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RAPID FUNDING ENVELOPE FOR HIV/AIDS
SIXTH CALL FOR CONCEPT LETTERS

The Rapid Funding Envelope for HIV/AIDS announces its Sixth call for concept papers from Tanzanian NGOs, faith-based organisations, other not-for-profit organisations, private sector institutions of higher education and partnerships for short-term, urgent and high-impact activities in HIV/AIDS. Interested institutions should submit a one-page concept paper describing the concept of a proposed project (form to be provided by the RFE) together with a one-page cover letter to the RFE Grants Manager by 18th April, 2008.

If your concept paper is approved, you will be invited to develop a full proposal for review by the Steering Committee of the Rapid Funding Envelope for HIV/AIDS in May 2008.

What is the Rapid Funding Envelope for HIV/AIDS?

The Rapid Funding Envelope for HIV/AIDS (RFE) is a local funding mechanism for projects on HIV/AIDS in Tanzania. It provides support to not-for-profit civil society institutions, academic institutions and partnerships on Tanzania Mainland and Zanzibar for short-term projects of 6 to 12 months in duration. The RFE will support interventions in all strategic priority areas defined by the National Policy on HIV/AIDS and elaborated in TACAID' and ZAC's national multi-sectoral framework for HIV/AIDS. It will fund rapid and essential activities and inputs that contribute to longer-term efforts by civil society to combat and mitigate the epidemic.

The Rapid Funding Envelope for HIV/AIDS (RFE) was created in October 2002. It is currently sponsored by Tanzania Commission for HIV/AIDS (TACAIDS), Zanzibar AIDS Commission (ZAC) and six bi-lateral donor agencies: Canadian International Development Agency (CIDA), Irish Aid, Department for International Development – UK (DFID), The Swiss Agency for Development and Co-operation (SADC), The Royal Danish Embassy, The United States Government through the United States Agency for International Development (USAID). The RFE is governed by a Steering Committee comprising of representatives from some of these agencies. It is administered for the Steering Committee by Deloitte Consulting Limited and Management Sciences for Health.

Who can apply for the RFE?

The Rapid Funding Envelope for HIV/AIDS provides support to Not-for Profit Civil Society organisations from Mainland Tanzania and Zanzibar (not to individuals). **Applicant institutions must have been registered by 2005 or earlier.** The following institutions may apply individually or as lead partners:

- Registered Non-Governmental Organisations (NGOs) working in HIV/AIDS or in related fields which can contribute to HIV/AIDS efforts,

- Registered Faith-based Organisations working in HIV/AIDS,
- Community-based Organisations (Registered with or known to Local Government),
- Not-for-profit academic institutions (Tanzanian only), and
- Partnerships between two or more of these institutions.

Academic institutions in the public sector may apply to the RFE as partners in a project, but may not be lead partners. Partnerships with for-profit private sector institutions are allowed as well. Other public sector institutions are not eligible.

All applicant organisations must have existing programmes and offices in Tanzania. They must also have an established institutional track record, experience with funding from large donors and financial reporting capacity. Applicants must not require any technical assistance from the Rapid Funding Envelope for HIV/AIDS to execute the project.

Preference will be given to Tanzanian organizations with no affiliation with international NGOs. RFE grantees still executing projects from previous rounds may not apply.

What is the allowed duration of projects?

Projects funded during Round 6 of the RFE must be completed **within TWELVE months or less**. Very short projects or single actions will be considered. Transition activities to enable an institution to complete a longer-term plan will be considered, and organizations are encouraged to [design an intervention that will be flexible for possible extension \(2nd year funding\)](#). However, activities and deliverables for the first year must be clearly defined and not dependant on additional funding.

What can be funded?

The Rapid Funding Envelope for HIV/AIDS will fund rapid and essential activities and inputs that contribute to longer-term efforts to combat and mitigate the epidemic. Tightly targeted activities urgently needed in 2008 will be prioritized.

The RFE will fund good projects proposals that are aligned with the National Policy on HIV/AIDS (Office of the President, 2002) and with the Strategic Framework for HIV/AIDS as defined by TACAIDS. For Zanzibar projects, the RFE will align its selection with the new National AIDS Strategy. The RFE can provide support in all of the major strategic areas of HIV/AIDS including:

- Prevention, advocacy and information-education-communication/behaviour change
- Care and support for HIV/AIDS and related opportunistic infections
- Impact mitigation of the effects of the epidemic, including orphans and vulnerable children
- Research to provide baseline information or assess effectiveness
- Institutional strengthening, including capacity building in monitoring and evaluation.
- Interventions for young children aged 0-8 years who are infected or affected by HIV/AIDS.

[However in this round, priority will be given to prevention projects targeting high risk groups \(commercial sex workers, truck drivers, intravenous drug users etc\), hard to reach areas, fishing communities and migrant communities.](#)

The RFE will provide support for innovations as well as support for replication and scaling-up of good practices that have been proven elsewhere in Tanzania or the region. The RFE will support single actions such as non-drug procurements or publishing. The RFE can fund capacity building efforts that can be completed during the time period. These efforts can be either for the applicant institution itself or for basic capacity building activities destined for smaller NGOs and CBOs. These activities must be completed within the 12-month period, without need to fund follow-up mentoring.

Finally, the RFE will fund projects that promote institutional partnerships. Please note that the RFE does not fund Anti-retroviral Therapy since this intervention requires long term support.

The RFE Steering Committee will judge proposals on technical quality, institutional capacity and feasibility, as well as urgency.

What is the expected size of the projects?

The principal rule is that project activities must be completed within TWELVE months. Project budgets are expected to range from US\$50,000 to \$200,000. Institutions or partnerships that can make a contribution to the budget from their own funds or matching grants will be viewed more favourably.

What is a concept letter?

The Rapid Funding Envelope for HIV/AIDS uses a two-step application process. This process is designed to reduce unnecessary work to the applicant institution.

Stage 1 of the process is the Concept Letter.

In the concept letter, the Applicant Institution gives basic information in five areas:

1. Who is the applicant institution and its partners (if any)?
2. Does the applicant institution have experience with donor funding?
3. What problem and population does the applicant plan to target?
4. What is the general objective that the applicant would like to attain?
5. What is the general approach that the institution is thinking of using to change or improve the existing situation?

The Concept Letter will be screened to determine if 1) the applicant is the type of institution that the RFE can support and 2) if the project idea is in its priority areas and is feasible within the specified duration. If both the type of applicant and the project idea fall within the RFE's priority areas, the applicant will be invited to develop a full proposal.

For this Sixth RFE Call for Concept Papers, the deadline for submission is Friday **18th April, 2008**. Applicants will be informed of the decision on their concept letter by email and by newspaper publication on or before **May 6th, 2008**.

Stage 2 of the process is the Full Proposal and its review by the RFE Steering Committee.

If the applicant institution is invited to develop a full proposal, a set of guidelines will be sent to you by email (DHL or alternate if email is unavailable). These guidelines will give blank forms to be filled, explain the rules for budgets and reporting, as well as other information needed to complete the proposal.

The deadline for submission of the full proposals will be **29 May 2008**. Proposals will **only** be accepted from institutions that have successfully completed the Concept Letter stage. The RFE Steering Committee will meet to review full proposals in June 2008; decisions will be announced within the month.

What information should be sent in Stage 1?

1. **Cover letter** – this letter should be on an electronic version of the letterhead of your institution. It should contain the following information:

- a. a brief description of your institution, registration status, its current activities and capacity
 - b. the name, address, phone number (cell and land line if possible) and email address of the contact person for this proposal
 - c. a brief description of any partners
 - d. a brief description of the basic concept you wish to develop into a full proposal and a statement of why you believe this work can be accomplished within 12 months.
2. **Concept paper form** – This form, which will be obtained from the Grant Manager through RFE@deloitte.co.tz, allows you to describe your idea more fully. All areas on this form must be completed. You should copy this form electronically into your computer and complete it with your information. Please respect the one-page limit. Longer concept forms and attachments will not be accepted.

Please note:

- ⇒ **Concept Papers must be in English.**
- ⇒ No budget information or formal work plan is needed in Stage One.
- ⇒ No quantified objectives are needed in Stage One, however you may submit them if they are available.
- ⇒ **If you applied in previous rounds, Round 1, Round 2, Round 3, Round 4, Round 5 or the Zanzibar Round but were not successful, you may apply again in Round 6 with a new or revised concept letter.**

What next if you are interested?

1. Contact the RFE Grant Manager on RFE@deloitte.co.tz for an electronic copy of the concept paper form.
2. Deliver your concept paper form and cover letter electronically:

Electronic delivery: Send your concept paper form and cover letter via email, as an ATTACHMENTS, to the following address: RFE@deloitte.co.tz.

Manual delivery: If you cannot deliver the concept letter and form electronically, you may deliver a paper copy of your concept paper and concept letter together with an electronic version saved on virus-free computer diskette or CD in Word for Windows to:

Grant Manager
Rapid Funding Envelope for HIV/AIDS
C/o Deloitte Consulting Limited
10th Floor PPF Tower
Cnr of Ohio Street & Garden Av.
P.O. Box 1559
Dar es Salaam.

You will receive an email of acknowledgement upon receipt by the Grants Manager.

Concept letters received after the deadline of **18th April 2008** will not be considered for this round of funding.

For more information....

You may obtain an informational flyer on the Rapid Funding Envelope from Deloitte Consulting Limited by email or from our website www.rapidfundingenvelop.org. All requests for information should be directed to the Grants Manager at RFE@deloitte.co.tz. TACAIDS, ZAC and participating donors may also direct you to the Grants Manager

We look forward to receiving your Concept Paper.