



## **Request for Proposal for the Provision of Sub- Recipient Services Organisation of Eastern Caribbean States (OECS) Global Fund Grant 2016-2018**

### **Introduction**

At the Organisation of Eastern Caribbean States (OECS) Health Ministers Meeting of October 2013, a mandate was given to the OECS Regional Coordinating Mechanism (RCM) to submit a proposal to the Global Fund to 'Fight AIDS Tuberculosis and Malaria'. Under the New Funding Model the OECS Countries are eligible to apply for funds totalling \$US 5.3 Million to; (i) reduce the incidence of HIV and the elimination of Tuberculosis, (ii) provide support to key populations affected by the aforementioned conditions and, (iii) strengthen key areas of the health system that will enable support to the integration of health services.. The application for the grant in the form of a 'Concept note' was made through the Chair of the OECS RCM, Hon. Alvina Reynolds. While only four of the countries (Dominica, Grenada, Saint Lucia, St. Vincent and Grenadines) are eligible for funding under this new model, the multi-country proposal will be expanded to include the countries of Antigua and Barbuda, and St. Kitts and Nevis.

Subsequently the 'Concept note' was submitted and approved by the Global Fund and the OECS Commission was assessed by the Local Fund agent and on their recommendation was selected to serve as the Principal Recipient (PR) for the Grant. Further the Global Fund on justification provided by the RCM and PR has agreed to the ministries of Health to be designated as Sub-Recipients.

However, there is a body of work in the key areas under the proposed 'Concept note' for which technical assistance to the countries will be required. To this end and with the process now in the grant-making stage, the OECS PR now invites organizations to submit proposals to be considered as a Sub-Recipient (SR) for the Global Fund grant funds in the following areas:

### **Focus Areas and Proposed Activities**

- A. Prevention Programmes for key affected populations including, men-who-have-sex-with-men (MSM), sex workers (SW) and youth including activities such as:
  - 1. Conduct of surveys such as 'Size estimations' and Integrated Biological Behavioural Surveys (IBBS).
  - 2. Effecting Behavioural change and the development and standardization of packages of prevention services for key affected populations
  - 3. Perform HIV testing and counselling as part of programs for key affected populations.
  - 4. Promoting human rights and addressing of related legal barriers and special needs of migrants and cross-border issues
  
- B. Laboratory systems strengthening to
  - 1. Address TB, HIV and TB/HIV co-infection, patient monitoring and HIV Drug resistance
  - 2. Pooled procurement and cost containment of lab items and services
  - 3. Achieve lab certification in project selected areas

It should be noted that the focus areas have already been defined in the approved 'Concept note' proposal and we are looking to appoint SRs based on specific criteria, which include the



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strength of the proposed implementation programme and the capacity of the organization to function as an SR according to Global Fund requirements.

### **Roles and responsibilities of the Sub-Recipient (SR)**

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

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

### **Proposal Guidelines**

A. Overview of the programme (maximum 1 page)

i. Provide a brief overview of the proposed programme summarizing the programmatic focus of the request, describing how it aims to impact on HIV incidence in women aged 15-24 years and highlighting the gains expected from this investment.

B. Approach and methodology (maximum 4 pages)

i. Describe your approach to the implementation of the proposed activities described in the section above.

C. Proposed budget and work plan

i. A detailed budget should be prepared in a Microsoft Excel workbook as part of this application and copied onto a CD or memory stick for submission with the hard-copy proposal.

ii. Please ensure the detailed budget complies with the following requirements:

The budget period is January 1<sup>st</sup> 2016 – December 31<sup>st</sup> 2018.

The budget should be presented in US Dollars.

Quarterly budget totals and annual budget totals must be shown.

The detailed budget should follow an activity-based costing approach that is aligned with the proposed implementation plan.

The detailed budget should follow the formula: annual quantity x unit cost = total cost for each quarter on each budget line.

Unit cost should be further detailed and costing should be broken down to input or process-level unit costs. Lump sums or coverage level unit costs (such as US\$10 per person reached) should be avoided.

Budget notes detailing how unit costs were arrived at are encouraged and can be provided in supporting sheets in the Excel workbook.

A separate main activity or cost centre should be presented in the detailed budget to provide for programme management, grant management and administration costs associated with PR operations.



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Salaries and wages should be based on actual payroll data in applicants' organizations or based on actual market rates for new positions.

### **Minimum Requirements for the Sub-Recipient (SR)**

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

#### A. Financial Management and Systems that can:

- i. Accurately and promptly record all transactions, disbursements and balances, including those supported by the Global Fund;
- ii. Disburse funds to sub-recipients, procurement agents and suppliers in a timely, transparent and accountable manner;
- iii. Maintain an adequate internal control system;
- iv. Enable the prompt preparation of regular and reliable financial statements and reports;
- v. Safeguard the PR's financial and physical assets; and
- vi. Are subject to and comply with acceptable auditing arrangements.

#### B. Program Management Capacity and arrangements including:

- i. Legal capacity, status and authority to enter into the grant agreement with the Global Fund;
- ii. Effective organizational leadership, management, transparent decision making and accountability systems;
- iii. Adequate infrastructure and information systems to support grant implementation, including the monitoring of performance of sub-recipients and outsourced entities (such as procurement agents) in a timely and accountable manner; and
- iv. Adequate health and social mobilization expertise and cross-functional expertise (finance, procurement, legal, M&E) to implement the program activities.

#### C. Sub-recipient management capacity, including:

- i. Effective systems for undertaking sub-recipients capacity assessments and providing technical support as needed, to ensure that any proposed sub-recipients have the required capacities to implement the program activities; and
- ii. Adequate management arrangements that ensure adequate PR oversight of grant implementation at the sub-recipient level facilitating effective and timely program implementation and resource management by sub-recipients.

#### D. Pharmaceutical and Health Product Management Systems that:

- i. Allow for the procurement, storage and distribution of health products in accordance with Global Fund procurement and supply management policies.

#### E. Monitoring and Evaluation Systems that:

- i. Collect and record programmatic data with appropriate quality control measures;
- ii. Support the preparation of regular reliable programmatic reports; and



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iii. Make data available for the purpose of evaluations and other studies.

In addition, the applicant should have:

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

### **Evaluation Process**

An evaluation panel will make recommendations to the PR. The PR in consultation with the SRs will make the final decision on the preferred applicant.

The PR reserves the right not to select any of the shortlisted candidates or to reissue the call for proposals.

The applicant selected by the PR will be invited by the PR to enter into contract negotiations.

The RCM holds no responsibility or liability with respect to the outcomes of these negotiations.

The table below provides guidance on the score distribution for organizational capacity to carry out the functions of Sub-Recipient.

<b>Criterion</b>	<b>Maximum Score</b>
Financial Management and Systems	20
Program Management Capacity and Arrangements	20
Implementing agency Management Capacity	20
Pharmaceutical and Health Product Management Systems	20
Monitoring and Evaluation Systems	20
<i>Total</i>	<i>100</i>



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## **GUIDELINES FOR SUBMISSION OF PROPOSALS**

The deadline for submission of a fully completed proposal and budget is on 19<sup>th</sup> October 2015.

Please submit a hard and digital copy of the proposal, with the budget in Microsoft Excel format on a CD or flash drive in a sealed envelope to the OECS Commission:

### Hard Copies:

#### **Provision of Sub- Recipient Services OECS Global Fund Grant 2016-2018**

The HIV/AIDS Project Unit  
OECS Commission  
Frank Johnson Avenue  
P.O Box 179  
Morne Fortune  
Castries  
Saint Lucia

### Digital copies:

To: James St Catherine - [jstcatherine@oecs.org](mailto:jstcatherine@oecs.org)

Copied to: Lynette Hardy- [lhardy@oecs.org](mailto:lhardy@oecs.org)  
Shama Jn Baptiste- [sjnbaptiste@oecs.org](mailto:sjnbaptiste@oecs.org)

Please note that the OECS Commission is not bound to select any of the consultants submitting proposals. The Commission also reserves the right to cancel this invitation in its entirety or even partially without defraying any cost incurred by the Consultant in submitting proposals.