

Dear Expert,

This is to invite you to express and/or confirm your interest in serving as independent external reviewer of proposals for funding submitted to the Robert Carr Fund in August, 2018. We are looking for a diverse pool of experts in the field of HIV, human rights, and inadequately served populations<sup>1</sup> with a focus on civil society and community responses to the epidemic. Our [2018 Request for Proposals \(RFP\)](#) clearly describes the critical role of reviewers in the application review and evaluation process, and highlights the assessment criteria and timeline – please take a quick look at Section 8 of the RFP “Process for Application Review.” We hope for your interest and availability to do the reviews in **late August - early September, 2018** and invite experts from various geographies and populations to contribute your valuable and diverse expertise related to HIV to helping our [Program Advisory Panel \(PAP\)](#) to evaluate applications for RCF funding for 2019-2021.

### **2018 Request for Proposals**

On June 18 this year, the Robert Carr Fund has launched a [Request for Proposals \(RFP\)](#). Through this RFP, the Robert Carr Fund invited 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. 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.**

Global and regional networks and consortia of networks which meet the definitions and criteria set by this RFP are invited to apply for a grant to support core funding and/or activity needs of the networks and/or consortia for up to three years (2019-2021). The deadline for submission of proposals is August 13, 2018 at 12:00 (noon) CET.

### **Independent review process**

As mentioned above, we are looking for a diverse pool of experts in the field of civil society and community networks addressing HIV, human rights and other directly related issues, who are in the position to review proposals in late August/early September, 2018. We would be extremely grateful if you would be willing to contribute to the Robert Carr Fund (RCF) external review process this year. Each eligible proposal needs to be reviewed by at least two independent reviewers. If you are willing and able to review proposals for the Robert Carr Fund, would you be so kind to send us your [expression of interest](#) that explains your specific expertise by the 10<sup>th</sup> of August? This will allow us to easily assign proposals to you that fit your field of expertise best.

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<sup>1</sup> 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.

### **Declaration of possible Conflict of Interests**

Possible or apparent Conflict of Interests must be disclosed to the Robert Carr Fund Secretariat. A Conflict of Interest arises when a reviewer has an interest that conflicts with the interests of the Robert Carr Fund or in situations where a reviewer has divided loyalties (also known as a 'duality of interest'). Situations or transactions arising out of a Conflict of Interest can result in either a lack of integrity in the grant decision-making process or in the appearance of inappropriate financial gain.

### **Timeline**

As mentioned above, the review period is in late August/early September, 2018. Prior to that, we are scheduling two webinars to explain the RFP and review process.

10 Augustus 2018	Complete expression of interest
15 Augustus 2018 10 am CEST & 5 pm CEST	Webinar to inform potential reviewers about RFP and review process
15 Augustus to 7 September 2018	Review period

### **Expression of Interest**

If you are interested to serve as independent external reviewer of proposals for funding submitted to the Robert Carr Fund in August, 2018, please send us your [expression of interest](#) by filling out this [online form](#) to explain your specific expertise by the 10<sup>th</sup> of August. This will allow us to easily assign proposals to you that fit your field of expertise best.

**Please forward this e-mail to experts within your network who might be interested to review proposals for the Robert Carr Fund.**

Thank you for your cooperation!

Best regards,  
The Robert Carr Fund Secretariat