR), if any? Please be brief.
3. Please describe why the organization is interested in hosting the applicant as a Fellow and their proposed advocacy project. How does the applicant's project align with the organization's mission and/or future plans?
4. Where would the Advocacy Fellow fit within the organizational structure? Who would be their Host Supervisor and why is this supervisor the best fit for this applicant and project?
5. What, if any, other job responsibilities and expectations would the Advocacy Fellow have in addition to his/her Fellow activities?

Please note: Most Fellows devote 100 percent of their time to the Fellows Program. They will participate in Host Organization meetings and support larger work as applicable. However, in cases where the Fellow's Host Organization might require a small portion of time (no more than 25 percent) be devoted to existing responsibilities, this must be discussed with AVAC.

To the proposed Host Organization:

- This letter can be addressed to: AVAC Fellows Team. Please ensure this letter is on organizational letterhead and is dated and signed by the head or other assigned leadership at the organization.
- Please ensure the Host Organization representative understands all primary elements of the Fellows Program before signing the Letter of Support (see [Quick Guide for Applicants](#) and refer to [Frequently Asked Questions for Host Organizations](#)).
- The letter can be sent directly by the proposed Host Organization or by the applicant via email to fellows@avac.org.
- This Letter of Support must be received on or before the application deadline of **2 October 2023**.
- Please contact fellows@avac.org, if you require further information.

5.0 Applicant CV or résumé

All applicants must attach their CV or résumé to the application. Please limit your CV to two pages.

End of Application Form

Full applications (Phase 1, Sections 1-5) **must be received no later than 2 October 2023**, by email to: fellows@avac.org

- Write “2024 Advocacy Fellows Application – [Your Name]” in the subject line.
- Include all application materials in one email; do not send separate emails.

Shortlisted applicants will be notified via email and informed of interview schedules. All those advancing to the next selection round will be requested to submit the documents listed in Phase 2 above.

Thanks for your interest!

About AVAC

AVAC is an international non-profit organization that leverages its independent voice and global partnerships to accelerate ethical development and equitable delivery of effective HIV prevention options, as part of a comprehensive and integrated pathway to global health equity.

Follow AVAC on Twitter @HIVpxresearch; find more at www.avac.org and www.prepwatch.org.