

## HPAF Proposal Guidelines

### What is the HPAF and what are its objectives?

IHP+ has funded a small grants scheme since in 2010, which has been managed by Oxfam under the name Health Policy Action Fund (HPAF). The HPAF aims to support southern civil society organizations, networks and coalitions to become more effectively engaged in national health policy processes. Supported by the grants, recipients engage in health policy and implementation monitoring and analysis, policy dialogue with key national health stakeholders, and hold governments and aid donors accountable to work towards achieving universal and equitable access to health care and the health-related Millennium Development Goals.

This fund is now open to support health organisations, networks and coalitions for health policy work in 30 IHP+ countries, in 2012-13. The IHP+ countries are: Benin, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Chad, DRC, Djibouti, El Salvador, Ethiopia, Guinea, Ivory Coast, Kenya, Madagascar, Mali, Mauritania, Mozambique, Nepal, Niger, Nigeria, Pakistan, Rwanda, Senegal, Sierra Leone, Sudan, Togo, Uganda, Vietnam, and Zambia.

The second Call for Proposals has been launched on the 18<sup>th</sup> January 2012, with a closing date of 28<sup>th</sup> February 2012. Please see below for the current call for proposals.

### Who can successfully apply for this Fund?

- The fund is open to applications from civil society health policy organizations, as well as health policy networks and coalitions which could comprise service providers, health worker organizations, patient groups, non-governmental organizations, community-based organizations, academic institutions, media, research and advocacy networks, and organizations of health campaigners based in the 30 IHP Countries.
- Grantee applications will be required to show how they will build on - not duplicate or undermine - any existing mechanisms for CSO engagement in national level health policy dialogue and sector processes and performance monitoring.
- Any National health policy organisations, networks and coalitions are eligible and encouraged to apply. Proposals will also be considered from International NGO applicants only if they are part of and /or plan to support local civil society coalitions.
- The effectiveness of an organisation or network will be considered to ensure that the organisation or network is large and/or effective enough to have impact, and that it truly represents the constituents it claims to represent.
- Organisations or networks applying will be required to meet basic partnership standards and criteria, including legal registration of the organisation, proven track record of transparent financial management, supported with audited accounts, bank account details, and registered signatories.

### Which type of activities could be funded?

The overall aim of civil society engagement in national health sector policy dialogue and sector processes is to improve the performance, accountability and effectiveness of the planning and delivery of national health sector plans. Generally all activities concerning the constructive engagement of CSOs in national health policy and sector processes can be supported by the grant **with the exception of the direct delivery of health services**. This encompasses but is not strictly limited to:

- a) Working with health sector partners (country governments, international partners including aid donors) and civil society to ensure the development of robust and evidence-based health plans, strategies, and budgets, with a particular emphasis on reaching the poor, vulnerable and most marginalised communities. This might involve targeting particular priority human resources, health financing, medicine supplies etc. or taking a broader overview of the performance of the health sector as a whole.
- b) Preparation for and participation in health sector policy dialogue, development and review fora
- c) Strengthening synergies between global health initiatives and other priority disease interventions and health systems.

- d) Helping country teams to identify existing financing in implementing robust national health plans
- e) Ensuring that financing gaps are met by development partners and country governments; and
- f) Holding all partners (country governments, international partners and civil society) accountable to commitments and results.

Specific activities funded through this grant should contribute to a broader strategy of engagement with national health sector processes. Applications will be considered that seek to carry out the above through, but not limited to

- Budget and policy research and analysis
- Lobbying and advocacy.
- Training and capacity building in health policy and advocacy
- Alliance building
- Media work.

## Evaluation Criteria

An international Project Technical Committee made up of individuals with the expertise necessary to assess proposals from a broad spectrum of civil society in the South shall review applications based on the following criteria:

1. **Strategic objectives:** Does your organisation/network or coalition have clear strategic objectives for the coming years, which focus on improving health for all? Does it have clear and measurable policy goals?  
(PLEASE ATTACH THE STRATEGIC PLAN TO YOUR APPLICATION)
2. **Advocacy plan:** Does your organisation/network or coalition have a clear, detailed and realistic advocacy plan which responds to these objectives? Does the advocacy plan have a clear focus on engagement with government and other stakeholders (including international aid donors) on health sector policy (with specific engagement in IHP+ processes where is possible and appropriate)?  
(PLEASE ATTACH THE ADVOCACY PLAN TO APPLICATION FORM)
3. **Budget:** Has your organisation/network or coalition produced a detailed, realistic and cost-based budget for this project?  
(PLEASE COMPLETE "ANNEX B" AND ATTACH TO THE APPLICATION FORM)
4. **Capacity:** Has the organisation/network or coalition indicated clearly and convincingly its capacity, and identified areas for support?  
(PLEASE COMPLETE "SECTION 10" OF THE APPLICATION FORM)
5. **Legal Status:** Is your organisation/network or coalition registered with the appropriate local authority? Is your organisation/network or coalitions' accounts regularly audited?  
(PLEASE ATTACH THE REGISTRATION DOCUMENTATION AND COPY OF THE LATEST AUDITED REPORT)
6. **Experience:** Does your organisation/network or coalition have experience in relation to at least one of the following: health advocacy and campaigning, lobbying governments and/or global health initiatives, health policy research, health policy analysis, media work and communications,, and alliance building.  
(PLEASE COMPLETED "SECTION 8" OF THE APPLICATION FORM)
7. **Legitimacy:** If applying as a network or coalition does your network/coalition have broad membership from key stakeholders? Are transparent and participatory decision making processes and procedures in place to avoid excessive domination by one or more members? Does your organisation have links to, and credibility with affected populations? Was the proposal developed collaboratively?  
(PLEASE COMPLETE "SECTION 9" OF THE APPLICATION FORM)
8. **Networking and coalition building:** If applying as an organization, does it participate in national health coalitions or networks? Will your organization be able to strengthen those coalitions or networks through your proposal?

## **A: Application Form**

The application form is attached as **Annex A**.

Read this application form in full together with the Evaluation Criteria above before completing.

Please use this application form only to submit your proposal.

Please complete the checklist at the end of the application form. This checklist helps ensure that you are submitting complete information to ensure your eligibility.

## **B: Budget Form**

The budget form is attached as **Annex B**.

Please use this format only to submit the Budget. Worksheet 2 is an example of a budget, which has been developed to support your use of the template.

## **C: Logical Framework**

The Logical Framework form is attached as **Annex C**.

Please use this format only to submit the Logical framework. The format has questions which should guide your project planning and completion of the form.

### **Questions or Queries:**

Any questions or queries regarding the call for proposals should be directed to the Grant Coordinator:

**Cheryl Jacob** at: [cjacob@oxfam.org.uk](mailto:cjacob@oxfam.org.uk)

For more information on the Health Policy Action Fund and this call please visit our website:

[www.healthpolicyactionfund.org](http://www.healthpolicyactionfund.org)

### **Closing Date:**

The closing date for the submission of proposals is **28<sup>th</sup> February 2012 at 17h00 Pretoria, South Africa.**

Proposals should be submitted electronically via email to:

[cjacob@oxfam.org.uk](mailto:cjacob@oxfam.org.uk)