GUIDELINES FOR REQUEST FOR PROPOSAL TO BE A PRINCIPAL RECIPIENT (PR) OF NEW GLOBAL FUND GRANTS IN UGANDA

Current Global Fund grants in Uganda

The Global Fund has supported Uganda’s fight against the HIV, Tuberculosis and Malaria epidemics since 2002 with grants to date totaling US$ 974 million. The Global Fund grants fund priority areas of the national strategic plans for HIV, Tuberculosis and Malaria and also priorities of building resilient health and community systems for delivery of quality HIV, Tuberculosis and Malaria services where they are needed.

Currently, the broad areas of Global Fund support are:

1. Procurement and Supply Chain Management of HIV, TB and Malaria commodities (drugs) and laboratory commodities for all three diseases

2. Health Information Systems and Monitoring & Evaluation – strengthening M & E for data reporting, data quality and reviews, operational research for HIV, TB and Malaria

3. **HIV/AIDS**
   - Prevention programmes for (i) general population; (ii) key populations (iii.) adolescents and youth-out-school
   - Treatment, Care and Support
   - Prevention of Mother to Child (PMTCT)
   - TB/ HIV collaboration
   - RMNCH
   - Gender mainstreaming

4. **TB**
   - TB treatment and prevention, including MDR-TB  
     - capacity building of health workers to carry out case detection and diagnosis  
     - provision of TB drugs  
     - training health workers in web-based ordering  
     - provision of Xpert machines and training in use of Xpert machines  
     - specimen referral  
     - screening in prisons  
     - IEC on management of TB  
     - community-level activities (home assessments and contract tracing)

5. **Malaria**
   - Vector Control: Universal coverage of Long Lasting Insecticide Nets through: i.) mass campaign and ii.) distribution at Antenatal Clinics (ANCs) and expanded Programme for Immunisation (EPI)
   - Malaria diagnosis and case management
• Malaria case management commodities – ACTs, RDTs and artesunate for public and private sectors
• Malaria case management surveillance
• Integrated Community Case Management of Malaria (iCCM)
• Distribution of ACTs through the private sector
• Scale up Behaviour Change Communication (BCC) and Information, Education and Communication (IEC) for increased uptake of malaria control interventions
• Capacity building of private sector to improve malaria diagnosis and case management

6. Health Systems Strengthening
• Expand storage space at central medical stores
• Information management systems (Enterprise Resource Planning) at National Medical Stores for coordinating and managing stock levels and national and high volume facilities
• Expand cold chain management capacity at national and facility level
• Support to Management Information System (MIS) – printing and distributing HMIS operational manuals and data collection tools, community management system and district health information
• Capacity building of health workers in data use and regional data quality review
• Human resource support – Regional Performance Monitoring Teams, recruitment of midwives in district hospitals and health centre IV

7. Community Systems Strengthening
• Strengthening collaboration, referral and linkages among community level actors and groups for improved coordination and minimization of duplication of services
• Building capacity of Community Based Organisations (CBOs), community groups and networks for improved leadership and community sector organizational development
• Supporting training of Village Health Teams on iCCM
• Reforming harmful gender based and socially discriminatory practices against key populations and vulnerable groups that hinder access and use of health services
• Improving community level legal literacy and linkages for legal aid

The currently running Global Fund grants are under five components and are being implemented by two Principle Recipients (PR), namely, Ministry of Finance, Planning & Economic Development – MOFPED (the public sector PR) and The AIDS Support Organisation – TASO (the non-public sector PR). The breakdown of the grants by component and signed grant amount is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Signed Grant Amount (USD)</th>
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</thead>
<tbody>
<tr>
<td>HIV/AIDS</td>
<td>176,173,922</td>
</tr>
<tr>
<td>TB</td>
<td>37,158,814</td>
</tr>
<tr>
<td>TB/ HIV (Combined)</td>
<td>6,804,112</td>
</tr>
<tr>
<td>Malaria</td>
<td>163,952,858</td>
</tr>
<tr>
<td>Health &amp; Community Systems Strengthening (HCSS)</td>
<td>22,710,230</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>406,799,937</strong></td>
</tr>
</tbody>
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Principle Recipients for grant period 2018 - 2020

The Uganda Country Coordinating Mechanism (UCCM) is seeking two non-public sector organizations (civil society organizations, private sector organizations, faith-based organizations, etc.) to be Principal Recipients (PRs) for the new Global Fund grants for HIV, Tuberculosis (TB), Malaria and Health & Community Systems
Strengthening (HSS) that will commence in January 2018. The core function of the Principal Recipient is grant implementation of Global Fund’s grants. The scope of work of the PR includes coordination and implementation of program activities, managing sub-grantees (Sub-Recipients), managing grant funds, reports on the grants programmatic and financial results from the implementation. The PR reports to the Global Fund directly on periodic performance of grants. The CCM is responsible for overseeing the performance of grant implementation by the PRs.

As part of the Global Fund’s commitment to strengthen the role of civil society and the private sector in the processes of the Global Fund, CCMs are encouraged to pursue a “dual-track financing” approach in nominating PRs at the time they submit their funding application to the Global Fund. Dual-track financing refers to channeling of funds through two “tracks”: government and non-government sectors. If a CCM decides not to apply dual-track financing in their PR(s) nomination, they should explain the reasons for not pursuing this recommendation. The Global Fund’s recommendation on dual-track financing applies separately for each disease.

A PR has formal legal obligations towards the Global Fund with regards to grant funds and implementation of the program which are set out in the Grant Agreement. While the PR may contract Sub Recipients (SRs) and other service providers to implement certain programme activities and to reach populations or groups which the PR may not reach effectively, the PR is responsible for the performance of SRs and its contractors including their actions or omissions as if they are its own.

Country Coordination Mechanisms (CCMs) are responsible for selecting and nominating the PRs. CCMs may nominate existing or new implementers.

The Uganda CCM hereby issues a Request for Proposal (RFP) from organization(s) that want to be a Principal Recipient for the Global Fund grants in Uganda. This RFP is open to all organizations that meet the principles for Principal Recipient (PR) selection. The principles are in a separated document. Intending applicants should familiarize themselves with the following guidelines to guide them to build their applications.

A) Guidelines for requirements for proposal preparation

Standard Information and guidelines for the format of the information

The following is the standard information that must appear in every proposal application.

1. Technical Proposal

Section I: Details of the organization applying

i.) Name of the organisation
ii.) Contacts of the organization(physical address, mailing address, office telephone, email address)
iii.) Name and title of the contact person
iv.) Contacts of the contact person (telephone and email address)

Section II: Introduction

i.) Background to the proposal
ii.) Briefly explain why the organization wants to be a Principal Recipient for the new Global Fund grants for HIV, Tuberculosis (TB), Malaria and Health & Community Systems Strengthening (HSS)

iii.) Status of the organisation
i.) Is the organization an affiliate organization? If so, provide the information about the organization affiliated to and the nature of the affiliation
ii.) Provide an overview of the nature of the organisation’s current programmes and how the programmes are being implemented

Section III: Competency Statement

This details the organization’s competency to be a Principal Recipient (PR) for Global Fund grants in Uganda

Section IV: Organization’s Profile

Includes:
- Mission statement
- Institutional set-up of the organization
- Governance framework, management structures & staffing levels and include resumes of all key personnel that will perform the work.
- Financial management and accountability structures
- Implementation methodologies or arrangements
- List of projects implemented in the last 3-5 years (project name, summary of activities, geographical area, budget amount, funding source, etc.)
- Major achievements of the organization

Section V: Proposed Approach and Methodology for carrying out grant management of Global Fund grants

This details the structures, strategies and processes the organization will use for grant management of the Global Fund grants in Uganda

Section VI: Appendices
i.) Annual Reports for the financial years 2013, 2014 & 2015
ii.) Final Audited Accounts for the financial years 2013, 2014 & 2015

2. Financial Proposal

This details projected costs for undertaking the Principal Recipient (PR) function of grant management for the Global Fund grants in Uganda

B) Guidelines and requirements for submission

The following submission guidelines and requirements apply to this request for proposal

i.) Proposals should be written in English
ii.) Only qualified organizations that respond with the Principles for PR selection should submit proposals in response to this request for proposal
iii.) Organizations or applicants intent on submitting a proposal should so notify on the cover page; The Team Leader PR Selection Technical Team C/O CCM Secretariat C/O Uganda AIDS Commission Plot 1 – 3 Salim Bay Road, Ntinda – Kampala, Uganda Telephone: +256 414 289 995/+256 750 555 904
iv.) The proposal must be accompanied by a Face Sheet signed by a representative that is authorized to commit the applying organization to become a Principal Recipients for the new Global Fund grants for HIV, Tuberculosis (TB), Malaria and Health & Community Systems Strengthening (HSS). The Face Sheet is provided on the Uganda CCM website www.globalfundccm.org.ug
v.) Proposals must be received prior to closing date to be considered
vi.) If your organization has standard set of terms and conditions, please submit them with your proposal as an appendix and all terms and conditions will be subject to negotiation.

C) QUESTIONS REGARDING RFP

- All questions pertaining to this RFP must be asked or submitted latest Friday 25th November 2016. No answers will be provided and/or circulated after that date
- Questions may be submitted by email to: secretariat@globalfundccm.org.ug
- Questions will be answered by the appropriate individuals. Questions and answers will be shared with all applicants on the Frequently Asked Questions section on the UCCM website
- No interpretation of the meaning of the RFP application documents will be made to any applicant

D) Guidelines for Opening, Evaluation and Contracting

Proposals may be opened by the Uganda Country Coordinating Mechanism (UCCM) at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the applications best fulfill the needs of the UCCM to become Principal Recipients for the new Global Fund grants for HIV, Tuberculosis (TB), Malaria and Health & Community Systems Strengthening (HSS). CCM anticipates having in-depth validations of documents submitted in applications as may be envisaged during the evaluation process.

UCCM anticipates Global Fund entering into a contract with successful organizations to execute the work of PR within the timelines indicated below (section F). The actual PR work will be well defined in the next applications of Global Fund grants (concept notes). This RFP, however, does not commit the CCM to award a contract, to pay any costs incurred in the preparation of RFPs or to contract for the goods and/or services offered in the preparation of RFPs. The UCCM reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the two successful organizations or to cancel this Request for Proposals, if it is in the best interests of UCCM to do so. Therefore the decision of UCCM shall be final.

The contractual terms and conditions will be provided by the Global Fund to successful organizations. It is anticipated that Global Fund will have additional discussions and do independent assessments of successful organizations before signing of contracts. The contracts will enumerate the specific duties to be performed by the Principal Recipient and the expected outcomes.

E) Scope of Work of the Principle Recipient

After the selection of organizations, the UCCM will engage the organizations to better define schedules of period of collaboration between Global Fund and the organizations. The UCCM will elaborate upon and fix the organizations’ Scope of Work, lists of deliverables and performance standards required during the period of implementation of projects. All this will be clearly defined when developing concept notes for grants application to the Global Fund. Grant applications to Global Fund under window 1 are expected to be
submitted in March 2017. Therefore, in collaboration with UCCM, the final scopes will be fixed when the applications for grants are finally submitted to the Global Fund. While the organization may assume that work will begin immediately upon notification that they have been selected, the Final Scope will first be defined during grants application, then redefined during Global Fund Local Funding Agent assessment which normally happens during grants making process. The grant making process is where negotiations will be undertaken to fulfill additional superseding requirements that are necessary to design appropriate arrangements for effective implementation of the grants.

**F) Evaluation Factors/Criteria**

The following are the evaluation factors or standards that will formulate a basis for selecting the appropriate applicant.

1) Responsiveness and quality presentation to the requirements set forth in this Request for Proposal (20%)
2) Relevant past performance/experience of the organization mainly in management of large projects and sub-granting (20%)
3) Institutional capacity, evidence of records and track record of good governance (20%)
4) Budgets and costs (20%)
5) Technical Expertise/experience of organization’s staff (20%)

**G) Tentative RFP timelines**

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
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<tbody>
<tr>
<td>Deadline for submissions of Proposals</td>
<td>2nd December 2016</td>
</tr>
<tr>
<td>Evaluation of proposals</td>
<td>December 2016 – January 2017</td>
</tr>
<tr>
<td>Due diligence of best PRs</td>
<td>January 2017</td>
</tr>
<tr>
<td>CCM nominates the 2 PRs</td>
<td>January 2017</td>
</tr>
<tr>
<td>Start of negotiation of 2 successful PRs</td>
<td>January – February 2017</td>
</tr>
<tr>
<td>Contract Award/Notification of unsuccessful applicants</td>
<td>February – April 2017</td>
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**H) Right to award**

Uganda Country Coordinating Mechanism (UCCM) reserves the right to award to the organization that presents the best value to UCCM as determined solely by UCCM in its absolute discretion. The goal of UCCM is to select PRs that, in UCCM’s considered view, can best deliver the effective implementation of Global Fund grants in the country.

**I) Proposal documents to be submitted**

The following documents are to be provided:
1. Technical proposal
2. Financial proposal
3. Copy of valid certificate of registration of the organization
4. Signed and stamped face sheet by head of the organization applying