



UNDP Pakistan
Global Fund HIV Prevention and Treatment Programme
Pak-HIV-UNDP-CFP-2022-001

Call for Proposals to select Sub-Recipients (SRs) for Accelerating Response to HIV through Effective Prevention, Treatment, Care, and Support interventions for Key Populations and Surveillance in High-Risk areas in Pakistan

INSTRUCTIONS

I. Background:

Pakistan has an estimated total of 183,705 people living with HIV of which 180,000 are adults (Joint United Nations Programme on HIV/AIDS - UNAIDS 2019). Pakistan has seen a 57% increase in HIV incidence from 2010-to 2018, one of the highest in the world (Funding Request to the Global Fund, 2019). The country has a concentrated HIV epidemic, with a prevalence of less than 0.1% in the general population (Integrated Biological and Behavioral Surveillance - IBBS 2016-2017). The epidemic is concentrated among key populations including sex workers (male, female and transgender), men who have sex with men (MSM), and transgender communities. The relative proportion of key populations and prevalence of HIV varies across the four main provinces of Pakistan. The geographic distribution of key populations has shown an expansion from major urban cities and provincial capitals to smaller cities and peripheries.

To address the growing HIV epidemic among the key population, a high-impact approach is needed. The fundamental principle is to have a community inclusive approach to foster close linkages with healthcare delivery systems in targeted districts therefore, key population (KPs) specific interventions are required to be implemented preferably through community-based organizations (CBOs). HIV programming is supported by a robust monitoring and evaluation system, as well as a centralized data repository for disease surveillance and programme review so that efficiencies in service delivery and resources may be ensured.

UNDP has been requested by the Global Fund to support the HIV grant from July 2021 until December 2023. UNDP, being the interim Principal Recipient (PR) for the Global Fund HIV grant, is legally responsible for its programme management, financial accountability, procurement of goods and services, and Monitoring and Evaluation. The Global Fund's funding contributes to the achievement of the overall, strategic goals of the Pakistan AIDS Strategy IV (PAS-IV) on increasing low prevention and testing coverage among key populations.

To this end, UNDP is seeking submissions from qualified community-based organizations (CBOs) and non-governmental organisations (NGOs) in Pakistan to participate in the implementation of the grant as **Sub-Recipients (SRs)**. This Call for Proposals (CFP) is specifically related to the HIV prevention and Care/ support modules of the GF HIV Grant for the implementation period 2022-2023.

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

II. Brief description of the programme/project

Pakistan has received investments from the Global Fund since 2003 for a cumulative amount of 697 million USD for HIV, TB and malaria. Despite significant progress of the accelerated response to HIV through effective prevention, treatment, care and support interventions for key populations (KP), Pakistan's access to HIV care and support remains a challenge. According to the available research, the country has an HIV epidemic concentrated among key populations, namely: men having sex with men (MSM), people who inject drugs (PWID), transgender populations (TG), male sex workers (MSW), female sex workers (FSW) and transgender sex workers (TSWs). As per Spectrum estimates for the year 2020, the country has an estimated 183,705 people living with HIV (PLHIV), of which 91% live in Punjab and Sindh, the most populous and highest HIV burden provinces in the country. The highest proportions of the estimated population of PLHIV are to be found among PWID (22.9%) and MSM (17.2%). Disease progression trends show an escalating epidemic in KP with a faster rate among sexual networks especially MSM and sex workers. Overall, the key population prevention and testing programme coverage remains among the lowest in the Asia Pacific region. It was estimated in 2018 that no more than 14% of PLHIV in Pakistan knew their status - clearly well below the 90% target for fast-tracking the response.

UNDP has recently been requested by the Global Fund to support the HIV grant, starting July 2021 until December 2023. This Global Fund HIV grant will provide the amount of US\$ 47,104,249 to support Pakistan's HIV response. The Global Fund's funding will contribute to the achievement of the overall, strategic goals of the Pakistan AIDS Strategy IV - PAS-IV on reaching low prevention and testing coverage among key populations by:

- scaling up community-based interventions.
- scaling up the treatment access and initiation by phased introduction of treatment for all.
- challenging stigma and discrimination through training for health care workers to strengthen the national M&E system for improved cascade monitoring.

To reach these goals, UNDP Pakistan aims to support the relevant implementing partners in:

- increasing coverage of the prevention services for MSM by 39% (of Population Size Estimates - PSE) by 2023 from the 2019 baseline.
- increasing coverage of the prevention services for FSW (of PSE) by 44% by 2023 from the 2019 baseline.
- increasing coverage of the prevention services for TG (of PSE) by 56% by 2023 from the 2019 baseline; and
- increasing coverage of the treatment services for PLHIV by 35% (of the estimated PLHIV) by 2023 from the 2019 baseline.

As the interim Principal Recipient (PR) for the Global Fund HIV grant, UNDP Pakistan is legally responsible for program management, financial accountability, procurement of goods and services, and monitoring and evaluation. UNDP plans to engage NGOs/CBOs for delivering a pre-defined comprehensive package of HIV prevention services for the targeted population groups. Services that will be implemented by CBOs/ NGOs must be person-centered with persons most affected by or at risk to HIV driving design and implementation of the HIV program due to their cognizance of the community's needs, demands, and sensitivities.

III. Objectives and Expected Outputs/Deliverables

The objective of this Call for Proposals is to engage CBOs and/ or NGOs as Sub-Recipients (SRs) for the HIV prevention component of the GF grant (2021-2023) to:

- Implement prevention activities, including interventions around outreach, identification and referral, awareness and behavior change, lost to follow up and pre-exposure prophylaxis, and promoting condom use and HIV self-testing;
- Engage in community empowerment, community led advocacy and research;
- Build community linkages and coordination and
- Engage in the management of the grant as indicated in the ToRs in Annex-I.

The successful SRs will support the implementation of the prevention activities in the proposed districts only (given below in beneficiaries section); the interventions to be managed will support Pakistan's HIV response. The successful SRs will each **implement the following specific interventions in proposed districts as indicated under the budget amount for programmatic activities:**

- Increasing the uptake of HIV testing and prevention services including linkages to HIV testing services and the promotion of HIV self-testing, PrEP, and STI treatment
- Ensuring HIV treatment adherence
- Ensuring re-engagement of those who are Lost to Follow up

There is a defined package of services that are to be provided to the respective key populations operating in all the KP-specific hotspots as identified in the IBBS-2016-2017 mapping exercise (<https://www.aidsdatahub.org/sites/default/files/resource/ibbs-pakistan-round-5-2016-2017.pdf>). Link to additional guidance is given in below guidelines and in additional resources.

(1) [Pakistan PrEP Guidelines Final 6.24.19 clean.pdf](#), (2) [WHO Guidelines.pdf](#), (3) [TG Guidelines.pdf](#), (4) [SW Guidelines.pdf](#), (5) [National Guidelines.pdf](#), (6) [MSM Guidelines.pdf](#)

Final Beneficiaries and targets

This CFP covers Pakistan while the selected entities will implement the project in the targeted districts for which they have applied and are selected. Each community-based organization (CBO)/ Non-governmental organization (NGO) will be required to clearly mention the location and key population they are applying for.

Eligible proposals will be those from Pakistani-registered **CBOs and NGOs (those who have applied for renewal can apply by showing proof of renewal application and previous registration)** and targeting **key populations** as direct & final beneficiaries and successful applicants must completely achieve the mentioned target. Submissions will also need to consider each region's security and political aspects. By the end of year 2023, target for key population beneficiaries will be:

Province	Key Population	District	Quarterly Beneficiary Targets (District-wise)			
			Q1 2023	Q2 2023	Q3 2023	Q4 2023
			Jan-March 2023	April-June 2023	July-Sept 2023	Oct-Dec 2023
Punjab	MSM	Lahore	9100	11830	15379	19993
		Rawalpindi	3600	4320	5184	6221
		Sargodha	3000	3600	4320	5184
		Multan	3000	3600	4320	5184

		Faisalabad	3000	3600	4320	5184
		Okara	1200	1440	1728	2074
		Bahawalpur	1200	1440	1728	2074
		Kasur	1950	2535	3296	4284
		Sheikhupura	1950	2535	3296	4284
		Sialkot	650	845	1099	1428
		Mandi Bahaudin	1950	2535	3296	4284
Sindh		Karachi	13000	16900	21970	28561
		Hyderabad	1950	2535	3296	4284
		Larkana	1200	1440	1728	2074
		Sukkur	1300	1690	2197	2856
		Nawabshah	1300	1690	2197	2856
KP		Peshawar	1300	1690	2197	2856
Balochistan		Quetta	1300	1690	2197	2856
Punjab	TG-SWs	Lahore	3900	5070	6591	8568
		Rawalpindi	1200	1440	1728	2074
		Faisalabad	1200	1440	1728	2074
		Multan	1200	1440	1728	2074
		Sheikhupura	650	845	1099	1428
		Sargodha	1200	1440	1728	2074
		Kasur	650	845	1099	1428
		Sialkot	650	845	1099	1428
		Bahawalpur	975	1268	1648	2142
		Okara	650	845	1099	1428
		Mandi Bahaudin	650	845	1099	1428
Sindh		Sukkur	650	845	1099	1428
		Hyderabad	650	845	1099	1428
		Larkana	1200	1440	1728	2074
KP		Karachi	3900	5070	6591	8568
		Peshawar	650	845	1099	1428
Balochistan		Quetta	650	845	1099	1428
Punjab	FSWs	Lahore	3900	5070	6591	8568
		Gujranwala	910	1183	1538	1999
		Faisalabad	600	720	864	1037
		Bahawalpur	1200	1440	1728	2074
		Sheikhupura	910	1183	1538	1999
		Multan	1300	1690	2197	2856
Sindh		Karachi	5200	6760	8788	11424
		Larkana	720	864	1037	1244
		Hyderabad	650	845	1099	1428
		Sukkur	910	1183	1538	1999
		Nawabshah	650	845	1099	1428

KP		Peshawar	650	845	1099	1428
Balochistan		Quetta	650	845	1099	1428

Summary:

Key Population	Punjab	Sindh	KP	Balochistan
MSM	11	5	1	1
TG-TGSW	11	4	1	1
FSW	6	5	1	1

IV. Eligibility & Qualification Criteria

The Eligibility for NGO/ CBO shall be assessed on their technical capacity (Section VII – Evaluation Criteria and Methodology) and based upon the Request for Information and Capacity Assessment checklist attached with this call for proposal (Annex-VI&VII - RFI and CACHE). All questions must be answered clearly and directly.

Extraneous information that is not directly respond to the question will only constraint the ability of UNDP to positively assess the CBO/ NGO alignment with below mentioned UNDP requirements. Interested registered CBOs/ NGOs meeting the following criteria will be eligible for the selection:

- Proof of Officially valid registration in Pakistan (applications to be accompanied by proof of registration with relevant authorities specifying the authority to operate in proposed geographical locations).
- Proof of minimum 2 years relevant experience at least in the field of HIV, Disease and Prevention, Public health and experience around outreach, identification and referral, awareness and behavior change;; community empowerment; community led advocacy and research; building community linkages and coordination and management
- Proof of experience of working with the key populations being proposed in the application i.e. MSMs/ MSWs, TG/TG-SWs & FSWs.

The parameters that will determine whether a national CBO/NGO is eligible to be considered by UNDP will be based on the CBO/NGO Request for Information and CACHE (Annex-VI&VII) – **Section VII b.**

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Innovation_CSO%20engagement%20and%20E-tendering_RFI%20%20Template.docx&action=default

V. Proposal Requirements

Applicants will submit separate **technical and financial proposals**. The **Technical Component** of the proposal shall follow the format indicated in **Annex-II**. Applicant shall submit separate proposals - Technical and Financial for each lot applied for; for the applicant bidding for more than one lot - one technical proposal is sufficient and the financial proposal(s) should be per each lot with consideration of item mentioned in above summery table for all proposed lots. Applicant can apply across key populations and/or across provinces subject to meeting the eligibility criteria up to 11 lots for one applicant.

The **Financial Component** will comprise of the following: an itemised budget per component **not to exceed the designated budget ceilings** for each Lot following the format indicated in **Annex-III** (Budget template in Excel sheet) and in Section 5 of Annex-I. The figures for budget lines are suggestive.

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) as given in Annex-II (Proposal Submission Template) - this section should demonstrate the CBO's/ NGO's understanding of the request, response to the Terms of Reference included in this CFP 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; and identifying the works/portions of the work that will be subcontracted (if any).

All applicants are generally expected to include all costs associated with the implementation of programme activities as direct cost to the grant as per attached budget template. In special cases NGOs may add up to 5% overhead costs clearly justifying the cost requirements in the budget. Such overhead cost, if at all required, must be included in the overall budget not exceeding allowable total ceiling per lot.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the requirements, 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 plan.

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 Lots (for details on Lots, see below section 5.3)

The applicant who obtains the highest technical score for each Lot shall be selected. Applicants may be considered for the award of more than one Lot if its capacity is sufficient to implement the required scope of work.

The following criteria shall be used to determine if an applicant that have applied for more than one Lot have sufficient capacity:

- Experience in or currently implementing the same/similar scope of work in Pakistan
- Proof of adequate proposed resources (staffing, technical capacity, equipment, etc.) to implement all the activities listed per each lot, all criteria will be applied (project lead 'Should be one for all lots) Methodology should reflect capacity to achieve all the targets for key populations
- Demonstrated field presence in key geographical areas listed under each Lot OR having existing arrangements with implementing partners at field level in these areas

Above criteria is mandatory for applicant submitting more than one lots. If the bidder fails. in the overall assessment across multiple Lots, we will review by Lot. **If the proposal of a single applicant is the highest ranked for more than one Lot, but its capacity is deemed not sufficient to implement the required scope, the applicant will be awarded the Lot(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.**

Applicant(s) will be awarded Lot specific award based on the following order of preference:

- (a) Lot where there are no other responsive proposals received.
- (b) Lot where the applicant scored relatively highest;

(c) UNDP may decide at its discretion to award Lots to different applicants to reduce risk of delivery.

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.	CBO/NGO Eligibility and qualifications	60%	600
2.	Proposed Methodology, Approach and Implementation Plan including potential/anticipated risks and mitigation measures	30%	300
3.	Management Structure and Key Personnel	10%	100
Total			1000

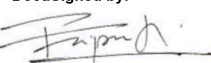
Detailed sub-criteria are provided in Annex 1


Technical Proposal Evaluation Form 1			Points obtainable
1.0. Expertise of the Firm/Organization			
1.1	Reputation of Organization / Credibility / Reliability / Standing in the sector List the organizations have they worked with? Provide References Work with National, International including UN agencies in the field of public health especially HIV (Min 3) 25 Work with National & International agencies (Min 3) 15		25
1.2	General Organizational Capability which is likely to affect implementation Age of the organization based on registration - 2 years 15 points - 3-5 years 25 points Staff Strength/ Staff complement: - Less than 5 professional staff 15 points More than 5 professional staff 25 points	25	115
	- Experience in project management support 35Marks -	35	
	- Financial stability and project financing capacity Average Fund managed by the CBO/ NGO for past 2 years: - Annual Average Project fund < PKR 20,000,000 10points	15	

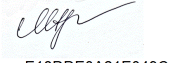
Total points of Form 1			600
Technical Proposal Evaluation Form 2		Points Obtainable	
2.0. Proposed Methodology, Approach and Implementation Plan			
2.1	To what degree does the Proposer understand the task?		30
2.2	Have the important aspects of the task been addressed in sufficient detail?		20
2.3	Are 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?		30
2.5	Is the conceptual framework adopted appropriate for the task?		60
2.6	Is the scope of task well defined and does it correspond to the TOR and adequately reflecting bidder ability to manage the targeted lot/s?		100
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		40
Total points of Form 2			300
Technical Proposal Evaluation Form 3		Points Obtainable	
3.0. Management Structure and Key Personnel			
3.1	Project Lead		
	Suitability for the Project		25
	- Experience Managing a KP focused HIV program	10	
	- Minimum 3 years Professional Experience in the area of Project/ program Management	5	
	- At least diploma in the field of social and / or health	5	
	- Language Qualifications (English)	5	
3.2	<u>Expert – Programme management (Team Lead)</u>		

	General Qualification (University Degree in social sciences or similar qualification)	5	25
	Suitability for the Project		
	- minimum 3 years work experience	5	
	- Education and Training Experience (At least a First Degree (10 Points) Masters (+ 5 Points)	5	
	- Professional Experience in the area of specialization	10	
	- Language Qualifications (English)	5	
3.3	<u>Expert - Financial management</u>		25
	General Qualification (At least a Diploma in Finance or related field)	5	
	Suitability for the Project		
	- Minimum 3 years' experience in the finance	5	
	- Education and Training Experience (At least a First Degree (5 Points) Non (0Points)	5	
	- Professional Experience in the area of specialization	10	
	- Language Qualification (English)	5	
3.4	Expert – Other (Administration, Operations, M&E, Reporting)		25
	General Qualification (At least a Diploma in a relevant field)	5	
	Suitability for the Project		
	-Minimum 3 years' work Experience	5	
	- Education and Training Experience (At least a Diploma Degree (5 Points) below diploma (0Points)	5	
	- 2 years Professional Experience in the area of specialization	5	
	- Language Qualifications (English)	5	
Total points of Form 3			100

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

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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 CBO/ NGO proposed approach and methodology. CBO/NGOs have to 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. CBOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate community needs into implementable activities by the CBOs/CSOs guidance can be obtained from deliverable section. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

Under QB-FBS, assessment of best value for money focuses on maximizing transfer of value to the beneficiary user.

For these reasons, it is important that the ratio between the CBO/ NGO operational cost (including capital and recurring cost) versus the implementation activity/output shall be assessed.

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 1 year i.e. 01 January - 31 December 2023**. With possibility of extension for 3 years beyond 2023 depends on performance and budget availability

Note that:

For overhead cost; it is recommended to be included in the items budget not as separate line, only for those international NGO claiming ICR, they can be allowed up to 5% on SR direct costs. It is preferred without % based ICR as we are allowing all related SR costs to be budgeted directly

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

VIII. Selection Process:

The UNDP will review proposals through a six-step process:

- (i) determination of eligibility (mandatory requirements)
- (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) CBO/NGO mandatory capacity assessment.
- (v) round of clarification (if necessary) with the highest scored proposal.
- (vi) Sub Recipient Agreement (SRA) 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>

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) Proposal submission Template in Annex-II
- 2) Budget Template in Annex-III;
- 3) Annex-VI Request for Information (RFI) and corresponding supporting documents;
- 4) Annex-VII CACHE Form;
- 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 **20th October 2022**. Note that system time zone is in Pakistan Standard Time (GMT+5).

Note: By submitting the proposal, the applicant agrees to the general terms and conditions of SR agreement (Annex-VIII) and Important Additional Information

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

pakistan.procurement.info@undp.org.

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.

[22nd Sept 2022]: Call for Proposal opens, and relevant documents are posted online.

[3rd Oct 2022]: Pre-Proposal Consultation meeting.

[20th Oct 2022]: Deadline for organizations to submit proposals under this Call.

[21st Nov 2022]: Assessment and selection processes will take place.

[15th Dec 2022]: Selected applicants will be notified.

Pre-Proposal consultation meeting:

Pre-proposal consultation meeting to be held virtually on **October 3rd, 2022 at 1400 hours**. All interested CBOs/ NGOs are requested to send their name and organization name at pakistan.procurement.info@undp.org before or by **October 2nd, 2022, 5:00PM**. All potential applicants are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested applicant. Minutes of the pre-proposal's consultation meeting will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the CFP. No verbal statement made during the conference shall modify the terms and conditions of the CFP, unless specifically incorporated in the Minutes of the pre-proposal's consultation meeting or issued/posted as an amendment to CFP.

Pre-Proposal meeting will be held on ZOOM Call on 3rd October 2022 from 1400 Hrs till 1600 Hrs Pakistan Time. Interested parties will send their requests to attend this Pre-Proposal meeting at pakistan.procurement.info@undp.org by and before 5:00 PM, 2nd October 2022, in order to add in Zoom Call. Please mention CFP Reference number in subject line of email. Link for Pre-proposal conference: <https://undp.zoom.us/j/84777223191>

IMPORTANT ADDITIONAL INFORMATION:**Fraud & Corruption, Gifts and Hospitality**

UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP applicants/ vendors and requires all applicants/ bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at


http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti

Applicants shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. In pursuance of this policy, UNDP

- (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;
- (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.

All applicants must adhere to the UN Supplier Code of Conduct, which may be found at
http://www.un.org/depts/ptd/pdf/conduct_english.pdf

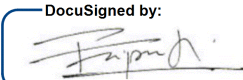
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Annex-I: Terms of Reference (TOR)

Project Title: Improve Prevention and Increase Uptake of HIV prevention and Treatment Services through the recruitment of SRs

UNDP has recently been requested by the Global Fund to support the HIV grant, starting July 2021 until December 2023. This Global Fund HIV grant will provide the amount of US\$ 47,104,249 to Pakistan. The Global Fund's funding will contribute to the achievement of the overall, strategic goals of the Pakistan AIDS Strategy IV - PAS-IV on reaching low prevention and testing coverage among key populations. 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 Pakistan is seeking to recruit registered CBOs/NGOs in Pakistan with demonstrated experience to serve as Sub-Recipients (SRs) to coordinate and manage the implementation of relevant prevention interventions of the Global Fund HIV grant (2021-2023) as outlined in this CFP for CBOs/NGOs to support Pakistan's HIV response.

1.1 Project Description

The country continues to have concentrated HIV epidemic among KP, namely: men having sex with men (MSM), people who inject drugs (PWID), transgender populations (TG), male sex workers (MSW) and female sex workers (FSW). As per Spectrum estimates for 2020, the country has an estimated 183,705 people living with HIV (PLHIV), of which 91% live in Punjab and Sindh, the most populous and highest HIV burden provinces in the country. The highest proportions of the estimated population of PLHIV are to be found among PWID (22.9%) and MSM (17.2%). Disease progression trends show an escalating epidemic in KP with a faster rate among sexual networks especially MSM and sex workers. Overall, the KP prevention and testing programme coverage remains among the lowest in the Asia Pacific region. It was estimated that in 2018 that no more than 14% of PLHIV in Pakistan knew their status; clearly well below the 90% target for fast-tracking the response.

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As the interim Principal Recipient (PR) for the Global Fund HIV grant, UNDP Pakistan is legally responsible for programme management, financial accountability, procurement of goods and services, and Monitoring and Evaluation.

1.2 Goal(s):

The Global Fund's funding will contribute to the achievement of the overall, strategic goals of the Pakistan AIDS Strategy IV - PAS-IV on reaching low prevention and testing coverage among key populations by:

- scaling up community-based interventions;
- addressing low prevention and testing coverage among KP by scaling up community-based interventions
- addressing barriers to treatment access and initiation by phased introduction of treatment for all, devolving treatment maintenance services and stigma and discrimination training for health care workers
- strengthening the national M&E system to improve cascade monitoring

1.3 Specific objectives:

- increasing coverage of the prevention services for MSM by 39% (of Population Size Estimates -PSE) by 2023 from the 2019 baseline.
- increasing coverage of the prevention services for FSW (of PSE) by 44% by 2023 from the 2019 baseline.
- increasing coverage of the prevention services for TG (of PSE) by 56% by 2023 from the 2019 baseline; and
- increasing coverage of the treatment services for PLHIV by 35% (of the estimated PLHIV) by 2023 from the 2019 baseline.

1.4 Impact Indicators:

- Percentage of men who have sex with men who are living with HIV
- Percentage of transgender people who are living with HIV
- Percentage of sex workers who are living with HIV
- Percentage of people who inject drugs who are living with HIV
- Percentage of people living with HIV

2. Brief description of the Prevention Component:

Pakistan has an estimated total of 183,705 people living with HIV of which 180,000 are adults (Joint United Nations Programme on HIV/AIDS - UNAIDS 2019). Pakistan has seen a 57% increase in HIV incidence from 2010 to 2018, one of the highest in the world (Funding Request to the Global Fund, 2019). The country has a concentrated HIV epidemic, with a prevalence of less than 0.1% in the general population (Integrated Biological and Behavioral Surveillance - IBBS 2016-2017). The epidemic is concentrated among key populations (KPs) – MSM, TG and SWs. The relative proportion of key populations and prevalence of HIV varies across the four main provinces of Pakistan. The geographic distribution of key populations has shown an expansion from major urban cities and provincial capitals to smaller cities and peripheries.

To address the growing HIV epidemic among the key population, a high-impact approach is needed. The fundamental principle is to have a community inclusive approach to foster close linkages with healthcare delivery systems in targeted districts; therefore, KP specific interventions will be implemented preferably through community-based organizations (CBOs). HIV programming is supported by a robust monitoring and evaluation system, as well as a centralized data repository for disease surveillance and programme review so that efficiencies in service delivery and resources may be ensured.

Taking into account the country context, and based on numerous consultations undertaken with various stakeholders in early 2021; review of documentation provided such as the Funding Request (FR), national and provincial HIV strategies, Gap analysis etc.; understanding of best and emerging practices in the region; and UNDP's experience as interim PR in several countries, UNDP Pakistan's proposed activities are premised on a rights-based and gender sensitive approach, and include:

- Increasing the uptake of HIV testing and prevention services
- Efficient linkages/referral mechanisms for timely initiation of antiretroviral treatment
- Ensuring treatment adherence
- Ensuring re-engagement of those Lost to Follow up

3. Rationale of the Assignment

UNDP has been requested by the Global Fund to support the HIV grant from July 2021 until December 2023. UNDP, being the interim Principal Recipient (PR) for the Global Fund HIV grant, is legally responsible for its

programme management, financial accountability, procurement of goods and services, and Monitoring and Evaluation. The Global Fund's funding contributes to the achievement of the overall, strategic goals of the Pakistan AIDS Strategy IV (PAS-IV) on increasing low prevention and testing coverage among key populations.

To this end, UNDP is seeking submissions from qualified community-based organizations (CBOs) and local/non-governmental organisations (NGOs) in Pakistan to participate in the implementation of the grant as **Sub-Recipients (SRs)**. This Call for Proposals (CFP) is specifically related to the HIV prevention and Care/ support activities of the GF HIV Grant for the implementation period of one year i.e. 2023.

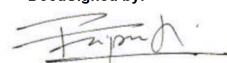
4. Scope of Work and Responsibilities

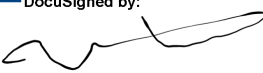
For the Global Fund funded HIV grant, provision has been made in the implementation arrangement for dedicated CBOs/NGOs SRs to manage and implement the prevention activities.

The selected CBOs and NGOs will implement a range of community outreach activities across the country for identification, awareness, referral, and advocacy. The SRs will work in the communities to engage in advocacy, promote an uptake of services, increase treatment literacy and adherence to treatment as well as serve as watchdogs in the communities.

UNDP will continue to strengthen the capacities of the CBOs/ NGOs, to enable them to contribute meaningfully to the implementation of the HIV response and to sustain outcomes.

The selected SRs will play a key role in establishing and strengthening linkages between communities and mainstream service providers and the public sector. Overall, the configuration of the implementation arrangements will enable CBOs and NGOs to contribute to sustaining the overall program outcomes.

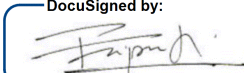
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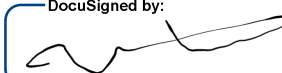
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5. Description of Proposed Summary of the Prevention Activities for Key Populations (TG/TGSW, MSM/MSW and FSW)

5.1 Activities

Module Interventions	Brief Descriptions of activities to be undertaken	Outcomes expected
Prevention	<p>Accelerating HIV Prevention in Key Populations (KPs) focusing on addressing stigma and discrimination and the safety and security of KPs and those who work with them at all levels, and in particular for Transgenders (TGs), Men who have Sex with Men (MSM) and Male Sex Workers (MSWs), and Female Sex Workers (FSWs). The prevention package includes distribution of condoms and lubricants, diagnosis and treatment for STIs; behavior change communication, distribution of IEC materials, Psycho-social support and counselling, information on stigma and discrimination and/or referrals for human rights issues, referral to medical, social or other services, availability of PrEP, amongst others. The specific activities will include:</p> <ul style="list-style-type: none"> - Community outreach and Awareness <ul style="list-style-type: none"> o Community field visits and meetings o Distribution of commodities such as Condoms and Lubricants and other promotional material etc. - Community mobilization and implementation of PrEP at CBOs <ul style="list-style-type: none"> o Counseling sessions with key populations at field o Counseling session with key population at drop-in center - Community Mobilization and Implementation of HIV self-testing <ul style="list-style-type: none"> o Field level community sessions through outreach workers o Introduce HIV self-testing o Referral to ART centers - Ensuring quality treatment is provided at ART sites and LTFU are decreased 	<p>Increased community participation especially KPs and PLHIV to improve quality of care, by collecting and acting on information on the user experience, coming directly from recipients of care</p>

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	<ul style="list-style-type: none"> ○ Contacting and relinking the HIV positive patients to ART centers initially referred by CBOs through counselling sessions ○ Meetings with ART centers staff and ACPs for strong coordination and feedback - Ensuring coordination with UNDP, and the respective AIDS Control Program <ul style="list-style-type: none"> ○ Submission of monthly updates and quarterly reports 	
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5.2 Budget

The applicants will be required to consider above mentioned activities for budget development and consideration of other associated costs.

The applicants will use the similar template to make budget for the entire duration mentioned in CFP (template to be used is Annex-III)

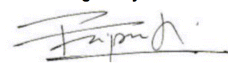
The applicant must not exceed the budget ceiling given in the budget section of CFP (Section 6 of Annex-I). The Unit Price is given to guide on the upper limit which should not be exceeded. Applicants can decrease the unit rates according to their cost estimates and based on the proposed methodology, however, the stated targets must remain unchanged.

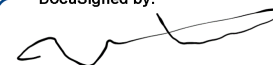
Budget Template:

See Annex-III for budget

Additional Considerations:

- Please refer to instruction sheet for budget development
- The staffing such as Project Manager should be 1 for entire project however organization applying for more than 1 up to 11 lots can propose the additional resources required for effective management of increased number of coverage/ districts in their methodology justifying the needs.
- Similarly, the other key staff such as Finance Officer, Monitoring and Evaluation Officer, Data Entry Officer will be one for entire project
- **The operational cost may include expenses for office/ drop-in-center (used interchangeably) for existing and new proposed locations**
- The yellow highlighted lines in the budget can be updated according to target to be achieved

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5.3 Description of Lots and Budget Ceiling per Lot

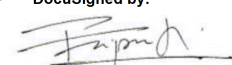
Applicants can apply for one or more lots and for one or more districts keeping in view that they meet the eligibility criteria and technical evaluation criteria for proposed Lot/ district

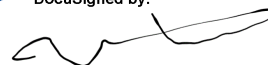
KPs	Budgets from Templates		Total Lots	Total Budget ceiling (PKR)
	Per Quarter/ Per KP/ Per Lot	Total PKR/ Per KP/ Per Lot (Year 2023)		
TG	5,781,306	23,125,225	17	393,128,825
FSW	5,781,306	23,125,225	13	300,627,925
MSM	5,781,306	23,125,225	18	416,254,050
			1,110,010,800	

The following table can be used to reflect selection of Lots and district proposed in the application:

KPs	District																		
	Lahore	Rawalpindi	Sargodha	Multan	Faisalabad	Okara	Bahawalpur	Kasur	Sheikhupura	Sialkot	Mandi Bahaudin	Gujranwala	Karachi	Hyderabad	Larkana	Sukkur	Nawabshah	Peshawar	Quetta
MSM	Lot-1	Lot-4	Lot-7	Lot-10	Lot-13	Lot-16	Lot-19	Lot-22	Lot-25	Lot-28	Lot-31	Lot-34	Lot-37	Lot-40	Lot-43	Lot-46	Lot-49	Lot-52	Lot-55
	19993	6221	5184	5184	5184	2074	2074	4284	4284	1428	4284		28561	4284	2074	2856	2856	2856	2856
TG-SW	Lot-2	Lot-5	Lot-8	Lot-11	Lot-14	Lot-17	Lot-20	Lot-23	Lot-26	Lot-29	Lot-32	Lot-35	Lot-38	Lot-41	Lot-44	Lot-47	Lot-50	Lot-53	Lot-56
	8568	2074	2074	2074	2074	1428	2142	1428	1428	1428	1428		8568	1428	2074	1428	0	1428	1428
FSWs	Lot-3	Lot-6	Lot-9	Lot-12	Lot-15	Lot-18	Lot-21	Lot-24	Lot-27	Lot-30	Lot-33	Lot-36	Lot-39	Lot-42	Lot-45	Lot-48	Lot-51	Lot-54	Lot-57
	8568			2856	1037		2074		1999			1999	11424	1428	1244	1999	1428	1428	1428

The target beneficiaries represent the numbers covering the period of one year. For breakup, please refer to Annex-IV

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6. Institutional Arrangement

- **CBO/ NGO SR supervision and management:** The SR will report directly to UNDP in compliance with the terms of the SR grant agreement (attached as Annex-VIII), 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 National and Provincial AIDS control program, Association 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 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 shall comprise suitably qualified and experienced staff to manage the areas of programme, 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's senior management team.

7. Duration of the Work

The Project is proposed to be implemented from **01 January to 31 December 2023**.

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 procurement under the grant will be carried out by UNDP, except where approval has been expressly provided in writing 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 CFP, prospective bidders should not budget for procurement activities.**

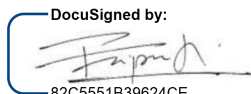
8. Minimum Requirements of Sub-Recipients

To successfully assume quality and timely implementation and accountability for the programme, the CBO/ NGO SR must meet the following minimum institutional and technical capacity requirements.

A separate SR capacity assessment will be considered as part of the selection process.

7.1 Legal Status

- Proof of Officially valid registration in Pakistan (applications to be accompanied by proof of registration with relevant authorities specifying the authority to operate in proposed geographical locations); and

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- Has necessary authority to enter into a SR Grant Agreement with UNDP.

7.2 Management and Organization

- Good track record (**Reputation of Organization / Credibility / Reliability / Standing in the sector**) for timely and results-based implementation of project activities.
- Experience at least in the field of HIV, Disease and Prevention, Public health and experience around outreach, identification and referral, awareness and behavior change, with community-led monitoring; community empowerment; community led advocacy and research; building community linkages and coordination and management
- Demonstrated management capacity (quality and quantity) to implement the proposed Project.
- Current financial and operation capacity (budget and offices) is sufficient to support key positions and organizational functions of the SR not related to Global Fund activities.
- The applicant have Financial stability and project financing capacity and 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 program;
 - Are subject to acceptable auditing arrangements;
 - Subject to ad hoc and scheduled meetings with UNDP;
 - 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;
- Average Fund managed by the CBO/ NGO have reasonable ration between Grant management budget and behavioral budget

7.3 Monitoring and Quality Assurance

- The applicant should have monitoring and evaluation systems that are 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 field activities and any outsourced entities in a timely and accountable manner.

7.4 Technical Expertise

- Adequate health care expertise (relating to HIV and AIDS and or disease prevention services) 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.
- Fluency in English (written and oral).
- Should have functioned for at least two years in Pakistan 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).

9. Scope of Proposal 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 applicant's 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/ Drop-In-Center running costs: rent, utilities, Internet, communication etc.
- c) Programmatic activities including outreach activities, counseling sessions, lost to follow up visits/ meetings, community mobilization, training/meeting/ etc.

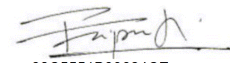
The payments will be made as per the **Article VIII. Financial Arrangements** of the SR Agreement (see Annex-VIII for more details) which will be finalized after the capacity assessment of SR and will be managed as per following options subject to the results of their assessment


1. **Option 1: Advance Disbursement of SR Funds**
2. **Option 2: Cost Reimbursement**
3. **Option 3: Direct Payment**

10. Project implementation location:

Bid applications may be submitted from all geographic areas of Pakistan for the specified lots.

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.

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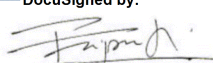
Annex VI: RFI Template REQUEST FOR INFORMATION (RFI) FROM CBO/NGO

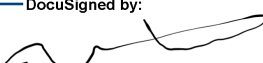
1. Objective

This is a Request for Information (RFI) from local, national and/or international CBOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following thematic/sub-thematic areas:

Thematic Area	Sub-Thematic Area
HIV & AIDS - Work with KeyPopulations, specifically Men who have Sex with Men (MSM), People who inject drugs (PWID), Transgender persons (TG) and Female Sex workers (FSW)	Gender Rights/ Women's Rights/ non-binary genders Key Populations - MSM, PWID, TG, FSW Stigma and Discrimination/Human Rights Chem Sex Access to services - health services, justice Living with HIV & AIDS Community Outreach, Mobilization and Awareness
Health	Provision of preventative and/or curative treatment services Provision of services for people living with HIV and AIDS Confidentiality of information Patient rights Management of health commodities Management of communicable diseases

Services
<ul style="list-style-type: none"> • Programme management • Financial management • Risk management • Monitoring • Capacity building/ Training/ Workshop/ Skills, including non-traditional learning methods • Community mobilization/ Community Monitoring • Action Research • Advocacy/Awareness Campaigns • Participatory planning, design and appraisal • Service Delivery

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- Public Health
- Knowledge management, communication & stakeholder engagement
- Building and maintaining platforms of dialogues
- Digital technology integration, data science & analytic

2. Information Requested

Interested CBOs/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 CBOs/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 CBO/NGO's alignment with UNDP requirements.

Topic	Areas of Inquiry/ Supporting documentation	Response (Please indicate not applicable where required)
1. Proscribed organizations	1. Is the CBO/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 CBO/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 CBO/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/CBO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u> 2. Does the CBO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	Is the CBO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in: <ul style="list-style-type: none"> • Leadership and Managerial Skills 	

	<ul style="list-style-type: none"> • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	<ol style="list-style-type: none"> 1. When was the CBO/NGO established? 2. How has the CBO/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 CBO/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	<ol style="list-style-type: none"> 1. What is the CBO/NGO's primary advocacy / purpose for existence? 2. What is the CBO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs) 3. Is the CBO/NGO officially designated to represent any specific constituency? 	
6. Areas of Expertise	<ol style="list-style-type: none"> 1. Does the CBO/NGO have expertise in any of the key areas identified above in this RFI? 2. What other areas of expertise does the CBO/NGO have? 	
7. Financial Position and Sustainability	<ol style="list-style-type: none"> 1. What was the CBO/NGO's total financial delivery in the preceding 2 years? Please provide an audited financial statement for the last 2 years. 2. What is the CBO/NGO's actual and projected inflow of financial resources for the current and the following year? 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). 	
8. Public Transparency	<ol style="list-style-type: none"> 1. What documents are publicly available? 	

	2. How can these documents be accessed? (Pls provide links if web-based)	
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 CBOs/NGOs? If yes, pls. identify and provide details.</p>	

ANNEX VII: 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 (Please indicate not applicable where required)
1. Funding Sources	<p>1. Who are the CBO/NGO's key donors?</p> <p>2. How much percentage share was contributed by each donor during the last 2 years?</p> <p>3. How many projects has each donor funded since the CBO/NGO's inception?</p> <p>4. How much cumulative financial contribution was provided for each project by each donor?</p> <p>5. How is the CBO/NGO's management cost funded?</p>	
2. Audit	<p>1. Did the CBO/NGO have an audit within the last two years?</p> <p>2. Are the audits conducted by an officially accredited independent entity? If yes, provide name.</p>	
3. Leadership and Governance Capacities	<p>1. What is the structure of the CBO/NGO's governing body? Please provide Organigramme.</p> <p>2. Does the CBO/NGO have a formal oversight mechanism in place?</p> <p>3. Does the CBO/NGO have formally established internal procedures in the area of:</p> <ul style="list-style-type: none"> • Project Planning and Budgeting • Financial Management and Internal Control Framework • Procurement • Human Resources 	

	<ul style="list-style-type: none"> • Reporting • Monitoring and Evaluation • Asset and Inventory Management • Other <p>4. What is the CBO/NGO's mechanism for handling legal affairs?</p> <p>5. Ability to work (prepare proposals) and report in English</p>	
4. Personnel Capacities	<p>1. What are the positions in the CBO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff.</p> <p>2. Which positions in the CBO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.</p>	
5. Infrastructure and Equipment Capacities	<p>1. Where does the CBO/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 CBO/NGO for transporting people and materials?</p>	
6. Quality Assurance	<p>Please provide references who may be contacted for feedback on the CBO/NGO's performance regarding:</p> <ul style="list-style-type: none"> • Delivery compared to original planning • Expenditure compared to budget • Timeliness of implementation • Timeliness and quality of reports • Quality of Results 	

ANNEX-II: PROPOSAL SUBMISSION TEMPLATE

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

Cover Page

- Full legal name of organisation
- Lots 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 Lots included in the application.

Table of Contents

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

1. Introduction (one paragraph)

- State motivation for submitting application and reasons why applicant is best qualified for the Lots 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 CFP. Please include any previous experience with Global Fund support.

3. Overview of Intervention(s)

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

3.1. List of objectives/expected outcomes by 2023

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

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

3.4. 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 Lots 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 Lots 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 Lots 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 Lots/intervention(s)
- All proposed levels of management should be included (state and county level, for example)

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

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

Assumptions	Risks	Likelihood	Impact	Mitigation measures
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. Annex-V Proposed Work Plan

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

9. Annex-III Proposed Budget

- Please provide an indicative budget for each Lot included in the application. Use the budget template as given in Annex-III
- 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.) following the template.

Human resources

- Positions
- EOBI etc

Travel (staff/supervision)

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

Training (If any)

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

Materials & equipment

- Stationery
- Printing costs
- Other materials (please specify)

Operating costs

- Communications
- Internet
- Rent/utilities of Drop-In-Centres/ Office

(For budgeting purposes, the office space will include DIC facility having minimum capacity to accommodate, supplies, staff seating and community related interventions)

Other direct costs

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

- Attached template to be used for submission of budget. Refer to instructions in the template for developing budget. **Please provide details notes/justifications for each budget line.**

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

10. Attachments

List all attachments:

- Profiles of key personnel
- Organizational registration
- Organization profile
- Details of similar projects implemented
- Latest Audit report
- Others (Please add)

Additional annexures: CVs (maximum 3 pages per CV) of key personnel