

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

Response to Clarifications against Call for Proposal

S#	Query	UNDP Response
1.	<p>I. I want to ask for DEOs and M and E officers are expected to manage the workload if it remains one position, with regard to entries for the former, and with regard to field visits for the latter? Will there be no local office presence for either of these positions? And will there be salary increases?</p> <p>II. Appreciated. Furthermore, can we apply to both lots for Karachi, Karachi A and Karachi B, in the event that we have the capacity for both? Moreover, in this case, as with my question above, will we be provided with the resources for more outreach workers and a DEO, while keeping one programme manager, MnE, etc.</p>	<p>Please refer to Page 18 of the CFP for more details on additional resources a CBO/NGO can propose who is applying for more than 1 Lots.</p> <p>Yes, CBO/NGO can apply for both lots in Karachi A&B if they have the capacity. For additional resources, kindly refer to page 18 of the CFP</p>
2.	<p>I. 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.</p> <p>II. Similarly, the other key staff such as Finance Officer, Monitoring and Evaluation Officer, Data Entry Officer will be one for entire project. Can you please clarify that the organisations applying for more than 1 lot, may ask</p> <p>- for more than 1 program manager as well as more than one finance, M&E, data entry officers, etc depending upon number of lots, justifying the needs OR</p> <p>- they can only ask for more than one program manager, and all other staff such as finance, M&E, data entry officers needs to be only one person for the entire project, despite the organization is applying for more than one lot</p>	<p>Please refer to Page 18 of the CFP (Additional Consideration) for more details on additional resources they can propose.</p>
3.	<p>If an organization is applying for more than one CBO for the subject grant i.e an organization is applying for 3 CBOs and one CBO from them is collecting quarterly reports from all the CBOs to merge them together to submit as one report. Would the supervising CBO's staff get more chunk of funds in terms of salaries than the other CBOs they have applied?</p>	<p>Please note that joint venture is not allowed. CBOs/NGOs applying for more than one lot should refer to page 5 & 6 (Eligibility & Qualification Criteria and Selection Procedure for Award of Lots)</p>
4.	<p>I. On the last page the budget for every quarter/per KP/per lot is the same instead of the number of targets per quarter in the target list. e.g Lahore-A has</p>	<p>The budget is Lot (District) based despite the target of any Lot as for each lot, it includes all the operational and other related costs in the Fixed budget</p>

	<p>the target 9996 and sialkot has 1428 till the last quarter of 2023.</p> <p>II. Previously it was not mentioned regarding the Lots Lahore-A & Lahore-B. Can one organization apply for Both lots in the same city for MSM coverage.</p> <p>III. In addendum 01 revised sheet the budget for per quarter/per KP/Per Lot is 5,781.306 but in Annex-III on Detailed budget page the Total budget is 6,259,642. Kindly clarify.</p> <p>IV. In annex-III Budget , Sheet no 03: Detailed Budget, Row 14,BL19 Title Prep Base Line test is mentioned but according to latest guidelines it is eliminated from National guidelines and from our last year's budgets. Kindly explain if we can utilize this budget for some other purpose or for PLHIV support. (Can we use this budget in adjustment to HR cost of management)</p> <p>V. In Annex IV the targets mentioned per quarter should be considered as "Number of MSM reached with HIV prevention" and what will be the ratio of HIV testing, STI and Number of Condoms and Lubes?</p>	<p>Yes, please refer to page 5 & 6 of the CFP document.</p> <p>The budget in Annex-III includes ICR (which is for INGOs only and Additional M&E applicable to those applying for more than 1 Lots) Please see guidelines given in Annex-III.</p> <p>This is specifically for Prep testing which is included for MSM and cannot be used for any other budget head.</p> <p>Currently the targets refer to number of MSM reached. The remaining targets will be defined in the detailed PF upon signing of grant agreement.</p>
5.	<p>Reference to the subject matter and section 5.1 of the CFP please clarify either we can add following activities in the subject proposal or not.</p> <p>I. Skill development & livelihood activities for HIV/AIDS patients and their families.</p> <p>II. Physical, psycho-social, and palliative services (provision of food, nutrition supplements for the family of PLHIVs and school fee to the children of deserving PLHIVs).</p>	<p>For activities covered in the current CFP, please refer to Page 17, section 5 of the CFP. Any additional activities than the prevention coverage is not included in current Call for Proposal.</p> <p>For activities and services covered in the current CFP, please refer to Page 17, section 5 of the CFP. For Counselling, please refer to Budget. Any food items/ nonfood items supplies, procurement is not included in the CFP.</p>
6.	<p>please clarify and guide us to the following questions: -</p> <p>i. According to "ANNEX VII: CAPACITY ASSESSMENT CHECKLIST (CACHE) ", it is laid down at the top that applicants are required to complete and submit the questionnaire along with requested supporting documentation. In most of the questions, it is not specified to produce the supporting documents. Does it mean that we do not have to provide supporting documents or either we are supposed to provide supporting documents against each question response?</p>	<p>CBOs/ NGOs are required to provide supporting documents against each question Applicable to your organization.</p>

<p>ii. According to the Call for Proposal at Section 10 (Attachments) the applicant organization has to produce Profiles of key Personnel while in Check list at No.4 (2) (Personnel Capacities) , it is mentioned which positions in the CBO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff. Please clarify if the applicant organization must produce CVs of existing staff or proposed staff to be hired under this project?</p> <p>iii. According to Call for proposal, a note is given at Page 11 regarding budget ceiling as under: -</p> <p>“ Applicants who exceed the fixed budget ceiling per lot will be disqualified”.</p> <p>The provided all documents including budget templates developed our understanding as the rough figures not the fixed ceiling. It created confusion, please provide clarification.</p> <p>iv. Another budget related question is that NGO applying for several lots, separate financial proposals not exceeding the respective lot. Again, we have not found any ceiling of budget in budget template documents. Kindly guide us.</p>	<p>Please Refer to eligibility criteria for the profiles/ CVs required for this specific project.</p> <p>The one mentioned is section 4 of CACHE asks for the staff at organization level that which positions in the CBO/NGO lead the areas of project management, finance, procurement, and human resources.</p> <p>The budget should be prepared as per the template attached with CFP. The bidder however can adjust the price/amount not exceeding the total allocated budget (ceiling) for each lot. For details on ceiling per lot, please refer to section 5.3 on page 19 of the CFP.</p> <p>For details on ceiling per lot, please refer to section 5.3 on page 19 of the CFP. For bidders, who wants to submit for more than one lot, please refer to the guidance page 6-7. Also refer to the Addendum 01 to CFP file attached in the advertisement notice.</p>
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