

## Standard 'Call for Proposals' (CFP)

### High Level Meeting on TB: Coordination of TB Affected Communities & Civil Society Platform

#### Introduction

The United Nations High-Level Meeting (UNHLM) on Tuberculosis (TB) is anticipated to take place in September 2023. This meeting the opportunity for the global TB community to regain momentum in fighting TB, reclaim the progress made before COVID-19, and put the priorities of civil society and affected communities at the forefront of global TB efforts. The UNHLM on TB will be convened by the President of the UN General Assembly (PGA), which is the main decision-making body of the UN representing all 193 UN Member States. The exact date of the UNHLM has yet to be decided but is anticipated to take place in September 2023 during the UN General Assembly. The date will be agreed in the 'modalities resolution' which is expected to be agreed by UN member states in early 2023.

The purpose of this call for proposals is to identify an organization to support, engage and coordinate an affected communities and civil society (ACCS) engagement platform in the lead up the 2023 UNHLM on TB, similar to the process undertaken in advance of the 2018 UNHLM on TB.

The 2018 UNHLM on TB resulted in an ambitious Political Declaration on TB endorsed by Heads of State which included a set of measurable targets and commitments from governments and key stakeholders to be achieved by the end of 2022. An accountability report, entitled [A Deadly Divide: TB Commitments vs. TB Realities](#), was developed by the Stop TB Partnership's Communities, Developing Country NGO and Developed Country NGO Delegations to the Board to outline priorities of TB affected communities following the UNHLM.

In June 2022 Stop TB Partnership launched the [Global Plan to End TB 2023-2030](#) which articulates priority actions and resources needed to meet the SDG 3.3 target of ending TB. A second iteration of A Deadly Divide. TB Commitments vs. TB Realities will also be developed in 2022, in anticipation for a 2023 launch, to guide TB advocacy expectations and priorities. The latest information on the 2023 UNHLM on TB is available on Stop TB website [here](#). You can also find further information on the 2018 UNHLM on TB [here](#).

#### Call for proposals for strategic civil society and affected communities coordination and advocacy

Following the success of the community engagement and participation approach for the 2018 UNHLM on TB, it was agreed a similar approach will be crucial to the success of the 2023 UNHLM on TB. Engagement, coordination and advocacy work by TB communities and civil society should be supported through a relevant organization with expertise in networking, community coordination, civil society advocacy, and UN High-Level Meeting processes. The chosen group would need to refrain from advocacy on the HLM that is independent of the group and its inputs, thus ensuring neutrality.

Stop TB Partnership is seeking to select an organization or a consortium that will mobilize, engage, coordinate and communicate with communities and people affected by TB, support the advocacy agenda and messages of affected communities, and ensure a united civil society and community voice leading up to, during, and following the 2023 UNHLM on TB. In undertaking coordination, the organization's objective would be to ensure their own neutrality by supporting affected communities and civil society to target decision makers and governments.

#### About the United Nations Office for Project Services

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian, and development projects around the world. UNOPS provides project management and other services to governments, donors, and UN organizations. UNOPS has been the hosting entity for the Stop TB Partnership Secretariat

since 1 January 2015, providing a range of financial and administrative support services to various units of the organization.

## 1. General instructions for proposal submission

### How to submit?

**Grantees are requested to submit their complete application as per the grant application instructions provided in the CFP and in an electronic form (PDF) as well as accessible format (e.g., word/excel/gdoc/gsheet) to the below e-mail addresses:**

Mr Philipp Hodel  
Portfolio Specialist  
Stop TB Partnership/UNOPS Geneva Office  
[philipp@unops.org](mailto:philipp@unops.org)

### **with copy to:**

Mr. James Malar  
Community, Rights and Gender Programme Officer  
Stop TB Partnership/UNOPS Geneva Office  
[jamesm@stoptb.org](mailto:jamesm@stoptb.org)

Mr. Greg Paton  
Senior Advocacy Officer  
Stop TB Partnership/UNOPS Geneva Office  
[gregp@stoptb.org](mailto:gregp@stoptb.org)

### When to submit?

**Deadline: Thursday 13<sup>th</sup> October 2022, 17:00 Geneva time**

## 2. Eligibility criteria as per project agreement

### **The minimum eligibility criteria are:**

- A. Only not-for-profit international or national non-governmental organization can apply. Special consideration will be given to organizations based in any of the high-burden TB countries as defined by WHO ([link](#)). Organizations based on countries with economies classified from low to -middle income as in the latest World Bank classification available [here](#).
- B. Demonstrated experience and expertise in:
  - Be registered as a community-based or civil society organization (as per the legal requirements of the host country).
  - Substantial expertise in coordinating community and civil society inputs into global health governance processes.
  - Expertise in strategizing, supporting, mobilizing and monitoring TB community and civil society advocacy and engagement.
  - Experience developing and implementing advocacy strategies and coordinating civil society advocacy and outreach; capacity to conduct advocacy trainings and briefings especially on TB.
  - Expertise in developing communications and social media tools and key messages for TB and health.

- Experience coordinating and supporting civil society partners to engage with global meetings and coordinating their engagement in bilateral meetings.
  - Excellent knowledge of (and experience with) the UN mandate and UNHLM processes and architecture.
  - Strong awareness of TB community advocacy issues and TB affected community and civil society partners including through participation in the development and/or rollout of *Deadly Divide* report.
- C. Administrative, financial, and technical capacity to carry out the project activities within the time frame required (1<sup>st</sup> November – 31<sup>st</sup> October)
- D. Organizations are also welcome to join together/ to apply as a consortium, however a lead organisation must be identified. StopTB Partnership/UNOPS will conclude the Grant Support Agreement with the lead organisation only, and the other organisation(s) will assume the role of a sub-Grantee.

The submission should include the below information:

- a) A list of designated Team Members and the grant supervisor
- b) Statement of past professional experience
  - a. supporting civil society and affected communities (including place and period of work, description of work, how performance was assessed, milestones)
  - b. Coordinating political engagement and advocacy outreach
- c) A costed workplan including objectives, deliverables, outputs, budgets. Applicants are invited to submit a detailed workplan and budget for proposal evaluation, and a higher-level budget/collapsed version of the detailed budget to include in the GSA.
- d) Costings in USD (including daily rates, admin fees and other costs)
- e) Evidence of professional financial management capacity and experience, including a list of previous grants of similar amounts or higher
- f) Evidence of organization registration

### 3. Description of scope of work

The scope of work of this grant aims to coordinate, engage, and communicate with communities, civil society and people affected by TB, support the advocacy agenda of affected communities, and ensure a united civil society and community voice in the lead up to and at the 2023 UNHLM on TB.

The planned grant activities will be as follows:

1. Lead the coordination of affected communities and civil society engagement, development of priorities, participation, and advocacy in the lead up to the UNHLM on TB and Multi-stakeholder Hearing of the UNHLM on TB.
2. Consult affected communities and civil society participants from the 2018 UNHLM on TB on lessons learned and perspectives on previous and develop a short summary of these inputs to inform plans and processes for the 2023 UNHLM on TB.
3. In partnership with STBP and other organizations, support the organization of virtual and/or in person (as appropriate) regional and national consultations with civil society and affected communities to seek their inputs and key priorities for the 2023 UNHLM on TB, aligning and building on currently planned partners events as possible.
4. Support the development of a Key Asks and Targets document outlining the priority asks of TB affected communities to be included in next *Deadly Divide* report and in the 2023 UNHLM Political Declaration on TB.
5. Hold regular calls and webinars (i.e. monthly or as frequent as needed) to inform and seek input on the latest developments pertaining to the UNHLM on TB, and maintain an online presence (ideally through a website, or different social media platforms, and a moderated email list serve) to provide a central

source of information for TB affected communities for the UNHLM on TB. Monthly updates should be sent to civil society networks to keep them informed of progress.

6. Ensure open information flows through the above channels to ensure all member of civil society continually have up to date access to the latest information pertaining to the UNHLM on TB, including sharing of country views and positions, and facilitating information sharing related to the UNHLM across countries and regions.
7. Support the organization of two high-level advocacy Missions to New York (one in advance of the UN Multi-Stakeholder Hearing and one in advance of the UNHLM on TB) to serve as an opportunity for TB affected communities from each region to meet with senior UN officials and diplomats representing key UN member states.
8. Develop a UNHLM Civil Society Engagement Guide to the UNHLM on TB, modelled on the guide developed for the [UNHLM on HIV/AIDS on 2021](#).
9. Prepare and send regular advocacy calls to action leading up to the UNHLM and TB to support mobilizing civil society and affected communities to engage with governments, including sharing key messages, template letters, sign-on letters, and other advocacy materials to support mobilization and engagement with political leaders, in collaboration with Stop TB and other partners.
10. Recruit qualified staff to coordinate the key deliverables, including – for example - an overall project manager/coordinator to coordinate the grant activities, and an advocacy officer to support the advocacy deliverables and advocacy coordination among affected communities and civil society.
11. Support the organization and preparations for the UN Multi-Stakeholder Hearing for the UNHLM on TB in Q3 2023, including influencing the agenda, tracking and supporting affected community and civil society registration, coordinating affected communities and civil society to align messaging and advocacy in the lead up to the meeting, and support speaker applications to encourage diverse representation from key constituencies and regions.

#### 4. Evaluation process

In line with UNOPS evaluation principles of fairness, transparency and integrity, an independent Grant Evaluation and Selection Committee will be responsible for the review of proposals and the Grantee selection.

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any budget component being considered. The budget component will be evaluated only for those applicants whose technical component meets the requirements for the CFP. Any non-compliant proposal may automatically be eliminated from the evaluation process.

The technical component, which has a total possible value of 100 points, will be evaluated using the following criteria:

Technical Criteria	Maximum Score
Nature of the proposing organization including country of registration, legal status (registration with government approved authority), and organizational and financial capacity (annual financial statements, membership and affiliation to association or umbrella groupings).	20
Demonstration of experience in response to section 2 point B of this CFP	30
Project approach, work plan of activities and timelines	40
Identified major risk factors that could result in the grant activities not producing the expected results (internal/external)	10
<b>Maximum Score: Technical Component</b>	<b>100</b>

Only proposals that have a Technical Component receiving more than 70 points out of the potential 100 points shall be considered for financial evaluation.

Financial proposals will be evaluated following the completion of the technical evaluation. There is no set budget floor or ceiling amount.

A detailed budget breakdown covering all costs and only costs which directly relate to efficiently carrying out the grant activities shall be submitted. Grant overheads may not exceed 10% of the total budget.

**A grant will be awarded to the grantee with the most attractive combination of technical and financial proposals.**

**5. UNOPS Grant Support Agreement**

The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements (*Annex D of the [UNOPS Grant Support Agreement template](#)*) is herewith attached. The GSA constitutes an integral part of this CFP as it is mandatory to accept this agreement with its conditions before submitting a proposal.

**6. Interest / Grantee Application template**

If your organization is interested in submitting a grant proposal in response to this CFP, please kindly submit a grant application in pdf as well as an accessible format (word/excel/google) addressing the technical and financial requirements outlined in sections two to four of this CFP.

My organization \_\_\_\_\_ is hereby formally interested in the advertised grant program/component and is submitting a proposal within the established timeframe.

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_