

## CO "100 PERCENT LIFE" is announcing an open Call for Proposals to support sustainability of HIV responses in EECA countries

Kyiv, Ukraine

24.12.2019

### Summary

CO "100 PERCENT LIFE" (hereinafter – 100%Life) is pleased to request Applications from eligible qualified organizations which have the capacity to implement a sustainable model for the provision of critical services to key populations and people living with HIV under the Regional Program "Sustainability of services for key populations in Eastern Europe and Central Asia region" funded by the Global Fund and operating in Eastern Europe and Central Asia, along with Southeast Europe (SEE).

The grant program purpose will be achieved through the following major objectives:

- 1)** To increase domestic funding for HIV programs from national budgets at the sufficient substitute level to cover most of the estimated needs.
- 2)** To establish and/or institutionalize a sustainable regulatory framework and management mechanism allowing public financing of NGOs to implement high-quality HIV programs.
- 3)** To strengthen civil society engagement in policy and budgetary decision making processes to achieve relevant programs scope and quality.

Grants activity is planned for 11 months, from February 2020 to December 2020. The application work plan and budget should reflect the period of performance.

Submission Deadlines: Application is due by 23:59 Kyiv time (UTC + 02:00) on January 13th, 2020.

HIV Reform in Action Project intends to award the grant with funding limit \$ 235 021. The final budget of grant will be defined based on the Grantee's proposal and budget negotiations. Funding will be subject to donor approval and availability of funds.

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# 1. PROJECT SUSTAINABILITY OF SERVICES FOR KEY POPULATIONS IN EASTERN EUROPE AND CENTRAL ASIA REGION

## 1.1. Background

The overall goal of the Regional Program is to contribute to reducing the HIV epidemic in the EECA region, through accelerating progress on Fast-Track by 2020 and ensuring the sustainability of HIV services for key populations (hereinafter - KPs) in the EECA and SEE countries. The financing of prevention and care services for KPs and people living with HIV (hereinafter - PLHIV) is intended to fully utilize the previously untapped potential of possible ARV price reductions in the selected countries to generate accumulated savings and advocate for budget re-allocations.

The objectives of the Regional Program are:

1. To improve the financial sustainability and allocative efficiency of HIV programs, thus to:
  - a. influence and shape the pricing policy of the key ARV patent holders and financial policy of the national decision makers;
  - b. develop and present the strategies and mechanisms for budget re-allocation to finance HIV prevention and care services for KPs and PLHIV;
  - c. improve the mechanisms for a responsible and timely transition from Global Fund to government funding and social contracting;
  - d. optimize strategies on treatment and models of procurement and supply management, including ARV price reductions;
2. To alleviate the most important human rights and gender barriers for access to HIV prevention and care services;
3. To improve the efficiency and affordability of HIV service delivery models (testing and care continuum) for KPs.

The Regional Program is managed by Alliance for Public Health in Ukraine in partnership with 100%Life, Central Asian Association of People Living with HIV and Eurasian Key Populations Health Network.

## 1.2. Objectives

This Call for Proposals takes into consideration the importance of harnessing all available resources towards the implementation of activities aimed at meeting the objectives of this Grant Program.

The main objective of this Grant Program is to improve the financial sustainability and allocative efficiency of HIV programs in EECA region, thus, to improve the mechanisms for a responsible and timely transition from Global Fund to government funding and social contracting.

**The goal** of this Call for Proposals is to achieve sustainable national HIV response among KPs in EECA countries (Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Uzbekistan).

**The objectives are:**

- 1) to increase domestic funding for HIV programs from national budgets at the sufficient substitute level to cover most of the estimated needs.
- 2) to establish and/or institutionalize a sustainable regulatory framework and management mechanism allowing public financing of NGOs to implement high-quality HIV programs.
- 3) to strengthen civil society engagement in policy and budgetary decision making processes to achieve relevant programs scope and quality.

### 1.3. Thematic focus of this Call for Proposals and priority issues

This Call for Proposals seeks to provide funding support to Civil Society Organizations (hereinafter - CSOs) including Community Based Organizations (hereinafter - CBOs) working in the area of implementing the measures aimed at creation of tailored discussions between government and civil society with a view to identifying feasible options for domestic financing of HIV programs that have to be found; providing technical support and strengthening the capacity of local and national NGOs; advocating budget increase; supporting national and local governments in developing policies on the effective and sustainable provision of HIV/AIDS prevention services, social care for the KPs and PLHIV at the expense of national budgets.

**This Call for Proposals is focused on EECA countries (Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Uzbekistan). Applicants are expected to propose activities that will have an impact on all the above listed project countries.**

Alliance for Public Health, which is the PR of the grant, manages the Program and will take the lead on all the activities related to the HIV service delivery cascade and KPs intervention improvement support.

"100% LIFE" is the major implementing partner and will take the lead on ART price reduction, budget advocacy, human rights and stigma reduction, and procurement optimization support.

At the country level, the sub-recipients are represented by a combination of governmental and non-governmental organizations that have a major track-record in HIV response and have the core capacity to deliver on the Program targets in the respective countries. The national sub-recipients are:

- Belarus - Republican Scientific-Practical Center on Medical Technologies of Ministry of Health (GF PR)
- Georgia - Georgian Harm Reduction Network
- Moldova - NGO Positive Initiative
- Kyrgyzstan - NGO Partnership Network
- Kazakhstan - Central Asian Association of People Living with HIV (CAA PLHIV),
- Russian Federation - Humanitarian action, Forums of Key Populations (PWID, SW, MSM, PLHA), Humanitarian Project, Source of Hope, New Life, Plus Status.
- Tajikistan - NGO SPIN Plus
- Uzbekistan - Republican AIDS Center of Ministry of Health (GF PR).

At the country level, the Applicant should coordinate its activities with the sub-recipients of the Project.

## **Grant funding under this Call for Proposals shall be provided under the following categories:**

**TRACK 1.** Mentorship support and technical assistance to the national NGOs and government stakeholders in the process of budget advocacy to increase domestic spending for HIV.

Actions under this track will include:

1. providing continuous mentoring and technical support to the national NGOs and government stakeholders in the process of budget advocacy to ensure successful implementation of the activities aimed at the increase of spending for HIV programs for prevention services, social care for the KPs and PLHIV.
2. enabling collaboration and cooperation across participating countries to share the experience and successful examples of sustainability of HIV services and budget advocacy, e.g. supporting the experience exchange visits of the government and civil society representatives between the participating countries.
3. conducting regional trainings on monitoring of domestic expenditures on HIV prevention, care and treatment services and use of the monitoring results for advocacy activities aimed at increasing access to treatment and essential services.
4. preparing the information communication product for each project country to develop competence and awareness-raising of decision-makers.
5. with the support of the 100%LIFE, conducting Budget Advocacy Workshop (ADVOCATHON 2.0) for representatives of NGOs and government stakeholders, e.g. participating in the preparation of the workshop agenda and providing mentors and speakers on budget advocacy.

**TRACK 2.** Technical assistance to the CSOs and government representatives in the development and implementation of step-by-step politics, policies and mechanisms for the provision of HIV prevention, care and support services.

Actions under this track will include:

1. facilitating the development and implementation of the most suitable mechanisms (e.g. social contracting, social order, open contracting (electronic tenders), expansion of the insurance programs) for continued engagement of NGOs, and KP-led organizations/networks in delivering services to KPs and hard-to-reach communities which cannot be effectively covered by a formal health sector after Global Fund withdrawal.
2. providing technical assistance to the national decision-makers and NGOs representatives (shall include, but not be limited to):
  - revision, development and institutionalization of unified unit-costs for standard HIV-prevention and HIV-care services packages for PLHIV and KPs;
  - description of the basic package of social care services for HIV prevention, care and support;
  - guidelines for the formation of lots/tenders of the state social contracting to provide prevention and care services for PLHIV and KPs;
  - preparation of the announcement for tenders;
  - conducting calculations for service provision and budgeting within social contracting;
  - monitoring of the state social contract implementation.
3. supporting the establishment of official working groups / advocacy coalitions at the national level of community representatives and the decision-makers to foster productive collaboration and create a

productive environment for mutual agreement on strategies and mechanisms for sustainable HIV response at the national and regional levels.

**TRACK 3.** Data collection and analysis of the existing mechanisms on national level.

Actions under this track will include:

1. carrying out the Situational assessment on budget allocations to finance HIV prevention and care services for KPs and PLHIV in all program countries in 2020 and 2021 e.g. collecting and reporting the data on the national level on allocative efficiency, technical and implementation efficiency and financial sustainability. The assessment will assess whether and to what degree the activities implemented within the Program have led to the achievement of the Program objectives and results.  
The applicant must develop the methodology of the assessment, however, it is anticipated that it will mostly rely on desk review and key informants' survey in order to provide responses to the main questions in regard to each evaluation element, as described in the table below (questions are subject to modification/expansion during the development of methodology stage):

Objective	Evaluation elements	Questions
To improve the financial sustainability and allocative efficiency of HIV programs, thus to improve the mechanisms for a responsible and timely transition from Global Fund to government funding and social contracting	Budget allocation to finance HIV prevention and care services for KPs and PLHIV for 2020 and 2021	<p>What is the current budget for HIV prevention and care services for KPs and PLHIV in the participating countries?</p> <p>Did the activities supported under the Program lead to any changes in the budget? By how much did it increase / decrease over the course of the Program? Did the increase, if present, result from Program activities, or were there other initiatives in place that could have impacted the budget? What were they?</p>
	The transition from Global Fund to government funding and social contracting	<p>What are the current mechanisms of government funding of CSO-based services for KPs in participating countries?</p> <p>Did the activities supported under the Program lead to developing new / expanding existing mechanisms of government funding of CSO-based services for key populations? What was the result? What was the overall increase in government funding that was channeled to CSOs for KP services over three years? What new mechanisms of government funding of CSO-based services emerged? Were those the result of Program activities or other initiatives (which ones)?</p>

The following outcomes are expected:

1. The absolute increase in national expenditures on prevention and care services for vulnerable populations prioritized and increased in Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Uzbekistan targeting the KPs from the national budgets in an amount approximately \$3 850 000.
2. State procurement mechanisms to ensure that the state is able to procure KP-related services from NGOs during/after the transition from GF-supported services are developed/ updated and exist.

*Please see the Annex D for detailed information*

It is seen as critically important that the suggested outcomes/activities build upon previous/ on-going efforts in the countries, create synergies, both with Global Fund and other national donors. Ideally, activities would be taken from existing country planning documents, such as already developed transition and/or sustainability plan.

## 2. PROPOSAL PREPARATION INSTRUCTIONS

### 2.1. Key Dates

<b>Announcement of the Call for Proposals</b>	<b>December 24th 2019</b>
<b>Deadline for submission of applications</b>	<b>January 13th 2020</b>
<b>Disclosure committee</b>	<b>January 14th 2020</b>
<b>Expert committee</b>	<b>January 20th 2020</b>
<b>Committee protocol approval</b>	<b>4th of January 2020</b>
<b>Notification of award</b>	<b>by last week of January 2020</b>
<b>Contract signature</b>	<b>February 2020</b>

### 2.2. Where and how to send the application

The application and supportive documents should be submitted by email not later than January 13th , 2020, 23:59 Kyiv time, at the address [applicants@network.org.ua](mailto:applicants@network.org.ua) with copy to [y.kovalchuk@network.org.ua](mailto:y.kovalchuk@network.org.ua)

Any applications submitted after the deadline will be rejected.

Questions regarding the call for proposals could be submitted at the same email addresses until January 3th 2020, 23:59 Kyiv time. Replies will be given not later than 5 days before the deadline for submission of applications.

### 2.3. Application Documents

1. Annex A: Grant application form (.doc format)
2. Annex B: Budget, project staff, work plan (.excel format)
3. Annex C Logical framework (.excel format)
4. Annex D: Project Monitoring Plan (.doc format)
5. Additional documents explaining the status of the applicant:
  - A certificate of residence in your countries, which confirms that a non-resident is a resident of the country which is a part of an international agreement.

- A certificate on non-profitability of the organization.
- An official document that confirms the registration of a legal entity and includes: the name of the legal entity, the date of registration, location and name and surname of the head of the organization.
- A document confirming the right of the official of organization to sign an agreement on the provision of a sub-grant (Protocol (Minutes) of the legal entity, Order (Decree) which grants appropriate authorities) (please provide translation in English or Russian).
- Certificate from the bank on an opening of a separate currency account for the contract (please provide translation in English or Russian).
- The statute of the organization.
- Project Organogram/staffing table of responsibilities
- Support letters from partners.
- CV of all Key personnel.
- List of a track record of advocacy cases (*see 2.6. Eligibility of applicants*).
- If the applicant is a consortium: A memorandum of understanding of the consortium or a brief outline document, explaining the purpose, membership, roles and responsibilities, decision-making process including leading organization for management.

Further documentation may be required and this may be communicated to provisionally selected applicants in due course.

Documents may be checked for truthfulness and accuracy of representation through various means, including but not limited to internet searches, official confirmation from responsible offices, letters of recommendation, etc.

Documents for information:

Annex E: Instruction on the formation of the working plan and budget.

## 2.4. Application Contents

### **Grant application form:**

#### *Cover Page*

Include all of the following information:

- Name, address, phone/fax number, and email of the organization
- Title of proposed project
- Name of contact person
- Requested amount for 2020 (\$):
- Duration of project
- Date of submission

#### *Organizational Capacity and Past Performance*

Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) in program management, technical assistance as well as their experience in managing similar-scale projects in the past.

Information in this section should include (but is not limited to) the following:

- Brief description of organizational history/expertise.



- Past experience and examples of accomplishments in developing and implementing similar scale projects.
- Relevant experience with proposed approaches.

### *Proposed work*

Briefly describe the context of the situation in which the project will be implemented. Explain the need for the project, using evidence and data to support your justification.

Describe the project goal and objectives. Be sure that objectives are SMART (specific, measurable, achievable, time-bound and realistic). Indicate the performance targets and other results that will be reached over the life of the project. Specify where the proposed project activities will take place. The organization must demonstrate its ability to effectively implement pilot activity in the target area (e.g. it is already working in that area or has strong relationships and can quickly expand services to that area).

### *Coordination and Collaboration*

Grantee must demonstrate close cooperation with regional and national NGOs, national sub-recipients of SoS project (see 1.3) and other NGOs at the regional and national levels and in the selected countries. Such cooperation must be proved with letters of support, agreements on cooperation.

Describe roles and involvement of various parties and stakeholders in grant activity, including local authorities, target groups and partners, and explain why these roles have been assigned to them.

Describe how the grant activity will be coordinated with regional and national authorities.

### *Key personnel*

This section shall address the composition and organizational structure of the proposed project team and a description of each long-/short-term key or non-key team member's role, technical expertise, and estimated amount of time to be devoted to each relevant activity. The Applicant should specify the structure of the entire program team, including home office support and other engaged staff.

Applicants shall propose key personnel. Detailed information about key personnel should be added, including CV, experience and other information.

Key personnel include:

- Chief of party
- Deputy Chief of party
- Project manager
- M&E specialist
- Budget advocacy specialists
- Advocacy specialists (GR)
- Communication specialist (PR)
- Financing specialist/accountant
- Trainees

Key personnel must have appropriate education and at least 3 years of relevant experience in the development/advocacy of documents/stages/mechanisms of national transition plans of HIV programs of services for KPs and PLHIV in EECA.

## 2.5. Proposal Formatting

Full project proposals must be submitted in accordance with the instructions in the application form annexed to this document.

Proposals may be submitted in English or Russian (in case of submission in Russian please note that all application documents must be translated into English by Applicant after notification of award within a 10 days period).

Proposals should be submitted in 11 point, Arial font.

Proposal sections may include URLs for additional information.

## 2.6. Eligibility of applicants

1. be a non-profit making organisation (CSOs, including CBOs) registered under the relevant laws of the country of registration;
2. have been registered not less than two (2) years ago;
3. be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;
4. eligible organizations must demonstrate:
  - an international reach (regional or national) on budget advocacy in public healthcare system preferred.
  - proven experience working with the national healthcare system at the regional/national level.
  - at least one year of previous experience in relevant to grant task areas (transition from external donors of national HIV programs; budget advocacy of HIV program in EECA: prevention, treatment, care and support for KPs and PLWH).
  - experience of technical assistance provision to government and/or non-government sector in public healthcare system and transitional processes from donor to public funding mandatory (provide a list of examples).
  - track-record of successful advocacy cases of services for KPs in terms of transitional processes from external donors to public funding (provide a list of examples).

## 2.7. Eligible projects

**Duration:** All activities financed by this Grant Program must be implemented by December 31st, 2020.

**Location:** EECA countries (Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Uzbekistan)

**Types of proposal:**

- Proposal shall contain activities for all three tracks (see clause 1.3).
- Only proposal aimed at achieving the objectives, priorities and results as indicated in sections 1.2 and 1.3 is eligible for funding under this Call for Proposals.
- Applicants are expected to propose activities that will have an impact on all the above listed countries (see clause 1.3).

The following types of proposals are not eligible:

- proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, individual scholarships for studies or training courses, scholarships, sponsorships and school fees.
- proposals concerned only or mainly on one or several countries (*see clause 1.3*).
- proposals concerned only or mainly on one or several tracks (*see clause 1.3*).
- proposals that do not refer to income level and disease burden of eligible countries.
- credit or loan schemes;
- debts and provisions for losses or debts;
- proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc. These can be better dealt through procurement;
- proposals which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin;
- cash donations;
- political party and religious activities;
- proposals which provide funding for terrorist activities.

## 2.8. Eligibility of costs

The Applicant must:

- Include a detailed and realistic budget using the template provided (*see Attachment B*).
- The budgets must be prepared in USD and should be based on activities described in clause 1.2 and 1.3.
- Budgets should not include costs that cannot be directly attributed to the activities proposed.

Prohibited Goods and Services

- luxury goods and services (first class\business tickets and hotel accommodation).
- per diems and other compensation for the participants of the conference/training/workshops/round tables (except for employees of the organization).
- payment for taxi services.

## 2.9. Evaluation and selection of applications

100%Life intends to award a grant resulting from this solicitation after evaluation in accordance with the criteria/factors listed here. The evaluation criteria below are presented by major category so that Applicants will know which areas require emphasis in the preparation of Applications.

<b>Application Evaluation Criteria</b>	<b>Points</b>
Proposed work (Background; Goal, objectives, and outputs; Key activities)	30
Coordination and Collaboration	20
Logical framework	20
Key personal	20
Organizational Capacity and Past Performance	20
Budget	20
<b>Total points</b>	<b>130</b>

The proposed budget will be analyzed as part of the Application evaluation process.

The Budget must be sufficiently detailed to demonstrate reasonableness and completeness. Application, including budget information, determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be judged unacceptable.

Reasonableness. 100%Life will make a determination of reasonableness based on 100%Life's experience for similar items or services, what is available in the marketplace, and/or other competitive offers.

Completeness. A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the Applicant's budget. 100%Life may request additional supporting information to the extent necessary to determine whether the costs are fair and reasonable.