**Request for Proposals**

**Grants to support the meaningful involvement of the civil society and communities’ representatives with Global Fund and related processes at national and regional levels in the MENA Region.**

The MENA Learning Hub, co-hosted by MENAHRA and MENA Rosa, invites Civil Society Organizations (CSOs), network of communities of people living with or affected by HIV and TB from Algeria, Egypt, Jordan, Lebanon, Morocco and Tunisia, to apply for small grants to support the meaningful involvement of the civil society and communities’ representatives with Global Fund (GF) and related processes at national and regional levels.

Operating under the Community Engagement Strategic Initiative (CE SI) of the GF, the MENA Learning Hubs (MLH) aim to strengthen the engagement of CSOs and communities living with, affected by or vulnerable to HIV, TB and malaria in GF and related processes by amplifying information, updates and best practices, assisting communities in accessing technical assistance, operating through diverse learning platforms. The MLH contributes to two key outcomes of the CE SI:

* Communities access timely and relevant GF related information.
* Communities drive program quality based on adoption of global guidance and sharing best practices.

These small grants aim to facilitate a catalytic effect at the country level by provision fast-tracked support to CSOs and communities to strengthen their meaningful engagement in diverse national and regional levels processes related to GF.

**LIST OF POSSIBLE ACTIVITIES FOR SUPPORT (These are just examples. You may suggest your own activities):**

* Conducting a rapid needs assessment among members of one or more communities in the context of building an effective response to HIV and/or TB, protecting human rights, promoting gender equality and meaningful engagement.
* Conducting face-to-face meetings in order to identify interventions of a most priority for the representatives of a particular community to be included in the national or regional funding request.
* Conducting consultations to inform priorities for inclusion in national policies, guidelines and plans.
* Moderation of discussions with representatives of various communities in order to develop proposals for submission to the CCM. Making protocols of such discussions and developing a document summarizing the proposed interventions and initiatives; etc.
* Assistance with substantiation of the proposed activities for inclusion in the proposal and their budgeting; etc.
* Conducting workshops to strengthen knowledge of civil society and community groups on the Global Fund.

The following conditions must be taken into account when determining activities to be supported within the requested funding:

* Funds cannot be used for organisational development.
* Activities should be related to the Global Fund.

**LANGUAGES:** English and Arabic

**REQUIREMENTS FOR APPLICANTS:**

* Only NGOs, non-for-profit organizations, and community-led networks can apply. Non-registered applicants are welcome to apply with the support of a fiscal agent.
* Work with / represent / provide services / advocate for the needs of key populations affected by HIV and / or TB at the national and regional levels.
* Have the capacity to prepare financial reports: an accounting/financial accounting and reporting system, a separate account in a reliable bank with a high rating in the country to receive grant funds in the grant currency - USD.

Up to two grants per country will be awarded for each window. The indicative budget for each grant is US $ 6,000.

**Application deadline:**

Applications will be considered and a decision on grants to be awarded will be made as soon as they are received, and therefore it is recommended to submit applications as soon as possible.

**HOW TO APPLY**

To apply, please send the following documents to mena.academy@learning-hub.me:

1. Completed attached application form, signed with the organization director or responsible representative.
2. Completed work plan and budget in Excel format.

Incomplete applications will not be considered.

**CRITERIA FOR EVALUATION**

The submitted applications will be evaluated by the selection committee of the MENA Learning Hub. The following criteria will be used to evaluate the received applications:

* Problem statement (20);
* Clear and achievable aim and objectives of the grant (20);
* Realistic and clear grant activities (15);
* Relevance of the proposal with Global Fund and Global Fund related processes (15)
* Financial and administrative capacity of the organization to implement the grant within the specified time frame. Including: realistic and justified budget (15).
* Coordination of proposal content with key partners (15).