

Request for Proposal for the Provision of Principal Recipient Services

Organisation of Eastern Caribbean States (OECS) Global Fund Grant

2016-2018

Introduction

At the Organisation of Eastern Caribbean States (OECS) Health Ministers Meeting of October 2013, a mandate was given to the OECS Regional Coordinating Mechanism (RCM) to submit a proposal to the Global Fund to Fight AIDS Tuberculosis and Malaria. Under the New Funding Model the OECS Countries are eligible to apply for funds totalling \$US 5.3 Million for HIV and Tuberculosis. The application for the grant is being made through the OECS RCM which is located in Saint Lucia and is chaired by the Minister of Health, Hon. Alvina Reynolds. While only four of the countries (Dominica, Grenada, Saint Lucia, St. Vincent and Grenadines) are eligible for funding under this new model, the multi-country proposal will be expanded to include the countries of Antigua and Barbuda, and St. Kitts and Nevis.

The OECS RCM now invites organizations to submit proposals to be considered as a Principal Recipient (PR) for the Global Fund grant funds. The focus areas have already been defined in the proposal and we are looking to appoint a PR based on specific criteria, which include the strength of the proposed implementation programme and the capacity of the organisation to function as a PR according to Global Fund requirements.

Focus Areas and Proposed Activities

Module 1: Prevention Programmes for key affected populations including, MSM, SW and youth

Including Activities such as:

- Conduct of Integrated Biological Behavioural Surveys (IBBS).
- Behavioural change as part of programs for key affected populations.
- HIV testing and counselling as part of programs for key affected populations.
- Diagnosis and treatment of STIs for key affected populations.
- Development and standardization of packages of prevention services for key affected populations.

Module 2: Treatment care and support

- Antiretroviral Therapy (ART)
- Treatment monitoring
- Prevention, diagnosis and treatment of opportunistic infections
- Counseling and psycho-social support

Module 3: TB/HIV Co-infection

- Ensure political commitment, funding and stewardship for planning and essential services of high quality
- Address the most vulnerable and hard-to-reach groups and address special needs of migrants and cross-border issues
- Undertake screening for active TB and LTBI in TB contacts and selected high-risk groups, and provide appropriate treatment
- Laboratory systems strengthening

Module 4: Health Information Systems and Monitoring and Evaluation (M&E)

- Roll out and implementation of case based surveillance system in the OECS
- Strengthen M&E and Research in the OECS

Roles and responsibilities of the Principal Recipient (PR)

The roles and responsibilities of the PR will include the following:

- Entering into a performance-based grant agreement with the Global Fund;
- Receiving and managing funds disbursed by the Global Fund;
- Entering into grant agreements with sub-recipients and disbursing funds to them;
- Managing the implementation of the programme or part thereof, co-ordination of grant participants and provision of technical leadership;
- Regular financial and programmatic progress reporting to the Regional Coordinating Mechanism (RCM), the Global Fund and other national stakeholders; and
- Monitoring and evaluation and reporting of data to relevant national authorities.

Proposal Guidelines

- A. Overview of the programme (maximum 1 page)
 - i. Provide a brief overview of the proposed programme summarising the programmatic focus of the request, describing how it aims to impact on HIV incidence in women aged 15-24 years in SA and highlighting the gains expected from this investment.
- B. Approach and methodology (maximum 4 pages)
 - i. Describe your approach to the implementation of the proposed activities described in the section above.
- C. Proposed budget and work plan
 - i. A detailed budget should be prepared in a Microsoft Excel workbook as part of this application and copied onto a CD or memory stick for submission with the hard-copy proposal.
 - ii. Please ensure the detailed budget complies with the following requirements:

- The budget period is January 1st 2016 – December 31st 2018.
- The budget should be presented in US Dollars.
- Quarterly budget totals and annual budget totals must be shown.
- The detailed budget should follow an activity-based costing approach that is aligned with the proposed implementation plan.
- The detailed budget should follow the formula: annual quantity x unit cost = total cost for each quarter on each budget line.
- Unit cost should be further detailed and costing should be broken down to input or process-level unit costs. Lump sums or coverage level unit costs (such as US\$10 per person reached) should be avoided.
- Budget notes detailing how unit costs were arrived at are encouraged and can be provided in supporting sheets in the Excel workbook.
- A separate main activity or cost centre should be presented in the detailed budget to provide for programme management, grant management and administration costs associated with PR operations.
- Salaries and wages should be based on actual payroll data in applicants' organisations or based on actual market rates for new positions.

Minimum Requirements for the Principal Recipient (PR)

In order to achieve a competitive score for organizational capacity, it is expected that applicants should have:

- A. Financial Management and Systems that can:
 - i. Accurately and promptly record all transactions, disbursements and balances, including those supported by the Global Fund;
 - ii. Disburse funds to sub-recipients, procurement agents and suppliers in a timely, transparent and accountable manner;
 - iii. Maintain an adequate internal control system;
 - iv. Enable the prompt preparation of regular and reliable financial statements and reports;
 - v. Safeguard the PR's financial and physical assets; and
 - vi. Are subject to and comply with acceptable auditing arrangements.
- B. Program Management Capacity and arrangements including:
 - i. Legal capacity, status and authority to enter into the grant agreement with the Global Fund;
 - ii. Effective organizational leadership, management, transparent decision making and accountability systems;
 - iii. Adequate infrastructure and information systems to support grant implementation, including the monitoring of performance of sub-recipients and outsourced entities (such as procurement agents) in a timely and accountable manner; and
 - iv. Adequate health and social mobilization expertise and cross-functional expertise (finance, procurement, legal, M&E) to implement the program activities.
- C. Sub-recipient management capacity, including:

- i. Effective systems for undertaking sub-recipients capacity assessments and providing technical support as needed, to ensure that any proposed sub-recipients have the required capacities to implement the program activities; and
 - ii. Adequate management arrangements that ensure adequate PR oversight of grant implementation at the sub-recipient level facilitating effective and timely program implementation and resource management by sub-recipients.
- D. Pharmaceutical and Health Product Management Systems that:
- i. Allow for the procurement, storage and distribution of health products in accordance with Global Fund procurement and supply management policies.
- E. Monitoring and Evaluation Systems that:
- i. Collect and record programmatic data with appropriate quality control measures;
 - ii. Support the preparation of regular reliable programmatic reports; and
 - iii. Make data available for the purpose of evaluations and other studies.

In addition, the applicant should have:

- Audited financial statements for the last 3 years ,
- Implemented a grant agreement with a recognised international partner within the last 2 years,
- Experience in disbursing funds and overseeing the performance of grant sub-recipients.

Evaluation Process

- An evaluation panel will make recommendations to the full RCM. The RCM will make the final decision on the preferred applicant.
- The RCM reserves the right not to select any of the shortlisted candidates or to reissue the call for proposals.
- The applicant selected by the CCM will be invited by the CCM to enter into grant negotiations with the Global Fund.
- The RCM holds no responsibility or liability with respect to the outcomes of the negotiations with the Global Fund.
- The table below provides guidance on the score distribution for organisational capacity to carry out the functions of Principal Recipient.

<i>Criterion</i>	<i>Maximum Score</i>
Financial Management and Systems	20
Program Management Capacity and Arrangements	20
Sub-recipient Management Capacity	20
Pharmaceutical and Health Product Management Systems	20
Monitoring and Evaluation Systems	20
<i>Total</i>	<i>100</i>

Application Schedule

The deadline for submission of a fully completed proposal and budget is on 2nd April 2015. Please submit a hard and digital copy of the proposal, with the budget in Microsoft Excel format on a CD or flash drive in a sealed envelope to the OECS RCM Secretariat:

Digital copy: oesrcm@gmail.com

Hard Copy: The Chair
OECS Regional Coordinating Mechanism
Ministry of Health
Heraldine Rock Building
Waterfront, Castries
Saint Lucia

The timelines for the application process are as follows:

- Publication of call 19th March 2015
- Deadline for submitting application: **2nd April 2015** Close of Business (COB) 4:30pm
- Evaluation period (indicative) during which additional details may be requested. Candidates who meet the minimum requirements and are short listed will be invited to an interview with the PR selection sub-committee by: 8th April 2015
- Feedback to applicants (indicative): 9th April 2015
- Grant agreement finalised: (Indicative) December 2015