



## Global Fund - Multi-Country Western Pacific Integrated HIV and TB Programme 2021-2023 Implementation Period

### Call for Proposals to select Sub-Recipients (SRs) for Technical/programmatic capacity strengthening (PLHIV Support) and Resilient and Sustainable Systems for Health (RSSH) - Community Systems Strengthening Programme in Western Pacific Region<sup>1</sup>

#### INSTRUCTIONS

##### I. Background:

UNDP partners with the Global Fund to Fight, AIDS, Tuberculosis and Malaria (the Global Fund) to support and strengthen national responses to HIV, Tuberculosis and Malaria. The objective of this partnership is to ensure access to quality health services for all and to enable all those living or affected by the diseases to live healthy and productive lives while enjoying full social inclusion. The partnership leverages UNDP's global mandate to strengthen institutions to deliver universal access to basic services and to rebuilding resilient and sustainable health and community systems in crisis and post-crisis settings.

UNDP Pacific Office was nominated as the PR by the Pacific Island Country Coordinating Mechanism (PIRCCM) in December 2014 for the multi-country Western Pacific grants (TB and HIV; and Malaria (Vanuatu), (the 'Multi-country Programmes). MCWP started in July 2015 with the first grant cycle ending in 31 Dec 2017, followed by two successive funding cycles including the current grant with 2021-2023 implementation period. The program is implemented in 11 Pacific countries, namely, Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Tonga, Tuvalu, and Vanuatu.

Following the successful submission of a new funding request to the Global Fund, the Multi-country Western Pacific Programme has received additional funds amounting to \$10,286,474 to support the HIV and, TB responses in 11 Pacific Islands countries for the period 2021 to 2023. As part of this new allocation, UNDP will be responsible for management of the Regional Coordination component, out of which US\$235,000.00 will be implemented through two (2) Civil Society Organisations that will be selected to manage different interventions of the RSSH-CSS and HIV Treatment, care and support modules of the grant.

To this end, UNDP is seeking submissions from qualified Regional non-governmental organisations and other registered entities in any of the Pacific Islands to participate in the implementation of the grant as **Sub-Recipients (SRs)**. This Call for Proposals (CFP) is specifically related to the HIV Treatment, care and support and RSSH-Community Systems Strengthening modules of the GF HIV/TB Grant for the implementation period 2021-2023.

**This Call for Proposals sets out all the relevant information and minimum requirements for preparing these submissions.**

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<sup>1</sup> The program is implemented in 11 Pacific island countries, namely, Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Tonga, Tuvalu, and Vanuatu.

## II. Brief description of the programme/project

The overall objective of the Global Fund financed HIV and TB grant is to support the national and regional efforts across 11 Pacific islands countries (PICs)<sup>2</sup> to scale up and improve the response to the human immunodeficiency virus (HIV) and tuberculosis (TB) through prevention, treatment, care and support services, with special attention to key and vulnerable population groups. The Global Fund support are aligned with the following four critical objectives:

1. Strengthening comprehensiveness and quality of HIV prevention, treatment, and care service delivery models with a view to programmatic sustainability.
2. Strengthen resilience of community and health systems
3. To provide early rapid and quality diagnosis of TB and MDR-TB, with specific focus on screening and diagnosis in 11 Pacific Island Countries (PICs)
4. To sustain high quality treatment for all forms of TB including drug-resistant TB

The HIV component focuses on two major goals:

1. Support the implementation of community-based integrated HIV and SRH services for key and vulnerable populations; and
2. Strengthen the mid- and long-term sustainability of the regional and national responses to HIV, STIs from a broader perspective of SRH and strengthening human rights of key populations and PLHIV and tackling the major gender issues underlying these SRH-related problems.

These are all geared towards increasing quality of care for better outcomes through removal of human rights and gender related barriers for equitable access to services.

## III. Objectives and Expected Outputs/Deliverables

The objective of this Call for Proposals is to hire two Regional CSOs/NGOs as Sub-Recipients for the HIV component of the GF grant (2021-2023) to implement the modules on:

- 1) Resilient and Sustainable Systems for Health (RSSH): Community Systems Strengthening (CSS Module) that include intervention on Strengthening Institutional/Organizational Capacity; building community linkages and coordination and management of the grant within the established budget as indicated in the ToRs in Annex 1 (the Project). The successful SRs will support the implementation of the RSSH-CSS module amongst thirteen (13) CSOs<sup>3</sup> in the eight (8)<sup>4</sup> Pacific Island countries;
- 2) Treatment, care and support (Technical/programmatic capacity strengthening (PLHIV Support)) that include intervention on Counseling and psycho-social support to PLHIV in the 11 countries with peer mentoring in support of ART adherence, as well as other support activities aimed to achieving the 95-95-95 targets, breaking social and legal barriers and scale up realization of human rights and gender equity and ☐ Reducing human rights-related barriers to HIV/TB

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<sup>2</sup> 11 Pacific countries - Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Tonga, Tuvalu, and Vanuatu.

<sup>3</sup> Thirteen CSOs - Te Tiare Association (CK). Youth to Youth (FSM) Chuuk Women's Council (FM), BIMBA (KI), WUTMI (KI), Brighten the Rainbow (KI), Samoa Fa'afafine Association (SM), Samoa Family Health Association (SM), Tonga Leiti's Association (TO), Tonga Family Health Association (TO), PINA Association (TV), VPride (VU) and Wan Smolbag Theatre (VU)

<sup>4</sup> Eight (8) Pacific Island countries with CSOs - 1. Cook Islands (CK), Micronesia, Federated States (FM), Kiribati (KI), Marshall Islands (MH), Samoa (SM), Tonga (TO), and Vanuatu (VU)

services within the established budget as indicated in the ToRs in Annex 1 (the Project). The successful SRs will support the implementation of the Treatment, care and support module amongst eleven (11) Pacific Island countries;

The successful national SRs will each **implement one of the following specific interventions of the CSS and HIV Treatment, care and Support modules in the 11 Pacific Islands Islands as indicated under the budget amount for programmatic activities over the period 2021 - 2023:**

- LOT 1. Strengthening Institutional/Organizational Capacity (CSO Support): USD 100,000; and
- LOT 2. Technical/programmatic capacity strengthening (PLHIV Support): USD 135,000;

### **Final Beneficiaries**

Eligible proposals will be those from registered Regional **CSOs and NGOs** and targeting as direct and final beneficiaries people living with HIV, key populations, women living with HIV, people with disabilities, AGYW coordination platforms and other **relevant** Regional stakeholders.

**Detailed objective and related outputs and deliverables** are provided in the **Terms of Reference Annex I**

### **IV. Eligibility & Qualification Criteria**

Interested national registered NGOs/CSOs must meet the following criteria to be eligible for the selection:

- Officially Registered Non-governmental organization (NGO)/ civil society organization (CSO) in any of the Pacific Island Countries and with network presence or alliance to CSOs/NGOs in these 11 Pacific Islands Countries. The organisation should be in existence for a minimum of 2 years.
- Experience in the management of Resilient and Sustainable Systems for Health (RSSH): Community Systems Strengthening (CSS Module) that includes interventions on community-based monitoring; or community empowerment; or community led advocacy and/or research; institutional capacity building, planning, leadership and social mobilization;
- Experience in project implementation or execution of contracts for provision of professional services in the area of grant programmes management with a minimum annual grant/project funds value of USD 60,000.00.
- Legal status of the organization should enable it to receive UNDP grant pool without the Responsible Party's incurring in tax liabilities.
- NGOs/CSOs must have a team of at least four members satisfying the requirements that are provided in the Terms of Reference – **Annex I**.

The parameters that will determine whether a Regional CSO/NGO is eligible to be considered by UNDP will be based on the CSO/NGO Request for Information (RFI) template – **Section VII b**.

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Innovation\\_CS0%20engagement%20and%20E-tendering\\_RFI%20%20Template.docx&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Innovation_CS0%20engagement%20and%20E-tendering_RFI%20%20Template.docx&action=default)

### **V. Proposal Requirements**

Applicants will submit **technical and financial proposals**. The **Technical Component** of the proposal shall follow the format indicated in **Annex V**. The **Financial Component** will comprise of the following: an itemised budget per component **not to exceed the designated budget ceilings** for each module following the format indicated in Annex V Section 9.

As part of the technical proposal, the applicant should include the Proposed Methodology, Approach, quality assurance plan Implementation Plan and risk management matrix (potential risks identified and proposed mitigatory measures) – this section should demonstrate the NGO’s understanding of the request, response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

## **VI. Selection Procedure for Award of Modules**

The applicant which obtains the highest technical score for the Module shall be selected. Applicants may be considered for the award of more than one Module according to the following scenarios:

- a) If the proposal of the same receives the highest score for more than one Module, it may be awarded more than one Module if its capacity is sufficient to implement the required scope of work. The following criteria shall be used to determine if an applicant has sufficient capacity:
  - Experience in implementing the same/similar scope of work in Pacific Region
  - Capacity to implement all the activities listed under each Module
  - Capacity to achieve all the targets for key indicators
  - Capacity to implement activities in 11 Pacific Islands listed under each Module, either through direct implementation or through partnerships with other national or local entities
  - Demonstrated field presence in 11 Pacific Islands listed under each Module OR having existing arrangements with implementing partners at field level in these areas
- b) **If the proposal of a single applicant is the highest ranked for more than one Module, but its capacity is deemed not sufficient to implement the required scope, the applicant will be awarded the Module(S) in which it achieved the highest score as a result of the technical evaluation and for which they have the capacity to achieve the desired result.**

## **VII. Evaluation Criteria & Methodology**

**a) Proposals will be evaluated based on the following criteria:**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Regional CSO/NGO Eligibility and qualifications	28%	280
2.	Proposed Methodology, Approach and Implementation Plan including potential/anticipated risks and mitigation measures	39%	390
3.	Management Structure and Key Personnel	33%	330
Total			1000

**Detailed sub-criteria are provided in Annex 1**

Technical Proposal Evaluation Form 1			Points obtainable
<b>1.0. Expertise of the Firm/Organization</b>			
1.1	Reputation of Organization / Credibility / Reliability / Industry Standing  Which organizations have they worked with?  References		25
1.2	General Organizational Capability which is likely to affect implementation		100
	- Age of the organization based on registration - 2-5 Years 10 points - 5 Years and more 20 points	30	
	Staff Strength - Staff complement: - Less than 5 professional staff 5 points - More than 5 professional staff 10 points		
	- Experience in project management support - project management control	20	
	- Financial stability and project financing capacity Average Fund managed by the NGO for past 2 years: -  Annual Average Project fund < USD 100, 000 - 10 points	20	

	Annual Average project fund > USD 100, 000 - 20 points																							
	Capacity for Access and reach beneficiaries																							
	Presence in Region	1 -2 Affiliations – 5 points 3-4 – Affiliations – 10 points More than 5 Affiliations 20 points	20																					
	Experience in working different countries in the Pacific Islands :-																							
	Previously worked in at least 2 countries	3 points																						
	Previously worked in 3- 4 countries	7 points	10																					
	Previously Worked in 5 or more countries	10 points																						
1.3	Quality assurance procedures (Weighting is based upon statement of quality assurance expressed by the organization).  Presence of internal quality assurance policy.  Inter control and management systems  Audit systems in place  Existence of board or oversight body		30																					
1.4	Relevance of Experience:  - Experience on Similar Programme / Project in key areas: -		100																					
	<table border="1"> <thead> <tr> <th></th> <th>LOT 1: Strengthening Institutional/Organizational Capacity</th> <th>LOT 2: Technical/programmatic capacity strengthening (PLHIV Support)</th> </tr> </thead> <tbody> <tr> <td>Community Based Monitoring</td> <td>40</td> <td>10</td> </tr> <tr> <td>Community Empowerment</td> <td>10</td> <td>30</td> </tr> <tr> <td>Community led advocacy and research</td> <td>10</td> <td>10</td> </tr> <tr> <td>Institutional Capacity Building, planning and leadership</td> <td>10</td> <td>40</td> </tr> <tr> <td>Social Mobilization, building community linkages and coordination</td> <td>30</td> <td>10</td> </tr> <tr> <td>TOTAL</td> <td>100</td> <td>100</td> </tr> </tbody> </table>		LOT 1: Strengthening Institutional/Organizational Capacity	LOT 2: Technical/programmatic capacity strengthening (PLHIV Support)	Community Based Monitoring	40	10	Community Empowerment	10	30	Community led advocacy and research	10	10	Institutional Capacity Building, planning and leadership	10	40	Social Mobilization, building community linkages and coordination	30	10	TOTAL	100	100	25	125
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TOTAL	100	100																						
	- Work for UNDP/ major multilateral/ or bilateral programmes  25 points																							
Total Form 1			280																					
Technical Proposal Evaluation  Form 2		Points Obtainable																						
<b>2.0. Proposed Methodology, Approach and Implementation Plan</b>																								
2.1	To what degree does the Proposer understand the task?		30																					
2.2	Have the important aspects of the task been addressed in sufficient		25																					

	detail?		
2.3	Are the different components of the project adequately weighted relative to one another?		20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		35
2.5	Is the conceptual framework adopted appropriate for the task?		65
2.6	Is the scope of task well defined and does it correspond to the TOR?		120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		95
	<b>Total Form 2</b>		<b>390</b>
Technical Proposal Evaluation Form 3			Points Obtainable
<b>3.0. Management Structure and Key Personnel</b>			
3.1	<b><u>Head of organization</u></b>		
	General Qualification - (At least a first degree in a relevant field)		120
	Suitability for the Project		
	- Relevant Experience	25	
	- Education and Training Experience (At least a First Degree (15 Points) Masters (+ 5 Points)	20	
	- Professional Experience in the area of Community Systems strengthening (LOT 1) and PLHIV Support (LOT 2)	35	
	- Knowledge of the region/Target districts	30	
	- Language Qualifications (English)	10	
3.2	<b><u>Expert – Programme management</u></b>		
	General Qualification (At least a degree in a relevant field)		80
	Suitability for the Project		
	- work Experience	15	
	- Education and Training Experience (At least a First Degree (10 Points) Masters (+ 5 Points)	15	

	- Professional Experience in the area of specialization	25	
	- Knowledge of the region targeted by the project.	15	
	- Language Qualifications (English)	10	
3.3	<b><u>Expert - Financial management</u></b>		
	General Qualification (At least a Diploma in Finance or related field)		
	Suitability for the Project		
	- Experience	15	
	- Education and Training Experience (At least a First Degree (10 Points) Masters (+ 5 Points)	15	80
	- Professional Experience in the area of specialization	25	
	- Knowledge of the region	15	
	- Language Qualification (English)	10	
3.4	<b>Expert – Other</b>		
	General Qualification (At least a Diploma in a relevant field)		
	Suitability for the Project		
	- work Experience	10	
	- Education and Training Experience (At least a Diploma Degree (5 Points) above diploma (+ 5 Points)	10	50
	- Professional Experience in the area of specialization	15	
	- Knowledge of the region targeted by the project.	10	
	- Language Qualifications (English)	5	
<b>Total Form 3</b>			<b>330</b>

**b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the Regional CSO/ NGO proposed approach and methodology. Regional CSOs must provide their best technical proposal and financial breakdown (within the budget) in **one single** envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with above outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. Regional CSOs/NGOs exceeding the established fixed budget in their financial proposals

may be rejected.

Proposals must translate community needs into implementable activities by the Regional CSO/NGOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

### **c) Budget size and duration**

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, the project duration will not **exceed 3 years, e.g. from 1 October 2021-31 December 2023.**

**Note that applicants who exceed the fixed budget ceiling in their financial proposals may be disqualified.**

## **VIII. Selection Process:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature.

## **IX. SUBMISSION PROCESS**

Applicants **shall bear all costs** related to proposal preparation and submission.

Applicants must submit their proposals on <https://etendering.partneragencies.org> FJI10 and Event ID FJI10-00000100117:

- **Allowable Manner of Submitting Bids is e-tendering. Only tenders submitted through eTendering will be evaluated. Tenders submitted otherwise will be disregarded**

The following documents must be submitted in order for the submission to be considered:

- 1) Request for Information (RFI) and corresponding supporting documents;
- 2) CACHE Form;
- 3) Proposal submission Template in Annex V; and
- 5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

### **Submission Deadline**

Proposals, with supporting documents, should be submitted as per submission deadline indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

Potential applicants should refer to the "Frequent Asked Questions" posted in UNDP's website: <https://procurement-notice.undp.org/>.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail

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**NOTE: UNDP reserves the right not to fund any proposals arising from this Call for Proposals**

### **Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

1. Call for Proposal opens, and relevant documents are posted online on 23/08/2021.
2. Deadline for organizations to submit proposals under this Call: as indicated on e-tendering portal.
3. Assessment and selection processes will take place from 13 September – 4 October 2021.
4. **Selected applicants will be notified by 8 October 2021**

### **IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See

[http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all applicant CSOs/NGOs to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

## Annex I: Terms of Reference (TOR)

### **Project Title: Regional Technical Assistance Support - Community Systems Strengthening (CSS) and PLHIV Network Counseling and psycho-social Support through the recruitment of SRs**

Multi-Country Western Pacific HIV, TB & Malaria Programme of UNDP Pacific Office in Fiji, through the resources allocated by the Global Fund for the allocation period 2021-2023, will support the Implementation of the National Strategic Plan of **11 Pacific Island Countries strengthen control of HIV and TB in 11 Pacific island countries: Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of the Marshall Islands, Samoa, Tonga, Tuvalu and Vanuatu**. To enhance its support and the achievement of the targets set forth in the Performance Framework of the Grant Agreement with the Global Fund, UNDP Fiji is seeking to recruit two (2) registered CSOs/NGOs in Pacific Islands with demonstrated experience to serve as Sub-Recipients (SRs) to coordinate and manage the implementation of relevant intervention of the CSS modules under HIV Component of the 3-Year Multi-Country Western Pacific Integrated HIV and TB Programme funded by Global Fund (2021-2023) as outlined in this RFP for Regional CSOs/NGOs.

#### **1. Project Description**

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

UNDP's partnership with the Global Fund is a powerful contributor to the 2030 Agenda for Sustainable Development including SDG 3 and UNDP's Strategic Plan (2018-2021); through this partnership, UNDP plays a key role in supporting countries facing challenging circumstances to deliver the SDGs, to strengthen institutions to progressively deliver universal access to basic services (Outcome 3) and a return to sustainable development pathways in post conflict and post-disaster settings (Outcome 6). In strategic terms, in 2016 and 2017 the partnership between UNDP and the Global Fund was marked by increased convergence among implementation support, capacity development/systems strengthening and policy.

First, UNDP continued to strengthen its status as a key implementer of Global Fund grants in crisis and early recovery environments. Second, UNDP responded to increasing demand for capacity development from national entities and the Global Fund to strengthen resilient systems for health through a new generation of capacity development plans. And third, as UNDP's policy and implementation roles increasingly converge and reinforce each other, UNDP is supporting the Global Fund to increase engagement on human rights, key populations and gender aspects of disease responses at a strategic, policy and program level (as priority objectives in the Global Fund Strategy, "Investing to End Epidemics" (2017-2022)). As of January 2017, UNDP served as the temporary Principal Recipient (PR) for 34 Global Fund grants covering 19 countries and 3 regional grants. Given the importance of the partnership with the Global Fund, UNDP continues to provide high value-added services both in its PR role, increasingly as a significant technical partner to governments, and to civil society organizations (CSOs) who implement Global Fund grants. This is overseen by the BBPS/HHD Global Fund/Health Implementation Support Team (GF/HIST) in close coordination with Country Offices, Regional Bureaus, the Legal Office and the Bureau of Management.

UNDP Pacific Office was nominated as the PR by the Pacific Island Country Coordinating Mechanism (PIRCCM) in December 2014 for the Multi-country Western Pacific grants (TB and HIV; and Malaria (Vanuatu), (the 'Multi-country Programmes). MCWP started in July 2015 with the first grant cycle ending in 31 Dec 2017, followed by two successive funding cycles including the current grant with 2021-2023 implementation period. The program is implemented in 11 Pacific countries, namely, Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Tonga, Tuvalu, and Vanuatu.

**The Programme Goals:**

- I. To halt the spread of HIV among the population of the Western Pacific and maintain HIV incidence rates below 0.1 percent annually.
- II. To reduce AIDS-related mortality by strengthening HIV case finding and case management.
- III. To reduce the incidence and mortality from all forms of TB in the 11 Pacific island countries, thereby contributing to the post-2015 global TB strategy.
- IV. To promote universal and equitable access to quality diagnosis and appropriate treatment of TB, MDR-TB, TB/DM and TB/HIV patients across 11 Pacific island countries.

**The objectives are:**

- I. Strengthening comprehensiveness and quality of HIV prevention, treatment, and care service delivery models with a view to programmatic sustainability.
- II. Strengthen resilience of community and health systems
- III. To provide early rapid and quality diagnosis of TB and MDR-TB, with specific focus on screening and diagnosis in 11 Pacific Island Countries (PICs)
- IV. To sustain high quality treatment for all forms of TB including drug-resistant TB

**The HIV component focuses on two major goals:**

1. Support the implementation of community-based integrated HIV and SRH services for key and vulnerable populations; and
2. Strengthen the mid- and long-term sustainability of the regional and national responses to HIV, STIs from a broader perspective of SRH and strengthening human rights of key populations and PLHIV and tackling the major gender issues underlying these SRH-related problems.

UNDP Pacific Office is looking to receive proposals from eligible organization to undertake initiatives for goal two which is on Community System Strengthening (CSS) through regional TA support. Under CSS two major components are on:

1. Firstly, Institutional/ organizational capacity strengthening that would be to build sustainable organizational capacities amongst CSO partners over the 2021-2023 grant period by responding to the recommendations and gaps identified in the 2021 capacity assessment reports.
2. The second component would be on Technical/programmatic capacity strengthening (PLHIV Support that would require supporting on thematic areas for HIV/STIs risk reduction, gender and human rights programming in Key Affected Populations (KPs) which are Men Who Have Sex with Men (MSM), Transgenders (TG), Sex Workers (SW) and People living with HIV (PLHIV).

**Impact Indicators:**

- HIV I-9a<sup>(M)</sup> Percentage of men who have sex with men who are living with HIV to be as follow: 2021=0%;2022=0%; 2023=0%

- HIV I-9b<sup>(M)</sup> Percentage of transgender people who are living with HIV to be as follow:  
2021=0%;2022=0%; 2023=0%
- HIV I-10<sup>(M)</sup> Percentage of sex workers who are living with HIV to be as follow:  
2021=0%;2022=0%; 2023=0%

## **2. Brief description of the Community Systems Strengthening Component:**

Given the disproportionate HIV burden, number of new infections, and social and structural risk factors outlined in the overview of HIV epidemics, the Community Systems Strengthening (CSS) component of the HIV grant focus on: strengthening of the institutional and organisational capacity of CSOs (NGOs, CBOs) working in the HIV and broader SRH field, including TG CSOs, such as the Fa’afafine Association (Samoa), Te Tiare Association (Cook Islands), VPride (Vanuatu) and Tonga Leitis Association; as well as ‘young’, emerging NGOs providing HIV/STI and/or SRH services to key and vulnerable (young) populations, which have inadequate capacity to ensure sustained service delivery.

This includes a range of different activities to strengthen the MSM and TG communities in Samoa, Cook Islands, Tonga, Vanuatu; such as Fa’afafine International Variety Awards - expanding of SFA networks and partners for the successful implementation of the programme Vpride Fashion Show’ SFA National Pageant to advocate for SRH, GBV, Human Rights and general health of key populations. Inclusive of STIs/HIV and TB testing and prevention package distribution; and Fa’afafine Health Forum - with themes covering GBV, Human Rights, SRH inclusive of STI/HIV, TB and other diseases. Testing and prevention package distribution is also incorporated.

Further to this, the Regional technical assistance and capacity building will include attention for stigma and discrimination; rights of PLHIV; rights and service needs of key and vulnerable populations at higher risk of TB and/or HIV/STIs.

Strengthening community systems is a major focus area, involving major investments in strengthening the institutional capacity of NGOs, as well as strengthening community linkages between government institutions and civil society, with a view to strengthening the access of KPs and PLHIV to health services and HIV services in particular. Building partnerships and using other services providers such as CSOs, is key in increasing the scope and reach of the health services to minimise inequity.

Institutional capacity building, planning and leadership development, involves mentorship of six national-level networks, including: (1) a network of people living with HIV. Support will focus on governance, leadership, network building and coordination, to ensure these networks and their respective memberships fulfil their mandates in strengthening and sustaining community action in the response to the two diseases. This activity will also include community reorientation on current critical and innovative service delivery approaches that will ensure attainment on the 95-95-95 targets (e.g. reaching key and vulnerable populations, addressing social and legal barriers, promoting and protecting human rights and gender equality).

## **3. Rationale of the Assignment**

As interim Principal Recipient (PR) of the Global Fund Multi-Country HIV, TB & Malaria in Western Pacific (that comprises of 11 countries), UNDP engages national and regional counterparts, known as Sub-Recipients (SRs), to implement grant activities. The engagement of government agencies and national/local non-governmental organizations and civil society organizations as SRs is crucial to the successful implementation of the grant, the strengthening of national systems and capacities, the promotion of country ownership and the long-term sustainability of the programmes. Regional and

National/local organizations often possess expert knowledge about local conditions and specialized technical skills that can dramatically enhance the impact of the Global Fund and the national programmes.

Through this RFP, UNDP seeks to engage Regional CSOs/NGOs as SRs to coordinate and manage the implementation of certain activities related to the RSSH- Community Systems Strengthening component of the Global Fund-financed HIV & TB grant. Once engaged by UNDP, the selected National CSO/NGO SRs will be responsible for coordinating and managing the Project activities and achieving outputs within the agreed budget and work plan. The implementation of the Project will be pursuant to the Terms and Conditions of the Sub-Recipient Agreement.

#### **4. Scope of Services, Expected Outputs and Target Completion**

The Scope of Services include Regional Technical Assistance for building and strengthening the institutional and organisational capacity of NGOs and CBOs working with and representing KPs and other vulnerable populations. The main intervention in this regard is Institutional Capacity Building, Planning and Leadership Development.

As highlighted in the APMG Evaluation report of March 2020, there has been insufficient support for strengthening the technical and institutional capacity of key population CBOs and health-oriented NGOs working with KPs.

The previous grant (2018-2020) supported several emerging CBOs and CSOs representing communities of PLHIV, TG people and MSM. However, their institutional capacity remains very limited, and they are heavily dependent on the Global Fund grant, which hampers the sustainability of their activities.

To date, the implementation of institutional strengthening of CSOs under the previous grant has been suboptimal: a systematic approach has been lacking, with poor technical quality. In this regard, under the new grant, institutional strengthening of CSOs is a major element of the regional component, which will follow a two-step approach:

- i. An assessment of the institutional capacity and needs of CSOs and CBOs working in the HIV, SRH and TB field has been conducted by Earnest and Young (EY) in December 2020-January 2021. This assessment will build on previous SR assessments by the PR as part of the current grant, but will identify more specific institutional capacity-building needs by SRs, as well as non-SRs, such as local CBOs involved in service delivery to key populations.
- ii. The results of this assessment will inform the development of a comprehensive institutional and organizational capacity development plan for CSOs, which includes programmatic capacity building (i.e. aimed to strengthen service delivery); and institutional and organisational capacity building (project management, finance, resource mobilisation, M&E, human resource management, strategic planning, PSM). This plan will be implemented during 2021-2023 and will support CSOs in accordance with their specific institutional capacity-building needs. The focus will not (only) be on capacity building of CSO staff, but specifically aim to strengthen the various institutional systems of these CSOs. This will involve remote/ on site mentoring of CSOs to provide TA that is tailored to their specific needs.

This involves CSOs and CBOs working in the HIV and broader SRH field, including transgender CSOs in various countries, such as the Samoa Fa'afafine Association (Samoa), Te Tiare Association (Cook Islands), VPride (Vanuatu) and Tonga Leitis Association; (Tonga) as well as smaller NGOs working with KPs in various countries, such as BIMBA, Brighten the Rainbow, WUTMI, Youth to Youth, etc.

**Target groups:** *Key populations:* MSM, TG people, FSWs and PLHIV

*CSOs:*

- a. Cook Islands (CK)- Te Tiare Association
- b. Micronesia, Federated States (FM)- Youth to Youth, FSM Chuuk Women’s Council (CWC)
- c. Kiribati (KI)- BIMBA
- d. Marshall Islands (MH)- WUTMI, Brighten the Rainbow
- e. Samoa (SM)- Samoa Fa’afafine Association, Samoa Family Health Association
- f. Tonga (TO)- Tonga Leiti’s Association (TLA), Tonga Family Health Association
- g. Tuvalu (TV)- PINA Association
- h. Vanuatu (VU)- VPride, Wan Smolbag

**Project implementation locations:**

Ministries of Health and Non-Governmental agencies of the 11 members of the Multi Country Western Pacific Region comprising:

1. Cook Islands (CK)
2. Micronesia, Federated States (FM)
3. Kiribati (KI)
4. Marshall Islands (MH)
5. Nauru (NR)
6. Niue (NU)
7. Palau (PW)
8. Samoa (SM)
9. Tonga (TO)
10. Tuvalu (TV)
11. Vanuatu (VU)

**5. Description of Proposed Summary of the Community Systems Strengthening Interventions and Activities**

**5.1 Module Interventions, Brief description of activities to be undertaken and Outcomes expected**

	<b>Module Interventions</b>	<b>Brief Descriptions of activities to be undertaken</b>	<b>Outcomes expected</b>
<b>Lot 1</b>	Strengthening Institutional/Organizational Capacity	<ul style="list-style-type: none"> <li>• This interventions involves the strengthening of the institutional and organizational capacity of CSOs (NGOs, CBOs) working in the HIV and broader SRH field, including TG/MSM and FSWs CSOs, such as the Fa’afafine Association (Samoa), Te Tiare Association (Cook Islands), Vanuatu Family Health Association (VFHA), VPride (Vanuatu) and Tonga Leitis Association, Tonga Family Health Association (TFHA); as well as ‘young’, emerging NGOs providing HIV/STI and/or SRH services to key and vulnerable (young) populations, which have</li> </ul>	<p>Increased community participation in accessing of prevention and testing services</p> <p>Capacity of community strengthened</p>

		<p>inadequate capacity to ensure sustained service delivery.</p> <ul style="list-style-type: none"> <li>• Development and revision of appropriate tools for social mobilization; community-based monitoring; building community linkages and coordination; activity planning, implementation and reporting – This includes a range of different activities to strengthen the MSM and TG communities in Samoa, Cook Islands, Tonga, Vanuatu; such as Fa’afafine International Variety Awards - expanding of SFA networks and partners for the successful implementation of the programme, including strengthening their role as an CSO/CBO in their respective communities</li> <li>• V-pride; TLA Fashion Show’ SFA National Pageant to advocate for SRH, GBV, Human Rights and general health of key populations.</li> <li>• Inclusive of STIs/HIV and TB testing and prevention package distribution; and Fa’afafine Health Forum - with themes covering GBV, Human Rights, SRH inclusive of STI/HIV, TB and other diseases. Testing and prevention package distribution is also incorporated.</li> <li>• Scale up of good practice based on lessons learned.</li> <li>• Sensitization of representatives from CSO and CBOs, prioritizing members of key population networks and networks of PLHIV</li> <li>• Development of a common and unified advocacy agenda and strategy, building on the existing civil society priorities charter communities’ participation and engagement in advocacy initiatives and processes</li> </ul>	
<b>Lot 2</b>	Strengthening Technical/Programmatic Capacity (PLHIV Support)	<b>Counselling and Psychosocial Support</b> – This intervention involves support to PLHIV in 8 out of 11 countries with HIV patients with peer mentoring in support of ART adherence, as well as other support activities. Specific activities planned for the 2021-2023 period	Reduced stigma and discrimination

	<p>include:</p> <ul style="list-style-type: none"> <li>• Peer mentorship Programme: online peer mentoring support for treatment literacy and adherence; as well as psychosocial support.</li> <li>• Support to existing PLHIV peer support groups in Kiribati, Samoa, and Tonga, as well as establishment of additional groups, e.g. in FSM, RMI and Vanuatu.</li> <li>• Sensitization trainings of health-care workers and programme managers on stigma and discrimination in the health sector; these trainings will be done in collaboration with the Telemedicine support.</li> <li>• Community and country mobilization around special events, e.g. WAD, World Testing Day, Candlelight Vigil.</li> <li>• Review existing referral systems and scale-up the use of bi-directional referral slips, from community structures to health facilities</li> </ul> <p><b><u>Reducing human rights-related barriers to HIV/TB services-</u></b> This Intervention includes a range of activities in selected countries to address human-rights-related barriers, such as:</p> <ul style="list-style-type: none"> <li>• Stigma and discrimination reduction (HIV/TB);</li> <li>• Human rights and medical ethics related to HIV and HIV/TB for health care providers; and</li> <li>• Reducing HIV-related gender discrimination, harmful gender norms and violence against women and girls in all their diversity.</li> <li>• HIV Stigma Index study in 2022 as a follow up on the study done in 2017</li> </ul>	
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## 5.2 Description of Modules and Budget Ceilings by Lot

Module	Intervention	Description	Quantity/Requirement	Location	Budget (USD)	Ceiling
<b>LOT1. Community-Based Monitoring: USD160,000.00 (2021-2023)</b>						
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Meetings with CSOs of 11 Western Pacific Countries to develop Standardized Regional Community Based	3 meetings for 2 days.	Regional		

		Monitoring Framework and Tools through <b>3 meetings for 2 days.</b> The appointment of the CSOs will be done by PR in consultation with SRs.			
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Community led national level monitoring taskforce meetings to assess implementation progress and respond to emerging issues around community-based monitoring.	CSOs	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Consultation with V-pride, TLA, SFA to develop Fashion Show and National Pageant Programs.	V-pride, TLA, SFA	National level	
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Conduct training with CSO's on increasing preventing package and testing training, inclusive of dissemination of advocacy and awareness services.	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Consultative meetings on the development of unified CSO advocacy agenda and plan.	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Quarterly review meetings on findings and recommendations.	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	Consultative meetings on the community referral tool and pathways linked to the National Referral Framework for HIV, TB, and Malaria services.	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Institutional/Organizational Capacity	<b>Sub Total (2021-2023)</b>			<b>108000.00</b>
<b>Program management</b>	<b>Grant management</b>	<b>Administration Budget</b>			<b>27,000.00</b>
<b>Grant Total (Program Activity and Program/Grant Management/Administration Budgets)</b>					<b>US\$ 135,000.00</b>
<b>LOT 2. Strengthening Technical/Programmatic Capacity</b>					
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	Reorientation of the national networks on prior service delivery areas that support achieving the 95-95-95	All SR's	Regional	

		targets, breaking social and legal barriers and scale up realization of human rights and gender equity.			
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	Orientation of SR national leaders on responsive and effective leadership and governance. This is in alignment of the recommendation from E&Y Capacity Assessment recommendations.	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	Peer mentorship of PLHIV network and TG, MSM and FSW network.	Network groups of KAP	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	Cascade training on treatment literacy manual on HIV, TB & Malaria	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	Conduct sensitization sessions with health-care workers and KAP	Health care workers and KAP of 11 Western Pacific Countries	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	National Policy Dialogues with Policy makers on Stigma, Human Rights and VAW based on data generated from CBM	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	Review existing referral systems and scale-up the use of bi-directional referral	All SR's	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	In consultation with PLHIV Networks, SR's and PR, provide key recommendations for HIV Stigma Index Study in 2020	PLHIV Networks, SRs and PR	Regional	
<b>RSSH: Community systems strengthening</b>	Strengthening Technical/Programmatic Capacity	<b>Sub Total</b>			<b>80,000.00</b>
<b>Program management</b>	<b>Grant management</b>	<b>Administration Budget</b>			<b>20,000.00</b>
<b>Grant Total (Program Activity and Program/Grant Management/Administration Budgets)</b>					<b>US \$100,000.00</b>
<b>GRAND TOTAL: LOTs 1 &amp; 2</b>					<b>US\$ 235,000.00</b>

## 6. Key Implementation Risks identified by the Global Fund and related to this component of the grant

Challenges in SR reporting regarding timeliness, consistency of expenditure data, cash balances and acquittals and effective M&E System to generate quality data to report on Community System Strengthening interventions and to assess impact has been identified as one of the key risks of the Project in not achieving the overall grant deliverables and goals and objective of the Programme Prospective bidders, in their responses to this RFP, should articulate clearly proposed mitigation measures, including strategies and systems, to contribute to addressing the risks.

## 7. Institutional Arrangement

- **Regional NGO/CSO SR supervision and management:** UNDP Programme Manager will be responsible directly to and reporting is made to and approvals are sought from the Programme Manager by the institution. The SR will report directly in compliance with the terms of the SR grant agreement, and UNDP will supervise and monitor compliance of the Grant Agreement.
- **Progress reporting:** The SR will submit to UNDP various reports including, monthly Financial Reports and Quarterly Progress Reports in an agreed prescribed format. The monthly Financial Reports will consist of a list of expenses incurred by the Sub-recipient in connection with SR activities during the month in accordance with the categories indicated in the Work Plan;
- **National coordination and collaboration:** The SR is expected to work closely with all concerned national stakeholders, including NAC, networks of PLHIVs, CCM, and the Local Fund Agent and UNDP designated auditors, etc.;
- **Programme management and implementation:** The SR will be responsible to manage and coordinate the assigned HIV component of the programme activities within the approved Work Plan and Budget for timely delivery. The SR will be responsible for the recruitment, training/mentoring and management of Project staff for the effective execution of the Project. This includes evaluation of performance and quality of work completed by the SR.
- **Resources required:** The SR (and its SSRs) shall comprise suitably qualified and experienced staff to manage the areas of programme, capacity building and advocacy, M&E and knowledge management, finance and admin/procurement/human resources for overall programme management and implementation up to the satisfaction of UNDP and to ensure compliance with the SR Agreement. The Project team shall be overseen by the SR/SSR's senior management team. Furthermore, the SR/SSRs are expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistic services for programme implementation. UNDP does not provide a facility, support personnel or logistics for the institution. It is expected that the organization has an existing facility, personnel, and logistics to carry out project activities.

## 8. Duration of the Work

The Project is proposed to be implemented from **1 October 2021 to 31 December 2023**.

**Note: The contract is for an initial 1 year; renewal for the term based on performance.**

The SR is to recognize that the successful completion of the SR activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the SR Agreement, are of paramount importance, and that UNDP therefore may find it necessary to terminate the SR Agreement, or to modify SR activities, should circumstances arise that interfere or threaten to interfere with the achievements of the goals and objectives of the project.

**Note: All procurements under the grant will be carried out by UNDP**, except where approval has been expressly provided in written by UNDP to the SR to proceed with the procurement of specific activity. As such, the SR will submit formal requests with specifications for all procurement tickets to enable UNDP to initiate the procurement processes. **In their response to the RFP, prospective bidders should not budget for procurement activities.**

## **9. Minimum Requirements of Sub-Recipients**

To successfully assume quality and timely implementation and accountability for the programme, the NGO/CSO SR must meet the following minimum institutional and technical capacity requirements. **A separate SR capacity assessment would be considered as part of the selection process.**

### **9.1 Legal Status**

- Currently a legally registered organization with a relevant government body in any of the Pacific Island Countries; and
- Has necessary authority to enter into a SR Grant Agreement with UNDP.

### **9.2 Management and Organization**

- Good track record for timely and result based implementation of project activities.
- Demonstrated management capacity (quality and quantity) to implement the proposed Project, including SSR management.
- Current budget is sufficient to support key positions and organizational functions of the SR and SSRs not related to Global Fund activities. This budget is expected to remain in place for the duration of the Project.
- The applicant should have financial management systems that:
  - Correctly record all transactions and balances, including those to be supported by the Global Fund;
  - Support the preparation of regular, reliable financial statements;
  - Management of cash;
  - Dedicated bank account;
  - Safeguard property funded under the programme; and
  - Are subject to acceptable auditing arrangements.
  - Effective organizational leadership, management, transparent decision-making and accountability systems;
  - Effective human resource policies and procedures, including Conflict of Interest policy;
  - Effective asset management system to safeguard grant assets;
- Demonstrated experience working with high-level government, national and international agencies (including UN agencies) and donors, capable to advocate effectively for HIV and TB at the national and province levels.
- Demonstrated capacity to manage and coordinate implementation of national programme in all districts of Zimbabwe.

### **9.3 Monitoring**

- The applicant should have monitoring and evaluation systems that is robust and:
  - Collect and record programmatic data with appropriate quality control measures;

- Support the preparation of regular reliable programmatic reports; and
- Make data available for evaluation and other studies.
- Adequate infrastructure, transportation and technical information systems to support proposal implementation, including the monitoring of performance of SSRs and outsourced entities in a timely and accountable manner.

#### **9.4 Technical Expertise**

- Adequate health care expertise (relating to HIV and AIDS) and cross-functional expertise (finance, procurement, legal, M&E).
- Experience and expertise in implementing Global Fund activities or similar projects is an asset as is demonstrated experience in meeting agreed targets in a timely manner.
- Experience in managing SSRs to carry out Global Fund activities or contractors providing goods and services is an asset.
- Fluency in English (written and oral).
- Should have functioned for at least five years in Zimbabwe with demonstrated strong programme management capacity with focus on HIV interventions for general and key populations.
- Should have proven overall capacity building experience working, preferably with PLHIV, including building their capacity in various functional areas (e.g. Finance, Administration, Human Resources, Procurement) and technical areas (e.g. HIV service delivery, advocacy, research).

### **10. Scope of Bid Price and Schedule of Payments**

Based on the proposed Work Plan activities and targets, the proposal should include all the required financial details with assumptions for the bidders' proposed structure for the implementation of the key population activities as follows, but not limited to:

- a) Staff: salary packages and benefits, as per approved organizational policies (also aligned with national laws)
- b) Office equipment: with technical specifications, only for full-time staff
- c) Office running costs: rent, utilities, Internet, communication etc.
- d) Asset insurance
- e) Programmatic activities including Training/meeting/workshop/research: participants/ resource person/ consultant transportation (within and outside Harare or other cities), meeting costs (equipment, refreshments), lodging and per diem, materials, honorariums etc.

### **11. Project implementation location:** Pacific Islands

Bid applications may be submitted from all locations

**Note: The organizations should meet all the requirements of UNDP for being SRs in a Global Fund supported grant during the UNDP SR Capacity Assessment.**



### REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

#### 1. Objective

This is a Request for Information (RFI) from national CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

- Community Systems Strengthening
- Health Implementation Support
- Community mobilization.
- Community Based Monitoring
- Community Empowerment
- Community led advocacy and research
- Institutional Capacity Building, planning and leadership
- Social Mobilization, building community linkages and coordination
- Providing training in conflict resolution (focusing on transitional justice, human rights protection, community policing, formal and informal justice mechanisms, planning, M&E, procurement, reporting, financial management.)
- Carrying out human rights campaigning and advocacy activities.
- Monitoring of humanitarian and early recovery activities.
- Carrying out impartial and credible documentation and reporting of human rights, gender based, and international humanitarian law violations and abuses.

#### 2. Information Requested

Interested National CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in this country.

All National CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), the vendor requested to fill the attached CACHE checklist.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	1. Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?  2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.	
2. Legal status and Bank Account	1. Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u>  2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in: <ul style="list-style-type: none"> <li>• Leadership and Managerial Skills</li> <li>• Project Management</li> <li>• Financial Management</li> <li>• Organizational standards and procedures</li> <li>• Other</li> </ul>	
4. Date of Establishment and Organizational Background	1. When was the CSO/NGO established? 2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs) 3. Who are your main donor/ partners? 4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.  6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.	
5. Mandate and constituency	1. What is the CSO/NGO's primary advocacy / purpose for existence?  2. What is the CSO/NGO's mandate, vision, and	

	<p>purpose? (no more than 2 paragraphs)</p> <p>3. Is the CSO/NGO officially designated to represent any specific constituency?</p>	
6. Areas of Expertise	<p>1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?</p> <p>2. What other areas of expertise does the CSO/NGO have?</p>	
7. Financial Position and Sustainability	<p>1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide a financial statement for the last 2 years.</p> <p>2. What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</p> <p>3. Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</p>	
8. Public Transparency	<p>1. What documents are publicly available?</p> <p>2. How can these documents be accessed? (Pls provide links if web-based)</p>	
9. Consortium	<p>1. Do you have the capacity to manage a consortium?</p> <p>2. Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</p> <p>3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</p>	

#### ANNEX IV: CAPACITY ASSESSMENT CHECKLIST (CACHE)

Applicants are required to complete and submit the questionnaire along with requested supporting documentation.

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	1. Who are the CSO/NGO's key donors? 2. How much percentage share was contributed by each donor during the last 2 years? 3. How many projects has each donor funded since the CSO/NGO's inception? 4. How much cumulative financial contribution was provided for each project by each donor? 5. How is the CSO/NGO's management cost funded?	
2. Audit	1. Did the CSO/NGO have an audit within the last two years? 2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	1. What is the structure of the CSO/NGO's governing body? Please provide Organigramme. 2. Does the CSO/NGO have a formal oversight mechanism in place? 3. Does the CSO/NGO have formally established internal procedures in the area of: <ul style="list-style-type: none"> <li>• Project Planning and Budgeting</li> <li>• Financial Management and Internal Control Framework</li> <li>• Procurement</li> <li>• Human Resources</li> <li>• Reporting</li> <li>• Monitoring and Evaluation</li> <li>• Asset and Inventory Management</li> <li>• Other</li> </ul> 4. What is the CSO/NGO's mechanism for handling legal affairs? 5. Ability to work (prepare proposals) and report in English	

<p>4. Personnel Capacities</p>	<p>1. What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>2. Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	
<p>5. Infrastructure and Equipment Capacities</p>	<p>1. Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.)</p> <p>2. What resources and mechanisms are available by the CSO/NGO for transporting people and materials?</p>	
<p>6. Quality Assurance</p>	<p>Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding:</p> <ul style="list-style-type: none"> <li>• Delivery compared to original planning</li> <li>• Expenditure compared to budget</li> <li>• Timeliness of implementation</li> <li>• Timeliness and quality of reports</li> <li>• Quality of Results</li> </ul>	

## ANNEX V: PROPOSAL SUBMISSION TEMPLATE

### **Submission of a project proposal containing:**

- I. Specific, measurable goals*
- II. Detailed work plan (by quarters) for the entire project implementation period*
- III. Indicator achievement (by activity) for the entire project implementation period*
- IV. Project organogram, resume and functional duties of each project staff member*
- V. Geographic locations to be covered by the project*
- VI. The total project budget with quarterly disposition of funds.*

Please ensure that your submission contains the following sections/information:

### **Cover Page**

- Full legal name of organisation
- Modules included in the proposal
- Full name and contact details focal person for the submission

### **Proposal summary**

- Maximum 500 words describing applicant, motivation for application and modules included in the application.

### **Table of Contents**

**Proposal** (Maximum of 8 pages (single module) or up to 15 pages (multiple modules), 12-point, single space, 2cm margins)

#### **1. Introduction** (one paragraph)

- State motivation for submitting application and reasons why applicant is best qualified for the modules included in the application.

#### **2. Summary of Applicant** (two paragraphs)

- Provide a brief overview of your organisation and any relevant experience/qualifications in relation to the RFP. Please include any previous experience with Global Fund support.

#### **3. Overview of Intervention(s)**

- For each module included in the application, please provide the following:

3.1. Name of module

3.2. List of objectives/expected outcomes by 2023

3.3. Main beneficiaries and locations (if relevant, indicate quantities/types of beneficiaries per location)

3.4. Main activities (list each main activity and provide a brief description that address who, how, where, why)

3.5. Expected outcomes/benefits (list the main outcomes or significant change for beneficiaries that the intervention is meant to achieve)

**4. Sub-granting Arrangements (one section covering all modules included in the application)**

- Describe proposed any sub-granting arrangements indicating which interventions/activities will be sub-granted, in which geographic locations, and over what duration.
- Briefly describe processes for capacity assessment, capacity development, and risk mitigation

**5. Monitoring and Quality Assurance (one section covering fall modules included in the application)**

- Briefly describe how the intervention/activities would be routinely monitored
- Briefly describe how quality assurance will be provided on a continuous basis

**6. Project Management (one section covering all modules included in the application)**

- Provide a diagram of project management arrangements
- Provide a brief explanation of the diagram indicating the roles and responsibilities for each position in relation to the proposed modules/intervention(s)
- All proposed levels of management should be included (state and county level, for example)

**7. Risk Management (one section covering all modules included in the application)**

- Provide a table of possible implementation risks and proposed risk mitigation measures. Use the following as a guide:

<b>Assumptions</b>	<b>Risks</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation measures</b>
Qualified staff will be available to support the project.	We cannot recruit enough staff with the right skills.	Low (we have good previous experience with recruitment)	High (if we don't have staff we can't do the project)	We will begin the recruitment process early. We can second/reassign existing staff on an interim basis.

**8. Proposed Work Plan**

- Please provide a work plan indicating main activities and implementation time periods over the 2021-2023 period.

**9. Proposed Budget**

- Please provide an indicative budget for each module included in the application.
- Please ensure that the budget includes the following categories (where relevant) and that cost calculations are clearly indicated (unit, unit costs, number of units, frequency, etc.).

**Human resources**

- Positions
- Professional services (consultants, other service providers)

**Travel (staff/supervision)**

- Air travel
- Ground travel
- Accommodation
- Meals/incidentals

**Training**

- Air travel
- Ground travel
- Accommodation
- Meals/incidentals
- Training materials
- Venue costs (hall rental, equipment, etc.)
- Facilitator/trainer fees
- Training materials/stationery

**Materials & equipment**

- Stationery
- Design/production costs
- Printing costs
- Equipment costs (laptops, printers, tablets, etc.)
- Other materials (please specify)

**Operating costs**

- Communications
- Internet
- Rent/utilities
- Sundries

**Other direct costs**

- Audit
- Other costs not included above (please specify)

**Indirect cost**

- Indirect cost allocation (may not exceed 3% of direct cost and must be explained)

**Please provide details notes/justifications for each budget line.**

**Note that applicants who exceed the fixed budget ceilings per module will be disqualified.**

**10. Attachments**

Annex 1: CVs (maximum 3 pages per CV) of key personnel