This Request for Proposal provides background information and describes eligibility criteria and submission requirements for organisations interested in being considered as a Country Sub-Recipient for a new multi-country HIV program.

**Introduction**

The Sustainability of HIV Services for Key Populations in Asia (SKPA) Program aims to promote **sustainable services for key populations at scale to stop HIV transmissions and AIDS related deaths by 2030**. The countries included are **Bhutan**, Lao PDR, Malaysia, Mongolia, Papua New Guinea, the Philippines, Sri Lanka and Timor-Leste.

Economic growth and the consequent shift to middle income status requires that grant countries within this program increase domestic investment and be more self-sufficient in the delivery of national HIV/AIDS programs. Even where staged, the challenges of transition from donor to domestic funding are acute. Allocative efficiency must be improved through sharper targeting of investments in accordance with country epidemiology and mechanisms for funding community-led key population responses must be established or strengthened.

The SKPA Program recognises the considerable existing efforts of grant countries toward national and global HIV/AIDS goals, funded through domestic, private and donor sources. It also recognises that, as in all countries, each of the grant countries of this program experiences barriers that prevent the provision of services and programs for key populations at necessary scale. The SKPA program seeks to identify barriers to scale-up and implement targeted actions to address those barriers across the thematic areas of financing, strategic information, service delivery, community system strengthening and enabling environments.

The objectives of the SKPA Program as set out by the Global Fund are to:

* **Increase Financial Sustainability:** Secure the long-term sustainability of increased service delivery at national levels through securing domestic investment and spending, exploring innovative approaches and identifying alternative sources of funding for key programs
* **Strengthen Strategic Information:** Secure up-to-date strategic information, particularly on key epidemiological and response information including population size estimates and program coverage, community needs assessment of key populations to inform program design
* **Mitigate Service Delivery Gaps:** Scale-up outreach to key populations and improve their access to prevention, testing and treatment and retention in the service cascade
* **Strengthen Community Systems:** Strengthen community responses and systems to support increased scale-up of services for key populations including sustainability of community-led services through community-based research, effective use of data and other strategic information and through community mobilisation
* **Contribute to Enabling Environment:** Address barriers to access including addressing stigma and discrimination and other human rights- and gender-related barriers to services, where relevant.

Proposed in-country grant activities are described below. Depending on local circumstances and the experience and capability of selected Sub-Recipients, these activities will be either be led by the Sub-Recipient or by implementing partners selected by the Sub-Recipient following a merit-based selection process.

**Proposed Grant Activities for Bhutan**

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| **Bhutan** | |
| **Context** | **Activity** |
| **Desk Review.** Engagement through MSTF (government recognised instrumentality) is necessary for implementation of community mobilisation and sustainable scale-up  **Consultation.** The local government MSTF for HIV/STI operational guidelines is developed but not being sustainably implemented | Strengthen Multi-Sector Task Force (MSTF) to influence integration of budget provision related to HIV in local government planning and budgeting processes   1. Build the capacity of 533 local leaders (Community Based Support System) on community mobilisation and Behaviour Change Communication to prevent HIV, AIDS and STIs among key and vulnerable populations 2. Train local civil society organisations and key population networks in advocacy to sensitise the local stakeholders on HIV issues and influence the integration of budget provision for HIV. |
| **Desk Review.** Significant gaps across treatment cascade.  **Consultation.** Case detection gap is at 53% of 1,265 estimated HIV cases | Identify blockages of treatment access of all key populations and people living with HIV   1. Sensitisation and dissemination of recommendations from the 2016 legal environment assessment to law/policy-makers (in 2019, to parliamentarians and in 2020, to judiciary, healthcare workers and police) 2. Develop advocacy materials and identify the medium to disseminate the messages in both print and audio 3. Training to key population networks in communication and advocacy skills. |
| **Desk Review.** No size estimates of people who inject drugs in Bhutan.  **Consultation.** Anecdotal reports of significant level of injecting drug use in border areas with India | Conduct size estimates for people who use drugs, including people who inject drugs   1. Recruitment of technical assistance for protocol development, implementation and analysis for report 2. Community mobilisation and training on the protocol development 3. Implementation of the study (data collection and analysis) 4. Report writing and dissemination. |
| **Desk Review.** Criminalisation of same-sex sexual activities and sex work. National strategy identifies this as a source of stigma and discrimination.  **Consultation.** Stigma and discrimination from service providers and general population towards key populations | Conduct stigma and discrimination study among service providers and general population for MSM, transgender people, sex workers and PLHIV. The study should also capture the information on barriers to HIV service access for key populations   1. Recruitment of technical assistance 2. Stakeholder consultation 3. Protocol development 4. Community mobilisation and training on the protocol development 5. Implementation of the study (data collection and analysis) 6. Report writing and dissemination. |
| **Consultation.** No comprehensive case base surveillance | Develop the care and treatment database to collect information electronically for case base surveillance including through mobile phone apps for treatment adherence |
| **Desk Review.** Only one functional key population network (PLHIV)  **Consultation**. Community responses and systems require strengthening | Formalise establishment of a civil society organisation   1. Conduct a feasibility study of the formation of civil society organisations among key populations in Bhutan 2. Present findings of the study to the National HIV Commission 3. Implement actions based on the recommendations of the study. |

**Guiding principles**

The selection of Sub-Recipients is guided by the principles as articulated in Global Fund[[1]](#footnote-1) and AFAO[[2]](#footnote-2) procurement policies:

1. Value for money: ensuring a process with lowest cost and highest impact
2. Effectiveness and efficiency: ensuring time and cost-effectiveness
3. Impartiality and transparency: ensuring all bidders are treated fairly and equally
4. Competition: ensuring all eligible bidders have equal opportunities.

The SKPA program builds on country consultations and regional dialogue with key stakeholders. This resulted in agreed priority activities, workplans and budget for activities for each country, to be led by Country Sub-Recipients and/or implementing agencies selected by the Sub-Recipient.

**Steps in the selection process**

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| Step 1 (7 December 2018) | Call for Requests for Proposals (RFP) issued |
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| Step 2 (5 –15 January 2018) | Assessment of proposals, eligibility and selection |
|  | * Proposals due 9 November * Review and shortlisting * Interviews and selection |
| Step 3  (15 January—28 February 2019) | Finalisation of Sub-Recipient workplans, budgets and contracts   * Kick-off meeting for induction and planning * Finalisation of workplans and budgets |
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**Assessment of proposals**

**1. Eligibility check**

* Civil society organisation (there may be exceptions in some countries)
* Registration and accreditation in project country
* In the event that CSOs do not have registration or in circumstances that CSOs are limited in receiving funds, they may elect an organisation (non-government or government entities) to be the sub-recipient.

**2. Proposal**

* Please outline your organisation’s qualifications and experience based on the following:
* Grant management experience, including with Global Fund or any previous international donor funding and with grants involving complex coordination and partnerships
* Program management experience in contracting out or implementing proposed activities
* Advocacy experience and relationships with policy makers
* Engagement and experience working in HIV and on the five thematic areas of the grant – financing sustainability, strategic information, service delivery, community system strengthening and enabling environment
* Relationships and engagement with other civil society organisations and key populations.
* Organisational profile (history and track record)
* Two letters of recommendation from community organisations of key affected populations, government and/or development partners
* Submission of additional documents required at Annex 1.

Please submit your proposal with supporting documents by **5 January 2019** to [enquiries@afao.org.au](mailto:enquiries@afao.org.au). Kindly contact us at the same email if you have any questions or require additional information in relation to the RFP requirements.

**Annex 1: Supporting Documents Required for Submission**

1. Document confirming registration and/or accreditation
2. Articles of Incorporation (or equivalent)
3. Strategic Plan (or equivalent)
4. Mission / Vision Statement
5. Organisational Chart
6. Monitoring and Evaluation guideline or policy
7. Manual of Operations
8. Annual Report / Sample of mission reports / Financial Reports
9. Financial Management Policy
10. HR and Recruitment policy
11. Audit Reports (Internal and External) and Audit Management Letters of the past two years.
12. Description of Accounting Systems
13. Sample of Journal Entries, Cashbooks, Chart of Accounts description
14. Sample of M&E reporting or donor’s report

Additional documents may be requested during or subsequent to the assessment process.

**Annex 2: Selection Rating**

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| **Capacity Area / Selection Criteria** | **Weight** |
| Program management capability and experience through direct program delivery and sub-contracting to implementing partners, including monitoring and evaluation | **40%** |
| Grant management capability and experience, financial and operational management of funds and reporting | **35%** |
| Organizational governance and coordinating mechanisms. Engagement and experience in the five thematic areas of the grant, relationships with other civil society organisations and key populations, and advocacy experience and relationships with policy makers. | **25%** |

1. GF Procurement Regulations (2012) and GF Grant Regulation (2014) [↑](#footnote-ref-1)
2. AFAO Policy Manual (2018), including Financial Controls Policy [↑](#footnote-ref-2)