



**ROBERT
CARR
FUND**
for civil society
networks

ROBERT CARR FUND: QUESTIONS AND ANSWERS – 2018 REQUEST FOR PROPOSALS

PART II – 6 AUGUST 2018

A. ELIGIBILITY & FUNDING PRIORITIES

1. Eligibility

1.1 Can national organizations apply?

As stated in the introduction of the [RFP](#): National networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations **do not qualify** for application for this RFP.

1.2 Could a National Network of DPO apply?

As stated in the introduction of the [RFP](#): National networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations **do not qualify** for application for this RFP.

Please review our answer to the questions under 2. Inadequately Served Populations, to understand the populations the Robert Carr Fund seeks to support.

1.3 We are a Gabonese association of young people infected and affected by HIV, member of the Francophone regional platform of the Global Fund, can we apply and how?

As stated in the introduction of the [RFP](#): National networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations **do not qualify** for application for this RFP.

The Robert Carr Fund funds global and/or regional networks and consortia of such networks. This means that an applicant needs to be a global or regional network or a network-led consortium of networks, in order to qualify for this RFP. Eligible networks demonstrate democratic governance structures, which are representative of their constituencies in terms of both geography and population. Networks are expected to function in an open and participatory manner, whose membership is to be open.

1.4 Could PLHIV networks from 5 countries in the region submit a proposal?

As stated in the introduction of the [RFP](#): National networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations **do not qualify** for application for this RFP.

A consortium cannot consist solely of national networks.

1.5 We are a global network of doctors fighting for better care and treatment for PWIDS, but don't specially have people who are HIV positive in our members and governance structures. Also because we are global we don't have regular formal meetings with our members. They devolve that governance to the staff members. But we do consult with members frequently by email and they send in ideas, comments etc but this is very informal. Is it worth to submit an application or would we be removed because of the above at the first hurdle?

As stated in [RFP Background](#): The Robert Carr Fund seeks to fund networks through which ISPs can find legitimate representation for decisions that affect them. The proposal should describe how an inadequately served population faces a disproportionate burden of HIV and serious human rights violations. Furthermore, questions 2E-2H of the Application require information on, how the interests and priorities of that population are represented in the applicant's governance, staffing, and decision-making.

Eligible networks demonstrate democratic governance structures, which are representative of their constituencies in terms of both geography and population. Networks are expected to function in an open and participatory manner, whose membership is to be open.

1.6 Our organization is the leading organization in Israel, working on a national level to halt the spread of HIV in the country while fostering a supportive and embracing society for people living with HIV. I know from the call for proposal that the Robert Carr Fund aims to only fund networks and I was wondering if we, as the leading NGO in Israel for HIV/AIDS, are part of this category. In another words, I wanted to understand if we can submit an application for a grant.

The definition of a network is described in the [RFP](#). The Robert Carr Fund seeks to fund networks through which ISPs can find legitimate representation for decisions that affect them, and applicants should describe how the intended beneficiary ISP and the interests and priorities of that population are represented in the applicant network's governance, staffing, and decision-making.

The Robert Carr Fund funds global and/or regional networks and consortia of such networks. This means that an applicant needs to be a global or regional network or a network-led consortium of networks, in order to qualify for this RFP. Eligible networks demonstrate democratic governance structures, which are representative of their constituencies in terms of both geography and population. Networks are expected to function in an open and participatory manner, whose membership is to be open.

The following entities **do not** qualify for application for this RFP:

- NGOs that are not networks
- National networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations;
- (Inter) governmental organizations or units;
- Aggregates of projects, individuals or professional associations.

1.7 Could international organizations with member associations in countries pass as networks and become a part of international consortium?

Please review the answer on question 1.6.

The Robert Carr Fund considers **a consortium of networks** to be a network-led group of networks, where other types of agencies or organizations with specific expertise may join (e.g. a human rights/legal organization).

1.8 Are there possibilities for organizations which are not regional networks to apply for Robert Carr Fund?

The Robert Carr Fund funds global and/or regional networks and consortia of such networks. This means that an applicant needs to be a global or regional network or a network-led consortium of networks, in order to qualify for this [RFP](#).

The Robert Carr Fund considers **a consortium of networks** to be a network-led group of networks, where other types of agencies or organizations with specific expertise may join (e.g. a human rights/legal organization). National networks can join a consortia only by invitation from a regional and/or global network or their consortia, who will need to justify its membership in a consortia based on the unique expertise and/or added-value to the scope of proposed work and contribution to the outcomes of the RCF results framework of the applicant- consortium.

2. Inadequately served populations (ISP)

2.1 Are People with disability eligible?

As stated in [RFP](#): ISPs are groups or persons that face a higher HIV risk, mortality and/or morbidity when compared to the general population, and have, at the same time, less access to information and services. They include people living with HIV, gay men and other men who have sex with men, people who use drugs, prisoners, sex workers and transgender persons, but depending on the dynamic of the epidemic and the legal status of these populations may also include women and girls, youth, migrants, and people living in rural areas.

As stated in [RFP Background](#): The Robert Carr Fund seeks to fund networks through which ISPs can find legitimate representation for decisions that affect them. The proposal should describe how an inadequately served population faces a disproportionate burden of HIV and serious human rights violations. Furthermore, questions 2E-2H of the Application require information on, how the interests and priorities of that population are represented in the applicant's governance, staffing, and decision-making.

2.2 Is Robert Carr Fund exclusively reserved to LGBT organizations?

No, please review our answers to the questions under 2. Inadequately Served Populations, to understand the populations the Robert Carr Fund seeks to support.

2.3 We are a UK INGO with a global network of partners supporting street-connected children. All of our partners work in a child-centered, rights based approach to help children be safer, have better access to appropriate services and a greater sense of belonging in their communities. All of them seek to reduce vulnerability but only some of them have specific HIV & AIDS programmes.

Our question is therefore whether the Robert Carr Fund would support a network providing broad support for this ISP or only the HIV specific activities?

Please review our answer to the question under 2. Inadequately Served Populations, to understand the populations the Robert Carr Fund seeks to support.

The Robert Carr Fund invites proposals from global and regional civil society networks addressing critical factors protecting the rights of inadequately served populations (ISPs) scaling up access to HIV prevention, treatment, care and support; and assuring that resources are mobilized and utilized appropriately to respond to the global HIV epidemic.

The goal of the Fund is to contribute to improved health, inclusion and social wellbeing for inadequately served populations (ISPs). To reach this goal, the Robert Carr Fund provides core funding to strengthen the institutional and advocacy capacity of regional and global ISP and civil society networks and/or their consortia.

2.4 Can only Networks that work in HIV apply or could Networks that work in HIV TB Co-infection also apply?

This is possible, if the application is aimed at the funding priorities and focuses on Inadequately Served Populations. These networks are encouraged to consider the possibility of joining a consortium with networks that have experience working in the field of HIV. Please review the funding priorities in section 4 of the [RFP](#).

3. Networks & Consortia of Networks

3.1 Can applicant networks have a sub-recipient?

Yes, global and regional networks may include sub-grants in the budget.

3.2 Are consortia of networks prioritized over regional networks?

No. As stated in the [RFP](#), any regional and global network may apply directly. The Robert Carr Fund encourages collaboration and alignment among networks, but understands that sometimes joint funding proposals might not be possible or preferred.

The Robert Carr Fund encourages networks to work together in consortium to strengthen network and civil society capacity, inviting the stronger partners in the consortium to take up their roles to support nascent/low-capacity or emerging partners. Applicants considering applying as a consortium are strongly encouraged to carefully review sample guidance on key elements of strong performance of consortia (based on the analysis of previous consortia performance) or specific challenges, related to the consortia management – see [Annex 2 “Lessons Learnt from Consortia Building and Management”](#). Consortia applicants should show that there is added value of the cooperative and (in balance with) the capacity of the consortium partners.

3.3 Are there any limitations in the number of networks of members of the consortium? Can RCF give recommendations - how many networks are optimal?

When forming a consortium, it is recommended that you get acquainted with the guidance on building strong consortia: [Lessons Learnt from Consortia Building and Management](#).

4. Formal status of networks

4.1 We, a South Africa-based NGO, would like to apply on behalf of a network of organisations across Africa. The Network has its own governance structure, but is not a registered entity so we would act as lead applicant and be accountable for the funds (fiscal agent). Kindly confirm if this arrangement qualifies to respond to the RFP. Furthermore, would we be considered as the "lead applicant" even though we are not a network?

The Robert Carr Fund funds global and/or regional networks and consortia of such networks. This means that an applicant needs to be a global or regional network or a network-led consortium of networks, in order to qualify for this RFP. Eligible networks demonstrate democratic governance structures, which are representative of their constituencies in terms of both geography and population. Networks are expected to function in an open and participatory manner, whose membership is to be open.

The following entities **do not** qualify for application for this RFP:

- NGOs that are not networks
- National networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations;
- (Inter) governmental organizations or units;
- Aggregates of projects, individuals or professional associations.

The [RFP](#) does not exclude networks that are not registered. Networks that are not registered as legal entities must have a fiscal management agent or a host and supply answers to questions 1D, 1F-1H of the Application form relating to the formal status of networks. Applications will be subjected to competitive review based on the criteria stated in the RFP.

A fiscal agent is not part of the proposed work/expressed core needs (except for consortium members meeting the eligibility criteria set out in the RFP who act as the fiscal agent for another consortium member). A fiscal agent must be registered and have a financial management capacity. The lead

organization of a consortium must be a global or regional network that is part of the proposed scope of work/core needs and does not necessarily need to be registered.

4.2 Could a governmental or intergovernmental organization act as the fiscal host or fund management agent?

Yes. Eligibility criteria do not apply to fiscal agents who are not part of the proposed work/expressed core needs. A fiscal agent must be registered and have a financial management capacity.

4.3 Our network is in the process of getting legally registered and will be officially registered before the end of the year. Could you please confirm that we can submit a proposal for 2019-2021?

Please supply answers to questions 1D, 1F-1H of the [Application form](#) relating to the formal status of networks. Registration is not required to apply for this RFP. Eligible networks demonstrate democratic governance structures, which are representative of their constituencies in terms of both geography and population. Networks are expected to function in an open and participatory manner, whose membership is to be open.

5. Geographical presence

5.1 Is our country Congo Brazzaville eligible to apply? / Is India eligible to apply for 2018 RFP?

The RFP does not exclude certain countries. As stated in the [RFP](#) under point 2 Eligibility: The Fund invests in networks and consortia addressing the needs of ISPs wherever they face a disproportionate burden of HIV and serious human rights violations, including their right to the highest attainable standard of physical and mental health.

However, national networks (working and having members in one country) or cross border/multi-country collaborations between two or more national networks or organizations **do not qualify** for application for this RFP.

5.2 I understand that applicants can be from any country as long as they meet the other eligibility criteria. My question is about the region where achievement of results is expected. We are a regional network that works in the whole WHO Europe region. Under 4C.1. however, there is only option to specify Eastern Europe and Central Asia. Are we still eligible if we expect to achieve our results in other European countries (West and Central) besides some in the EECA region?

As stated in the [RFP](#) under point 2 Eligibility: The Fund invests in networks and consortia addressing the needs of ISPs wherever they face a disproportionate burden of HIV and serious human rights violations, including their right to the highest attainable standard of physical and mental health. Under question 4C.1, indicate the region(s) that are the most relevant to your application, and then use other narrative sections to describe your work more fully.

6. Participation in multiple applications

6.1 Is it possible to be part of multiple consortia?

As stated in the [RFP](#) under point 3: Each network or consortium can submit one proposal. No single organization or network will be permitted to play a leading role in more than one Robert Carr Fund-funded consortium.

However, networks may apply as participants in more than one consortium. If a global or regional network applies as part of two or more consortia, or both as part of a consortium and on its own, the rationale for doing so (e.g. drastically different sets of core needs or activities proposed under the two applications) must be clearly explained in both applications. Each applicant must demonstrate and guarantee that the same budget items are not applied for in separate applications. The network should also take into consideration the possibility that only one of the proposals in which it is involved might be funded.

6.2 Can organizations that at some time have been supported by the Robert Carr fund participate in another project with other networks?

Existing, new and restructured consortia can submit a proposal. The Robert Carr Fund is seeking to fund a balanced portfolio of renewed grants and first-time grants, with appreciation for strengths, experience, and capacity of the described networks and consortia, and also for innovations in described network priorities, leadership, partnerships and ways of working. In the application form applicants can explain their track record, how it aligns with RCF's Theory of Change and how the application builds on the past.

Consortia that will include new members and/or lose members from the previous round of funding will need to explain the rationale for the changes. Applicants are encouraged to conclude for themselves if the changes in the consortia membership constitute a continuation and/or a new scope of work, expressed in the proposal.

7. Language

7.1 How do we receive the Russian/French/Spanish documents of the Request for Proposals?

For the webinars we have developed a Powerpoint presentation in Russian, French and Spanish, which we have shared with the participants of the webinar, and is attached to this Q&A. Besides these Powerpoint slides, we will not be sharing any documents in another language than English. Applications need to be submitted in English, through the [online 2018 Application Form](#).

7.2 Why should we submit our application in English while we are only French speakers?

At this stage, the Robert Carr Fund does not have sufficient capacity to accept and process proposals in a different language than English.

7.3 All our supporting documents are in French/Russian/Spanish; is it OK or would an English translation be needed?

It will suffice to submit supporting documents like your annual report, registration document and strategic plan in a different language than English. However, if you apply as a consortium, we would like to see an English version of your Memorandum of Understanding.

7.4 If we become a grantee, will the follow up be in French or in English?

This is dependent on increased capacity of the Robert Carr Fund secretariat. We are looking into opportunities to provide support in different languages. However, the main language of the Fund is English. Therefore a certain level of English is required.

7.5 Does the Fund intervene in Francophone countries?

The Robert Carr Fund has a global coverage. Some of the current Robert Carr Fund grantees implement activities in Francophone countries. The current funding portfolio also includes regional networks which are based in Francophone countries.

The Robert Carr Fund intends to further expand our geographic and population coverage in 2019-2021, including Fund's support for network presence and/or activities in Francophone Africa and the Middle East and North Africa.

8. Theory of change and results framework

8.1 Can we propose a methodology for monitoring and evaluation to simplify the project, or you will give us a model of your own?

The Robert Carr Fund does have a unified Monitoring, Evaluation for Learning (MEL) Framework which is used by the Fund to compile results across multiple grantees. Please carefully review Section 1 "Background, Theory of Change and Results Framework" of the [RFP](#) and [Annex 1: Overview of the Monitoring and Evaluation for Learning \(MEL\) Framework](#), describing the Fund's Monitoring, Evaluation for Learning (MEL) Framework.

8.2 We would like to be part of a consortium, is there any room to have multiple ToC as the members of the consortium do not have the same context.

Yes, the individual networks in a consortium can play different roles and contribute to various outcome areas, as long as the consortium as a whole works towards the outcomes of the Robert Carr Fund described in the Theory of Change.

8.3 With regard to section 4 A & 4B of the proposal (environmental and outcome questions), as a regional network, should we complete this section only about us, the regional network, or can we provide environmental context and expected outcomes for our national partners as well?

If you are applying as a single network, you need to describe the operating environment of your membership as a whole. Assuming that you are a regional network of members from across the region, as a regional network you need to give an overview of the environments in which your members operate. Those partners, who are part of your proposal, need to explicitly describe their current environments and express their core needs/expected results to be achieved in 2019-2021.

B. APPLICATION PROCESS QUESTIONS

9. Application form

9.1 Where can I find the online application form?

The online application form can be found [here](#).

If you are not able to access [the online application page](#), this could be due to your browser. Wizehive (the application software) recommends to use the current and previous version of any of these browsers:

- Chrome
- Safari
- Firefox

The online application form can also be accessed from Internet Explorer, but experiences may vary. For the best results, it is recommended to use one of the internet browsers listed above.

10. Word limitations

10.1 There is a limit of word per question but in the hard copy it is said "no more than 5 sentences". Do we also need to follow that? If so, it appears complicated to propose a 500 word consistent paragraph with only 5 sentences.

Please use a maximum of 5 sentences. The maximum is set on 500 words so applicants have enough space to elaborate within these 5 sentences, but there is no need to use all 500 words.

11. Support

11.1 Is there a mechanism to support groups if they face challenges when filling their applications?

If you face [technical challenges](#) when filling out your application, please send an e-mail to secretariat@robertcarrfund.org. The deadline for any other questions related to the RFP was 1 August 2018.

11.2 Export to CSV function does not work.

Applicants are not in the position to export their application to CSV. Applicants can download a copy of their application to PDF.

C. BUDGET CONSIDERATIONS

12. Floors & Ceilings and Funding Conditions

12.1 What are the minimum and maximum amounts that each organization can apply for (per year, per 2 years, per 3 years)?

As stated in the [RFP](#) under point 5:

- Regional networks can apply for a minimum of \$100,000 and a maximum of \$350,000 per year, for three years maximum.
- Global networks can apply for a minimum of \$100,000 and a maximum of \$700,000 per year, for three years maximum.
- A consortium of networks can apply for a minimum of \$200,000 per consortium per year, for three years maximum. As the size of consortia may vary, it is less definitive what an absolute ceiling might be, but normally the Robert Carr Fund will not fund more than \$1 million per consortium per year (depending on number and size of partners and specific initiatives).

Actual funding amounts will be dependent on the availability of funds.

13. Budgeting

13.1 The budget is in what currency, dollar or local currency of the country?

The budget is in US Dollars.

13.2 Is there a minimum/ or maximum for core costs?

No. As stated in the [RFP](#) under budget considerations: The main principle of the Robert Carr Fund is to provide *core* funding. Applicants must describe clearly how requested funding will contribute to achieving the outcomes defined in its Theory of Change of the Robert Carr Fund, as given in figure 1 of Annex 1: "Overview of the Monitoring and Evaluation for Learning (MEL) Framework".

Different types of costs that may be covered are core costs and activity costs, which are explained in [annex 3: costs eligible for funding](#).

13.3 Could we include overheads?

Please carefully read [annex 3: costs eligible for funding](#).

13.4 Some HR (salaries, not consultant) are specifically related to some activities. Do we present them in the Core budget or in the activity budget?

This specific information can be found in [annex 3: costs eligible for funding](#).

Staff salaries should be presented in the Core budget.

13.5 It is said that we need to participate and budget the participation to the RCF kick off meeting and the annual reflection workshop. Is it in the activity budget or core budget?

Meetings and workshops should be presented in the Activity Budget. Activity Costs are costs that can be clearly attributed to a specific Activity within Categories A, B, C, D, E, F (see 'Activity Categories Guide' of the Budget Form for reference).

13.6 Is there a management budget for all members of consortium?

As stated in the [RFP](#) under budget considerations: In case you are applying as a consortia the Robert Carr Fund requests that all applicants budget for an appropriate level of funding to manage your consortia (e.g. on-line and/or face-to-face meetings; bank transfer fees; IT/telecommunications etc.).

13.7 Our MEL budget is not always specifically related to an activity but can be transversal: how can we present that? Some distinct activities have costs in common, how can we present that?

As stated in the [RFP](#) under budget considerations: The Robert Carr Fund requests that all applicants budget for an appropriate level of funding to ensure annual monitoring, evaluation for learning (MEL) processes of your network's and/or your consortium's progress and results (e.g. reflective quarterly results discussions; hiring of MEL consultants if your network has no MEL staff etc.). Please make sure to make visible when MEL costs relate to certain activities. MEL costs related to multiple activities could be divided to be able to show the share.

13.8 We plan to have costs (technical support after self-assessment) but the activity they will be related to is not known (Technical support to governance and/or fiscal capacity and/or advocacy and/or institutional capacity) as it will depend of the self assessment; how can we present that?

If the details of activities are still unknown, you may reserve a budget line for the indicative activity.

14. Sources of Funding

14.1 Do you have a minimum/maximum concerning co-financing or are you OK with any percentage of co-financing?

The applicant is required to detail all secured or expected sources of funding for lead and all partners of the consortium for Year 1 (2019) in sheet 5 of the budget form. The total of the co-funding across the consortium is to be entered in section 1K "Budget secured or under discussion with other donors" of the application form.

There is no minimum or maximum for co-funding.

14.2 Most of our activities presented in the budget are already cofinanced (X% by another donor, the rest will be financed by RCF). Nevertheless, in your template, we cannot present a level of cofinancing by activity but only a global one. In this case, the only way to present the cost of the activities funded by RCF is to present the percentage of the activity financed by RCF. Am I right ? If so, do you want to know the percentage of the activity you are financing?

There is no need to specify the co-funding per activity, but you may include the percentage in the budget line description. Please ensure that the \$ amounts that you seek to get funding for from the Robert Carr Fund are placed in the designated fields of the Budget Form.