Positive action

Technical Review Committee (TRC)

Role Description and Application Form

## About Positive Action

## Positive Action is ViiV Healthcare’s global programme focusing on supporting people and communities most affected by HIV. Positive Action provides grants to community-based organisations to address many of the structural and systemic drivers of HIV and overcome barriers to HIV prevention, treatment and care access.

Positive Action strives to be a responsive, flexible and trusted partner, one that champions communities to transform the HIV response and to end AIDS. To this end, Positive Action’s strategy supports community and other strategic partners to maximise the impact we have in the global HIV response.

With the vision of ‘Healthy communities in a world free of AIDS,’ the *Positive Action Strategy 2020-2030* focuses on two areas:

* Enabling people and communities to improve the quality of life of people living with and most at risk of HIV; and
* Achieving targeted impact through strategic partnerships in order to bring the end of AIDS closer.

## Our funding opportunities

Positive Action will support programmes and partnerships through three funding streams aligned with our strategic focus areas. The Community Strategic Initiatives (CSI) programme provides Innovator and Momentum grants. Innovator grants are up to £50 000 per year over a two-year period and focus on first-time investment in novel ideas or new contexts. Momentum grants provide grants of up to £100 000 per year over a three-year period with the focus on advancing existing, evidence-based projects to enable sustainable scale-up with other funding/implementing partners.

Breakthrough and Strategic Partnership Investment supports stakeholders to scale up their HIV efforts to achieve national HIV-related targets and challenges at the systems and infrastructure level, strengthening the foundation for community-led action.

The Flexible Fund can respond to specific community needs and positions ViiV Healthcare corporate social responsibility to new and relevant stakeholders, and resource game-changing innovations addressing key issues in the HIV response.

## About Positive Action’s governance structure

Positive Action understands the fundamental importance of community involvement and leadership. Under our new structure, our annual priorities are set by a Strategic Advisory Council (SAC) made up of representatives from all aspects of the global HIV response. In the context of these priorities, Positive Action funds CSI and Flexible Fund projects and programmes on the recommendation of a Technical Review Committee (TRC).

The TRC is made up of members of communities most affected by HIV, including people living with HIV, who bring a variety of skills and experience. This ensures that our funding and activities are focused where they can have the greatest impact,

Call for Applications

Positive Action Technical Review Committee Members

ViiV Healthcare is inviting applications to serve on the Positive Action Technical Review Committee (TRC). We are looking for community members with demonstrated experience and expertise in the fields of HIV, human rights, sexual and reproductive health rights (SRHR), paediatric HIV, Harm Reduction, HIV-related stigma and a strong understanding of civil society and community-based HIV responses.

**Role Description**

Members of the TRC act as peer reviewers of applications for Positive Action grants, advising us on which projects and programmes to support through either or both our CSI programme and Flexible Fund. The TRC will help Positive Action achieve the annual strategic goals set by the SAC, as well as our overall mission and objectives.

Working with Positive Action, the TRCs will be responsible for the following:

* Developing application evaluation criteria aligned with funding priorities and thematic areas;
* Review applications for funding, and make detailed recommendations on which proposals to fund, including amounts;
* Provide guidance to Positive Action on the development of capacity building and technical assistance for partner organisations;
* Advise on the implementation of monitoring, evaluation, and learning activities related to the Positive Action strategy

Key Selection Criteria

*Essential*

* Demonstrated experience and leadership in HIV-related areas
* Identification as a member of one or more of the communities and populations supported by Positive Action
* Experience with funding and grant making, or a clear understanding of the processes and principles of grant making
* Understanding of the structural drivers of HIV, including human rights, social determinants of health, stigma, and discrimination
* Previous experience working with key populations, particularly transgender and gender diverse people; men who have sex with men; people who inject drugs; sex workers; incarcerated people; adolescent girls and young women
* An ability to objectively and impartially assess funding applications to ensure funding helps achieve the mission and objectives of the Positive Action programme
* The ability to read, evaluate, and discuss funding applications in English, and how proposed projects contribute to the mission and objectives of the Positive Action programme
* The capacity to review large numbers of applications and attend up to four TRC meetings in person each year

*Desirable*

* Previous experience, or demonstrated understanding, of capacity building and technical assistance for community-based organisations
* Previous experience, or demonstrated understanding, of all stages of project development, including design, implementation, and evaluation
* Fluency or proficiency in a key language (e.g. French, Spanish, Arabic, Portuguese, Russian, Mandarin, etc)

Other Relevant Information

All applications will be reviewed and comparatively scored by the Positive Action team

Before formally joining the TRC, all shortlisted applicants must satisfy ViiV Healthcare requirements around conflict of interest, confidentiality, privacy, and other policies.

TRC members will serve a term of one year. Approximately one-third of the members of the initial TRC will be invited to serve a second term to ensure continuity and provide institutional knowledge to new members.

All TRC members will receive remuneration for their services in line with ViiV Healthcare/GSK policy. Travel, accommodation, and other reasonable costs associated with meeting attendance will be covered by Positive Action.

Returning your application

Completed applications forms, including CV or resume, should be emailed to [WW.PositiveAction@viivhealthcare.com](mailto:WW.PositiveAction@viivhealthcare.com) with the subject line ‘*Positive Action TRC Application*.’ All applications must be received no later than **Friday 29 October at 23h59BST** to be considered.

Additional Questions

If you have any questions about the Positive Action Technical Review Committee, or have any difficulty completing this form, please contact Shaun Mellors, Director Programmes & Technical [shaun.x.mellors@viivhealthcare.com](mailto:shaun.x.mellors@viivhealthcare.com)

**Positive Action Technical Review Committee**

**Application Form**

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As part the application process, ViiV Healthcare may capture personal information related to sexual orientation, gender identity, HIV status, and either past or present information related to: Illicit drug and substance use, sex work and periods of incarceration, detention and confinement. This information will only be used as part of the application process. We will not use or process your personal information in the future or for any other purpose. By ticking this box, I confirm that I have read the attached Privacy Notice and agree to my personal information being processed by ViiV Healthcare.

**Please ensure your answers are clear and concise.**

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| --- | --- |
| 1. Name |  |
| 1. Email address |  |
| 1. Phone number |  |

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| 1. Nationalities/Citizenship |  |
| 1. City and country of residence |  |
| 1. City and country of birth |  |

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| 1. Why are you applying to be on the Positive Action Technical Review Committee? What is your motivation? (300-word limit) |
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| 1. What personal skills or competencies would you bring to the Technical Review Committee? Please describe the qualities you have that would benefit both the committee and the Positive Action programme. (300-word limit) |
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| 1. Please describe any previous experience you have with grant making and/or funding decisions. This could be on advisory boards, review committees, etc. (200-word limit) |
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| 1. Please describe your experience working on HIV and related issues. Discuss how you have demonstrated leadership in these fields, including any leadership roles you currently hold or have held in the past. (200-word limit) |
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| 1. Please briefly describe your professional/work history, and any other experiences, interests, or activities that may benefit the committee and Positive Action. (200-word limit) |
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| 1. Please describe any experiences you have had working directly with individuals from the priority populations described in the *Positive Action Strategy 2020-2030* (e.g. transgender people; men who have sex with men; sex workers; people who inject drugs; people in custodial settings; adolescent girls and young women). How would this experience help you as a member of the Technical Review Committee? (300-word limit) |
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| 1. All grant applications considered by the Technical Review committee will be in English. Please indicate below your level of proficiency in English (select one) | |
|  | **Basic/Beginner** |
|  | **Intermediate/Independent** |
|  | **Proficient/Fluent** |

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| 1. Please list any other languages you speak and your level of proficiency (e.g. “French – Beginner; Arabic – Fluent” |
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| 1. Positive Action is committed to peer and community leadership in the HIV response. As such, we strive to have a Technical Review Committee comprised of people who currently identify, or have previous lived experience, as a member of one or more of the priority populations in scope for Positive Action grants.   Please indicate which populations/communities you identify with and the nature of your identification. Any information you disclose will be treated with the strictest confidence and will not be shared with anyone outside the Positive Action programme without your express consent. For more information, please review the data and privacy notice attached to this document. | | | |
| Population | **Currently identify** | **Have previous lived experience** | **Not applicable/ prefer not to say** |
| Person living with HIV |  |  |  |
| Transgender, gender diverse, or gender non-confirming |  |  |  |
| Man who has sex with men (including gay, bisexual, other) |  |  |  |
| Person who injects drugs |  |  |  |
| Person who uses drugs |  |  |  |
| Sex worker |  |  |  |
| Adolescent girl or young woman |  |  |  |
| Other (please specify, e.g. prisoner, refugee, etc): |  |  |  |

1. Please identify your level of expertise in the following thematic areas:

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| --- | --- | --- | --- |
| Thematic Area | Basic (Less than 1-year prog & technical experience) | Intermediate (Between 2 – 5 years prog & technical experience | Experienced (More than 5 years prog & technical experience) |
| Community based harm reduction |  |  |  |
| HIV-related stigma |  |  |  |
| Human rights |  |  |  |
| HIV Prevention |  |  |  |
| Sexual and Reproductive Health and Rights (SRHR) |  |  |  |
| Resilient and sustainable systems for health (RSSH) |  |  |  |
| Community systems strengthening (CSS) |  |  |  |
| Other (please specify) |  |  |  |
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| 1. Please attach a recent CV or resume to this application in either PDF or Microsoft Word format. |