

March 2023



## **COMMUNITY UPDATE**

Step-by-Step Guide to Applying to the  
UNAIDS Technical Support Mechanism in  
2023

## THE OPPORTUNITY:

Get funding for technical assistance (TA) support on community-led monitoring (CLM), funded through UNAIDS' Technical Support Mechanism (TSM).

## THE UPDATE FOR 2023:

While the TSM has been in existence for several years, the application process has changed: as of 2023, applicants should begin by contacting their UNAIDS country office (UCO).

## COUNTRIES THAT ARE CURRENTLY ELIGIBLE:

- **ESA:** Angola, Botswana, Eswatini, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Rwanda, South Sudan, South Africa, Tanzania, Uganda, Zambia, Zimbabwe
- **WCA:** Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Côte d'Ivoire, Democratic Republic of Congo, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Republic of Congo, Senegal, Sierra Leone, Togo
- **AP:** Bangladesh, Cambodia, India, Indonesia, Laos, Myanmar, Nepal, Pakistan, Papua New Guinea, The Philippines, Thailand, Viet Nam
- **MENA:** Djibouti, Morocco, Somalia, Sudan
- **EECA:** Belarus, Georgia, Kazakhstan, Kyrgyz Republic, Moldova, Republic of Tajikistan, Ukraine, Uzbekistan
- **LAC:** The Dominican Republic, Guyana, Haiti, Jamaica, Panama, Surinam

## EXAMPLES OF WHAT CAN BE SUPPORTED THROUGH THE TSM'S TECHNICAL ASSISTANCE FUND (TAF)

- Support the development of Global Fund applications
- Introduce efficiency-enhancing interventions in National Strategic Plans (NSPs)
- Undertake HIV estimates modelling, NASAs, improve investment cases, target setting, costing and allocation optimization through modelling
- Undertake IBBS, KP size estimates, gender assessments, and synthesis of data to enhance efforts to target key and vulnerable populations
- Improve program design and impact assessments for prevention programs, including methadone and PrEP
- Strengthen CSO capacity, including AGYW and other priority initiatives
- Support elimination of user fees, costing of social contracting, implementation of Stigma Index 2.0, and expanses of community-led responses, like Community-led monitoring technical assistance (CLM TA).



## HOW TO APPLY:

If you are a government or civil society organization partner and would like to request technical assistance through the TSM, please contact your [UNAIDS country office](#).

The UCO will assist the government/CSO partner in filling out a Technical Assistance Fund (TAF) application form. TAFs can only be for TA that directly supports GF grant implementation and/or GF grant applications.

## THE PROCESS:

- 1. Determine your CLM priorities:** Meet as a civil society organization or network to identify areas where TA support would be beneficial.
- 2. Prepare your request:** To begin the TSM support process, the UCO will need to fill out a Technical Assistance Fund (TAF) request form. Below, you will find the sections that need to be completed in the TAF. We recommend that you prepare your request to your UCO in alignment with these areas to help make it easier to fill out the TAF form together.

### Content you should prepare before you meet with your UCO includes:

- **BACKGROUND** (maximum ½ page) *Explain the relevance of this assignment regarding the Fast-Track Targets and the Global Fund Grant, the need for technical support and whether this is a continuation of any previous assignment supported through UNAIDS.*
- **PURPOSE** (maximum ¼ page) *Identify the specific catalytic roles this assignment will play in the context of the background described above.*
- **EXPECTED RESULTS OF ASSIGNMENT** (maximum ½ page) *Identify the immediate and longer-term results to be achieved through the TA. Indicate how this TA is expected to contribute to the Fast-Track targets, and future Global Fund investments in the country.*
- **SPECIFIC OUTPUTS** (e.g., final report, complete set of PPTX slides, detailed maps, and trends)
- **APPROACH AND METHODOLOGY FOR IMPLEMENTING THE ASSIGNMENT** (maximum ½ page) *Outline the overall approach and methodology (e.g., desk review; modelling; etc.) to be followed in the assignment. Include reference to the methodology reference documents.*
- **STAKEHOLDER ENGAGEMENT AND COORDINATION** – Indicate which of the following stakeholders have you consulted for this assignment. (UN Cosponsors, PEPFAR/US Government representative(s), Global Fund Country Team, Health Ministry, Civil Society Organization/Key Population Network, CCM Secretariat or NAC). – Note: this may be an area where you request support from your UCO to share your ideas and coordinate with other stakeholders.
- **REQUIRED TECHNICAL EXPERTISE** – *Fill out the suggested table below to help organize your ideas for discussion with the UCO.*

#	Consultant	National/ International	Outputs listed above to which the consultant contributes	Qualifications required	No. of days



**BUDGET SUMMARY**

- *Note: The TAF only covers costs directly related to the consultants it provides, their travel and accommodation, but not meeting support.*

Budget item	Unit Cost (USD)	Quantity	Total Amount (USD)
Consultant(s)			
Travel (Air? Ground?)			
Accommodation			
Per Diem			
Total			

3. **Meet with your UNAIDS Country Office (UCO):** be sure to bring your request (with the information above) with you. Ideally, email this information to the UCO one week in advance so they have time to review your request ahead of the meeting.
4. **Work with UCO to fill out the TAF application form:** If you prepare your submission ahead of time, as suggested above, this process should be quite straightforward.

**TIPS:**

- Engage with UCO on an on-going basis about TA requirements. Clearly articulate need and timelines - these should be discussed early, so all sides agree on priorities and timelines.
- TA requests should be on a project-by-project basis (generally).
- Please copy Dominic Kemps in (UNAIDS, HQ) when requests formally go to UCO in writing: [kempsd@unaids.org](mailto:kempsd@unaids.org)



## FREQUENTLY ASKED QUESTIONS:

**What is the total budget amount/envelope for the TSM? Does it vary by country?**

Typically, the TSM assignments cost less than \$50,000. If they cost \$50k or more, it is a requirement that the products must go for external peer review, and it will require a more involved procurement process. *Keep in mind that with TSM, TA should be project driven and not proposed as year-long on-going support.*

**What can the TSM budget support?**

The UNAIDS TSM cannot support meeting costs, they can only supply experts (consultants). Refer to the suggested budget table above.

**What is the length of the eligible TA? (15 days? 3 months? Other?)**

The TSM provides short-term TA, which it defines as 3-6 months.

**Can a CBO indicate a preferred provider in the application form?**

UCOs can indicate their preference for certain consultants when they liaise with the TSM. Even if there is a preferred candidate, three CVs must be scored as part of the process.

**How far in advance should I make a request?**

Given there are several steps from TAF request to selection and contracting, please plan several months in advance to ensure your plans are not delayed.

## REMINDERS:

**Timelines for 2023:**

Applying for TAF via TSM is an ongoing mechanism, so approach your UCO per specific project any time throughout the year.

**Thinking ahead for 2024:**

TSP as annual process contains all the countries and assignments that they foresee providing TA to in the next year (September to September). It is strategic for community groups to approach their UCOs in July or August, to indicate their TA needs for the following year. This lead time allows for coordination and collaboration between CBOs and the UCO.

We recommend writing your TA request in a letter, specifying that “we would like this assignment to be considered for inclusion in the TSP”. This might help get your priorities included in the TA plan, and then supported later.



## FIND OUT MORE:

- Email: For general inquiries: please send an email to [tsm@unaids.org](mailto:tsm@unaids.org)
- Website: <https://www.unaids.org/en/topic/TSM>
- Additional information: <https://www.opml.co.uk/projects/boosting-progress-in-fight-against-hiv-and-aids-in-africa-asia-and-the-pacific>

## ITPC GLOBAL CONTACTS

Nadia Rafif – Community Data and Advocacy Lead [nrafif@itpcglobal.org](mailto:nrafif@itpcglobal.org)

Jelena Bozinovski- Community Data and Advocacy Manager [jbozinovski@itpcglobal.org](mailto:jbozinovski@itpcglobal.org)

Krista Lauer – Citizen Science Lead [klauer@itpcglobal.org](mailto:klauer@itpcglobal.org)

