



Partnerships for a healthy Africa

**TERMS OF REFERENCE FOR THE GLOBAL FUND EXPRESION OF
INTEREST - SUB RECIPIENTS**

TENDER NO: ACHAP 1/12/2 I (02)

TERMS OF REFERENCE: GLOBAL FUND EXPRESSION OF INTEREST

1.0 Statement of Purpose:

Botswana is one of the countries with a high burden of tuberculosis (TB) and HIV. The Global Fund to Fight AIDS, TB and Malaria (GFATM), an international financing mechanism, channels financial resources to help countries reduce the impact of AIDS, tuberculosis and malaria by facilitating the implementation of strong and sustainable programs through in-country partners. The GFATM relies heavily on Country Coordinating Mechanisms (CCMs) and Principal Recipient (PRs) and local partners (UN, WHO, PEPFAR etc.) to ensure resources are efficiently used to help those most in need. The Global Fund has approved just over \$23.5m for Botswana, a country with a high burden of tuberculosis (TB) and HIV. The GFATM called for a concept note for TB and HIV that presents each specific program in addition to any integrated and joint programming for the two diseases with the intention to maximize the impact of its investments to make an even greater contribution towards the vision of a world free of the burden of TB and HIV.

The Botswana CCM selected the Ministry of Health (MOH) as a Principal Recipient (PR) for this grant. MOH in turn appointed the African Comprehensive HIV/ AIDS Partnerships (ACHAP) as the Fund Administrator (FA) for the period September 2022 - December 2024. As FA, ACHAP will among others directly report to MOHW on progress of the grant and in this regard is responsible for engaging third parties in the implementation of the grant. ACHAP will be responsible for the overall implementation of the assigned activities as well as programmatic management, financial management, monitoring and reporting. To this extent ACHAP will select, induct, manage and supervise sub-recipients (SRs) for the implementation of the grant. ACHAP will provide support in the development of the operational plans, mentoring, supervision and monitoring & evaluation (M&E).

ACHAP therefore invites eligible local organizations to submit applications for the implementation of one or more component in their areas of skill and capacity.

2.0 Background:

ACHAP was established in 2000 as a public-private community development partnership with the government of Botswana to enhance and support Botswana's HIV & AIDS response. ACHAP's scope of work has since broadened to include TB, NCD, Pandemics response such as COVID-19 and health in general.

Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment for close to two decades with remarkable results. Key to the success of ACHAP support has been the use of implementation science and private sector strategies of innovation, incubation, expansion and continued improvement in managing health and social programmes.

ACHAP's main strengths include flexibility and innovation in programme design and implementation, evidence-based programming, and commitment to culturally relevant approaches.

3.0 Project Scope

The components funded and approved for implementation are grouped as shown below. Organizations can apply for more than one component. Applicants must submit a separate proposal, budget and summary sheet for each component module if applying for more than one.

3.1 Resilient and Sustainable Systems for Health (RSSH), Removing Human Rights Related Barriers, and Community TB Care and Prevention

3.1.1 Objectives

- a. To increase the capacity to deliver community TB/HIV/RNMCH services that will increase access and coverage leading to the required national impact
- b. To contribute to the reduction of TB morbidity and mortality.
- c. *To increase access to services for key and vulnerable populations.*

3.1.2 Interventions and budget allocations

| Component | Module | Year 2 | Year 3 |
|-------------------|------------------------|-----------------------|---------------------|
| CSS, TB, RHRRB | RSSH | \$269,374.25 | \$205,473.97 |
| | TB Care and Prevention | \$236,702.15 | \$236,702.15 |
| | RHRRB | \$847,277.12 | \$385,242.68 |
| | Total | \$1,353,353.52 | \$827,418.80 |

3.2 Prevention: Programs for Sex Workers & their Clients and Men having Sex with Men & Transgender

3.2.1 Objectives

- a. To contribute to the reduction of TH/HIV prevalence and incidence among sex workers by increasing access of services to sex workers and their clients.
- b. To contribute to the reduction of TB/HIV prevalence & incidence among MSMs and TGs by increasing access of services by MSM and Transgender groups.

3.2.2 Interventions and budget allocations

| Component | Module | Year 2 | Year 3 |
|--------------------|-------------------------------|----------------|----------------|
| Key Populations | MSM and TG | \$957,901.28 | \$1,043,408.44 |
| | FSW | \$848,018.63 | \$855,591.67 |
| | Differentiated HIV Testing | \$269,121.28 | \$296,676.20 |
| | sub total | \$2,075,041.19 | \$2,195,676.31 |

3.3 Prevention Programs for Adolescents, Girls and Young Women (including VMMC)

3.3.1 Objectives:

- a. To contribute to the reduction of new HIV infections among the AGYW population.

3.3.2 Interventions and budget allocations

| Component | Module | Year 2 | Year 3 |
|------------------|--|-----------------------|-----------------------|
| AGYW | Prevention | \$1,043,214.79 | \$1,031,904.08 |
| | Differentiated HIV Testing | \$461,879.67 | \$357,721.31 |
| | Removing Human Rights Related Barriers | \$65,567.25 | \$65,567.25 |
| Sub total | | \$1,570,661.71 | \$1,455,192.64 |

4.0 Oversight

ACHAP will provide the necessary oversight support to ensure that resources are efficiently and effectively used to achieve program targets while putting measures in place to reduce risks in the use of Global Fund (GF) resources.

5.0 District coverage for implementation

| No. | RHRRB, RSSH and TB Focused Districts | Key Populations Focused districts | AGYW focused Districts |
|-----|--------------------------------------|-----------------------------------|------------------------|
| 1 | Tutume | Ghanzi | Tutume |
| 2 | Ngamiland | Goodhope | Ngamiland |
| 3 | Francistown | Jwaneng | Francistown |
| 4 | Selibe - Phikwe | Kgalagadi North | Selibe - Phikwe |
| 5 | Chanzi | Kgalagadi South | Palapye |
| 6 | Lobatse | Lobatse | |
| 7 | Goodhope | Tutume | |
| 8 | Jwaneng | | |
| 9 | Kgalagadi North | | |
| 10 | Kgalagadi South | | |
| 11 | Palapye | | |

6.0 Criteria for evaluation

The evaluation criterion has 3 stages;

Stage 1

The applications will be reviewed for compliance including completeness i.e. that all required documents on the checklist have been submitted. Only those meeting the minimum requirements will proceed to the next stage.

Stage 2

This review will focus on the technical programmatic component. Applicants must provide organizational background and capacity to implement the project and must also enumerate the specific duties to be performed and the expected outcomes for both the technical and financial components.

Specifically, the application will be rated on following:

- **Program management** capacity and arrangements that include:
 - Effective organizational leadership, management, transparent decision making and accountability systems;

- Adequate infrastructure and information systems to support project implementation, including the monitoring of performance in a timely and accountable manner.
 - Demonstration of experience in similar or related work/projects and current coverage
 - Demonstrate adequate and skilled human resource capacity

- **Financial Management** capacity
 - ○ To correctly record all transactions and balances;
 - ○ To maintain adequate internal control systems; ○ To support the preparation of regular reliable financial statements; ○ To safeguard project assets;
 - ○ Demonstrate adequate and skilled human resource capacity.

- Procurement and supply chain management capacity
 - ○ Demonstrate adequate and skilled human resource capacity.

- **Monitoring & Evaluation** capacity
 - ○ Current monitoring and evaluation systems
 - ○ Plans for monitoring program performance
 - ○ Demonstrate adequate and skilled human resource capacity.

Stage 3

At this stage, applicants' financial proposal will be reviewed and the FA will discuss possible budget reviews.

Budget and Budget Narrative: Applicants will be evaluated on completeness of budget, value for money demonstrated through cost effectiveness and efficiencies and total project cost.

7.0 Proposal Format

All applications must follow the format below for each component applied for:

7.1 Proposal (10 pages maximum)

Taking into consideration the Terms of Reference and the activities and budget limitations described please describe the following:

7.1.1 Problem Statement (1/2 page maximum):

Please provide a brief explanation of your understanding of the core problem to be addressed by the project, its causes and effects with the support of current data and information. Provide a statement to justify the need for an intervention.

Specific Objectives: Please highlight the expected changes in the target population.

7.1.2 Project Framework Narrative (7 pages maximum):

Taking into consideration the Terms of Reference and the activities and budget limitation, provide a detailed description of how your proposal address identified needs. Specifically include information on:

- **Approach:** The approach your project will take to fulfilling the project activities
- **Objectives:** The goals, objectives and impact of your project
- **Activities:** A description of the specific activities to be undertaken including timeline.
- **Management:** The staffing model required to implement the project including paid and volunteer roles. Clearly indicate key project staff that include **Project Technical Lead, Accountant and M&E Officer**
- **Collaboration (if applicable):** Partnerships in implementing the project; including sub-recipients (contractors, grantees or

consultants) required to implement the activities. Describe how these relationships will be managed

- Risks: Describe your risks and challenges as an organization and in implementing the project activities. Also describe any action you will take to avoid or limit risks.
- Sustainability: propose a high-level sustainability plan.

7.1.3 Monitoring and Evaluation (2 and 1/2 pages or less)

Describe your current monitoring and evaluation systems and your plans for monitoring program performance. Provide specific examples of the M&E and reporting systems you have used in the past, how they were developed and how effective they have been.

8.0 Budget Instructions

Provide a complete budget with reasonable and well thought out cost projections and assumptions. The assumptions should be linked to the detailed budget. Provide a narrative along with your budget. Refer to the budget template: [Budget Template](#)

8.1 Human Resources costs

In the assumptions sheet list each position required for this grant and indicate the level of effort for the position (i.e. 50% for someone who will spend 20 hours a week on the project, or number of people required for the position).

Fringe Benefits: Indicate the fringe benefits amount for each year; if the calculations are too complicated to include in the spreadsheet please enter the annual budget amounts and describe the calculations in detail in the budget justification.

Mobiliser Allowances: Mobiliser allowance is performance based so as to ensure mobilizers deliver on the set targets.

8.2 Travel Related Costs

Include travel costs with each line including a category of travel. Some examples of travel categories are Program Monitoring, Conference Participation, or Patient transport. In the budget narrative describe the number of travellers, anticipated locations and frequency of trips for each travel line.

8.3 Others costs

Supplies are general purpose consumables which usually have shorter life spans than equipment or machines. Please list any supplies required for the project, use the notes section to clarify quantity of the supply. In the budget narrative, provide a brief description of supplies and, if it is not obvious, explain how the supplies will be used for the project.

Consultants and Services: List the name of any private consultants, consultancy firms or service providers. In the notes section explain the purpose of their consultancy or service provision, and include their annual costs. In the budget narrative explain why each consultant is necessary and indicate any unique expertise or skills for each consultant or service provider.

Equipment: Equipment is tangible items necessary for the project including any devices, machines, tools and computers. List all equipment necessary to rent or purchase and indicate the cost for each project year. In the notes section clarify the number of pieces of equipment you are purchasing and per item cost. In the budget narrative, provide a brief description of equipment and, if it is not obvious, explain how the equipment will be used for the project.

8.4 Overheads

Provide a breakdown of the overheads costs including utility costs, rental and other related costs.

9.0 Compliance Checklist/ Checklist of required contents of application package:

Upon the opening of the tenders, the documents will be inspected to ensure that they agree with the guidelines. The following checklist will be applied;

- Signed Cover Letter (Applicant Information & Project Information)
- Proposal - Detailed project narrative, Budget summary and a detailed budget narrative (separate program costs from management costs); Detailed Company profile; list and description of similar work done in the past 5 years.
- Registration certificate/ Certification of Incorporation
- List of Directors and Company secretary (Form 1/2)
- Tax Clearance Certificate
- Organizational Chart
- CVs for key project staff (max. of 2 pages per staff member)
- Bank statement for last 3 months
- Most recent audited financial statements
- Organizational Policies (Financial, Procurement, Human Resource, Grants Management & Governance)

- Three (3) Reference letters from similar projects

Documents as specified above shall be included as an annex to the bid package. Non-compliance to the above will render the submission invalid and therefore you will be disqualified.

10. Technical Proposal

Only bids that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage.

11. Financial Proposal

The financial proposal to be presented in a **separate envelope** should provide a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule. The financial proposal will account for 30% of the total combined score

12. Cost of Preparation

The bid shall be prepared and submitted entirely at the expense of the bidder/Sub- recipient.

13. Validity of Proposal

The quotation shall remain valid for a period of 90 days from the submission date stipulated in this document

Any tender incomplete is liable for disqualification.

14. Tender Clarification

14.1 For any clarification send an email to:

grantsmanagement@achap.org: by the 29th September, 2022.

14.2 The Frequently Asked Questions (FAQ's) will be published on the same webpage where you are downloading this advert. [Download FAQ's here](#)

15. Award

The successful bidder will receive written notification.

16. Deadline for Submission of Proposal

16.1 The closing date for the proposal submission is **07/10/2022 at 10:00hrs**

16.2 Proposals shall be submitted in both hard copy and soft copy as below:

16.3 Hard copy proposals (1 original, 2 copies) must be submitted in plain sealed envelopes clearly marked: “**Global Fund Expression of Interest Proposal - (Module title)**”: TENDER NO: **ACHAP 1/12/2 I (02)**

16.4 Send 1 soft copy in PDF format to:
[grantsmanagement@achap.org:](mailto:grantsmanagement@achap.org)

16.5 Bidders should submit to:

Reception Area
ACHAP Plot 64511, Block 5, Unit 1
Fairgrounds, Gaborone, Botswana