# **APPLICATION TEMPLATE FOR SELECTION OF PRINCIPAL RECIPIENTS FOR GLOBAL FUND GRANT (2018-2021)**

**A: General Applicant Information**

1. The total allocation amount for Bhutan is US$1,081,903 for HIV, US$1,074,146 for TB and US$1,432,470 for Malaria.
2. The 35th CCM endorsed Ministry of Health as PR for HIV, TB and Malaria. In addition, the CCM endorsed to call for additional PR who would take up only those activities in their capabilities and matching funding allocation, and hence it is important to note that the funding allocation for one PR is NOT the entire amount of each disease. The funding allocation will be reviewed and submitted for endorsement to the CCM based on the activities mentioned in proposal.
3. The applicant should state the disease program they are applying for, whether it is HIV, TB or Malaria or any two or all three.
4. The proposal submitted along with this application template is not final. The Proposal Development Committee will review, mitigating the conflict of interest.
5. National Strategic Plan is developed in consultation with the relevant stakeholders by the national program.
6. The applicant is required to outline the area and list of interventions/activities it can efficiently implement in line with the National Strategic Plan, which is available on the website: [www.bhutanccm.org](http://www.bhutanccm.org).
7. The closing date and time for this application is 14:00 hours (BST) on 28 June 2017. Applications must be submitted by e-mail to bhutanccm@gmail.com with the following subject heading “EOI for PR services for GF grant 2018-20”
8. Applications received after the deadline and incomplete applications will not be considered. Applicants are strongly advised to submit their applications well in advance of the closing time to avoid the risk that electronic submissions may be delayed during the transmission process.
9. The PRs submits one concept note to the Global Fund by 28 August 2017 or other date agreed with the Fund Portfolio Manager. Prior to the submission of the concept note to the Global Fund, the concept note is reviewed by the technical committee and by the CCM.
10. The selected PRs prepares a national grant proposal in line with NSP to begin implementation by July 2018.
11. Applications should consist of completely filled Application template and additional supporting documents as required.
12. Applications will only be accepted from legally registered organisations. Applications from individuals will not be accepted.
13. Refer the PR evaluation criteria for guidance.

**B: Application Narrative**

*Note: Fill your statements on the white space below, expand the space as needed according to the word limit. Provide the supporting documents to demonstrate your statement on the information requested. Attach the separate supporting documents along with this application providing proper files names and the name of the file listed as annexes at the bottom the application template.*

*The selected PRs are further assessed by the Local Fund Agent for their financial, managerial and programmatic capacities.*

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| 1 | Briefly describe your **organizational profile** with **general information** such as **vision, mission, mandate and key achievements**. (1000 words) |
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| 2 | Briefly describe about your **organizational strengths** in terms of **Infrastructure and HR support**. Under infrastructure include information such as **office profile, office space at all levels, branches and outreach office, furniture and fixtures/equipment, vehicles, and any other specific information**. Under HR include information such as **number of staffs with profile, number of key staff (Program, Administration, Finance, M&E, and Procurement) and attach HR manual**. (1500 words) |
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| 3 | Briefly describe **Financial Management and Systems** in place. Include **Financial Manual**, and **two (2) most recent audit reports**. (1000 words) |
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| 4 | Briefly describe **Procurement and Supply Management** in place. Include **procurement manual**. (500 words)  *Note: Procurement of drugs, equipment and commodities is mandated with MOH and is not to be included in the additional PR requirement.*  *Only Procurement of stationaries, office equipment and services apply for the additional PR requirement.* |
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1. **Technical competencies**

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| 1 | Briefly describe the **experiences in relevant area** (particularly in implementing the Global Fund grant). (1000 words) |
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| 2 | Briefly describe the **current issues and implementation gaps**. Include **supporting document for area of program intervention and activities in line with National Strategic Plan and appropriate costing for the activities**). (1000 words) |
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| 3 | Briefly describe in terms of **scalability of program intervention** in Bhutan. Include the **PR’s plan to add value**. (1000 words) |
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| 4 | Briefly describe **sustainability of program intervention for HIV/TB/Malaria** in Bhutan. What is your **Organization’s approach for sustainability of the organizational structure and plan to continue services after withdrawal of Global Fund support?** (500 words) |
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1. Annexes ……………………………………………………………………
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