B. Expression of Interest (EOI) application form

Host Institutions for the Fleming Fellowship Scheme Round 1 (HI1)

Organisations or consortia interested in applying to become Host Institutions should complete the following EOI form. Those who are successful at this stage will be invited to submit a full proposal using an application form which will be shared with them.

Key requirements

* Completed EOIs must be submitted by e-mail to: FlemingFellowshipScheme@mottmac.com
* The submission should be returned by: 12:00 (GMT) on 26 February 2018
* All documents included as part of the submission should be in Arial/Calibri, 11pt, in single spacing
* All submissions must be in PDF format
* Applicants should observe the word limit; additional words outside the limit will be disregarded.

Application review schedule

|  |  |
| --- | --- |
| Stage | Date |
| EOIs to be received by | 26 February 2018 |
| Pre-selected Host Institutions invited to submit full application by | 2 March 2018 |
| Pre-selected Host Institutions submit full application by | 30 March 2018 |

Scoring criteria

Sections EOI listed below will be scored by the Fleming Fund Management Agent using the scoring criteria below. In cases where there are no consortium partners, information on the Lead Host Institution (Grantee) will be weighted as 80% of the total (rather than 50%).

|  |  |  |
| --- | --- | --- |
| **Section** | **Score, max** | **Weigh, % (if not a consortium)** |
| 1.1 | Information about the Lead Host Institution (Grantee) | 20 | 50 (80) |
| 1.2 | Information about the consortium partners (if any) | 20 | 30 (0) |
| 1.3  | Management and governance | 20 | 20 |
| 1.4 | Fields of expertise | N/A |  |
| 1.5 | Areas applied for | N/A |  |
| 2 | Grant assurance | Pass/Fail |

# Information about the applicant

## Information about the Lead Host Institution (Grantee) applicant

**Are you proposing to apply as the Lead Host Institution (Grantee) of a consortium? Please put a cross (“X”) in the appropriate box:**

Yes [ ]  No [ ]

If you are leading a consortium, then you need to complete this section, plus Sections 1.2 and 1.3, before moving on to Section 1.4 (fields of expertise).

If you are not leading a consortium and are applying as a stand-alone applicant, then skip sections 1.2 and 1.3, and move directly to Section 1.4 (fields of expertise).

|  |  |
| --- | --- |
| Name of organisation: |  |
| Full postal address, including country: |  |
| Website: |  |
| Main contact name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |
| Summary description of organisation:Maximum words: 200 |

**Please provide three examples of projects that your organisation has implemented within the last five years which are relevant to this application in terms of field of expertise, scale and/or approach.**

These examples should focus on:

* Building capacity in the field/s that are relevant for the Fleming Fellowship Scheme. Please refer to the EOI terms of reference for more information on the types of activities we expect Host Institutions to deliver or support.
* Delivering learning, training, mentoring or other professional development activities
* Developing, adapting and refining training, mentoring and other capacity building materials
* Sourcing and managing individual mentors and experts
* Building leadership skills
* Delivering or supporting institutional strengthening activities
* Drawing on strong regional and international networks
* Supporting the development and functioning of communities of practice

Some or all of these should be across multiple countries.

|  |  |
| --- | --- |
| Project name: |  |
| Duration: |  |
| Geographical location / country of the project: |  |
| Value (£) of the organisation’s inputs: |  |
| Funding organisation/client: |  |
| Contact details of a reference at the funding organisation: |  |
| Relevance to this application in terms of technical area, scale and/or approach: | 300 words max |

|  |  |
| --- | --- |
| Project name: |  |
| Duration: |  |
| Geographical location / country of the project: |  |
| Value (£) of the organisation’s inputs: |  |
| Funding organisation/client: |  |
| Contact details of a reference at the funding organisation: |  |
| Relevance to this application in terms of technical area, scale and/or approach: | 300 words max |

|  |  |
| --- | --- |
| Project name: |  |
| Duration: |  |
| Geographical location / country of the project: |  |
| Value (£) of the organisation’s inputs: |  |
| Funding organisation/client: |  |
| Contact details of a reference at the funding organisation: |  |
| Relevance to this application in terms of technical area, scale and/or approach: | 300 words max |

**Lead Host Institution (Grantee) additional capacity statement**

**Please include additional information to highlight your organisation’s capability to deliver Fleming Fellowships:**

Maximum words: 1500 words

## Information about the consortium partners (if any)

**For each consortium partner, complete one table, copying the table, as below, as many times as required to ensure all partners are included:**

|  |  |
| --- | --- |
| Name of organisation: |  |
| Full postal address, including country: |  |
| Geographical area / country(ies) of operation: |  |
| Website: |  |
| Main contact name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |
| Summary description of organisation:Maximum words: 200 |

**For each consortium partner please describe two examples of a project that the partner has implemented, within the last five years, that is relevant to this application either in terms of field of expertise, scale, or approach.**

Please insert additional tables as required. These examples should focus on:

* Building capacity in the field/s that might be relevant for the Fleming Fellowship Scheme. Please refer to the terms of reference for more information on indicative activities we expect Host Institutions to deliver or support.
* Delivering learning, training, mentoring or other professional development activities
* Developing, adapting and refining training, mentoring and other capacity building materials
* Sourcing and managing individual mentors and experts
* Building leadership skills
* Delivering or supporting institutional strengthening activities
* Drawing on strong regional and international networks
* Supporting the development and functioning of communities of practice

|  |  |
| --- | --- |
| Project name: |  |
| Duration: |  |
| Value (£) of the organisation’s inputs: |  |
| Funding organisation: |  |
| Geographical location / country of the project: |  |
| Contact details of a reference at the funding organisation: |  |
| Relevance to this application in terms of technical area, scale and/or approach: | 300 words max |

|  |  |
| --- | --- |
| Project name: |  |
| Duration: |  |
| Value (£) of the organisation’s inputs: |  |
| Funding organisation: |  |
| Geographical location / country of the project: |  |
| Contact details of a reference at the funding organisation: |  |
| Relevance to this application in terms of technical area, scale and/or approach: | 300 words max |

**Consortium partners – additional capacity statements**

**Please include additional information to highlight the capability of each consortium partner to deliver Fleming Fellowships:**

Maximum words: 600 words per consortium partner

##

## Proposed management and governance structure

**Please describe how the consortium will be managed and any proposed governance structures used to deliver Fleming Fellowships:**

Maximum words: 600 words. Include an organigram / organisation chart.

## Field/s of expertise

**In this section please put a cross (“X”) in at least one technical field of expertise in which your organisation or consortium has the expertise to deliver Fellowships:**

Human clinical microbiology [ ]

Veterinary clinical microbiology [ ]

Human epidemiology [ ]

Veterinary epidemiology [ ]

AMR data analysis and use in human health [ ]

AMU data analysis and use in animal health [ ]

## Which Regions is the Host Institution / consortium applying for:

Select all that apply:

West Africa [ ]

East and Southern Africa [ ]

South Asia [ ]

South East Asia [ ]

Provide a summary statement of links, networks and collaborations within the region applied for:

Maximum 200 words per region:

# Grant Assurance

## Statutory audited accounts

**Are you able to provide on request statutory audited accounts for the past three accounting periods, including the auditor’s findings/management letter?**

Yes [ ]

No [ ]

If no, please explain

Maximum words: 200

## Organisational financial management

**Are you able to provide on request an overview of your organisational financial management including your financial control framework and key financial systems?**

Yes [ ]

No [ ]

If no, please explain

Maximum words: 200

## Fraud policy

**Are you able to provide on request copies of your fraud policy?**

Yes [ ]

No [ ]

If no, please explain

Maximum words: 200