



**CANGO REQUEST FOR APPLICATIONS TO PROSPECTIVE NGO's
and FBO's TO IMPLEMENT HIV ACTIVITIES UNDER THE GLOBAL
FUND GRANT**

Issue Date:	15 December 2017
Deadline for Questions:	08 January 2018
Clarifications:	09 January 2018
Pre-bidders:	10 January 2018
Submission Date:	24 January 2018
Submission Time:	1100hrs – 1630hrs

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1. SUMMARY

CANGO with resources from The Global Fund is seeking assistance to registered Non-Governmental Organizations (NGOs) and Faith Based Organizations (FBOs) for a three-year program to prevent new HIV infections and reduce vulnerability among priority populations: adolescent girls and young women, sex workers, MSM and IDUs. The project will be implemented in selected locations across all four administrative regions of Swaziland (name them). Awards will be made to those responsible applicant(s) whose application(s) best meet the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of CANGO nor does it commit CANGO to pay for costs incurred in the preparation and submission of an application.

Final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated, and committed through Global Fund procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

2. WHO CAN APPLY

- Non-governmental organizations (NGOs)
- Faith-based organizations (FBOs)
- Organizations of People living with HIV
- Key Population Organizations

*Organizations can apply individually or in partnership with others including collaboration with Community Based Organizations.

Only one Expression of Interest per organization will be accepted. Applicants may address more than one technical area in the submission. Only organizations who currently or in the past 3 years have received donor funding above E500 000 per year per donor are eligible to apply. Donor funding is defined as funds received from a donor agency for a specific project for a fixed time frame. Examples of donors include, but are not limited to private foundations, corporations, European Union, Global Fund, AusAID, and PEPFAR. Donations from an individual person are not defined as donor funding for the purposes of this RFA.

3. PROPOSED TIMELINE

- Issue Date for RFA: 15 December 2017
- Deadline for Questions: 08 January 2018
- Clarifications to Questions: 09 January 2018
- Pre-bidders Workshop: 10 January 2018
- Date for Submissions: 24 January 2018 ; **11:00hrs – 1630hrs**

4. SUBMISSION DETAILS

- Each applicant is to submit one (1) original and six (6) hard copies of the full application package and an electronic copy saved in PDF Format using a CD or flash drive.
- Failure to comply with this requirement may result in non-consideration of your application.
- All documents should be hand delivered to the following Address:

Plot 419, JSM Matsebula Street

Mbabane, Swaziland.

- Late applications will be rejected without being considered.

5. PROGRAM OVERVIEW

i. Background

On 28 August 2017, Swaziland submitted a TB/HIV funding request to the Global Fund tailored to material changes that have occurred in the country. While there were no changes proposed to the current implementation arrangements (NERCHA as the government PR and CANGO as the civil society PR), the country identified six triggers for material change focused on strategic modifications to the current Global Fund grant as summarized in the table below:

Trigger for material change	Strategic modification to Swaziland's Global Fund program
Relevant changes in the country's epidemiological context	Innovation for "last mile" impact. New data shows that Swaziland has made remarkable progress against HIV and TB, but that creative solutions are needed to reach those who remain left behind.
National policies and strategies revisions and updates	Exploit new policy opportunities for increased impact. Several new policies and guidelines have recently been launched in Swaziland, which warrant modification to the Global Fund program to align with the new approaches.
Changes in resilient and sustainable systems for health (RSSH) investments needed in order to maximize reproductive maternal, neonatal and child health impact (RMNCH) or other areas	Enhance integration for greater impact against the diseases. Recent health systems assessments highlight missed opportunities for integrated

	service delivery. The funding request proposes revising certain program areas as a result.
A need for intensifying efforts to address human rights and gender-related barriers to services and to ensure appropriate focus on interventions that respond to key and vulnerable populations	Take a more location- and population-specific prevention approach. The funding request makes the Global Fund program more focused by homing in on populations left behind as well as “hot spots” and underserved areas.
Changes in domestic or international financing (e.g. due to withdrawal of a major donor or significant increase in domestic allocation/funding), resulting in material impact on funding availability for programmatic interventions and sustainability	Implement a phased transition to ensure that <i>Médecins Sans Frontières (MSF)</i> TB activities can be gradually absorbed into government budgets. In June 2018, MSF is closing down its programs in Swaziland. The Global Fund funding request is geared to enable a smooth transition.
The country's 2017-2019 Global Fund allocation for the disease component is significantly lower compared to the current grants' spending levels	Harness technical, allocative and implementation efficiencies. The funding request is modified for increased emphasis on the high-impact activities in the country's investment case as a means of “doing more with less.”

At impact level (by 2020), this proposed program aims to;

- Reduce TB/HIV mortality by 33%, from 84/100,000 population in 2016 to 56/100,000 population by 2020.
- Reduce mother-to-child transmission of HIV by 50%, from 2% in 2016 to 1% by 2020.
- Reduce TB incidence by 19%, from 397/100,000 population in 2016 to 323/100,000 population by 2020.

This investment will also contribute to regional and global targets, including those in the ESA Ministerial Commitment, UNAIDS Fast-Track Strategy, the WHO End TB Strategy, the 2016 Political Declaration on HIV and AIDS and the Sustainable Development Goals:

- Achieve 90-90-90 targets for HIV and 90-(90)-90 targets for TB by 2020
- Fewer than 200,000 new HIV infections and an 80% reduction in TB incidence by 2030
- Reduce early and unintended pregnancies among young people by 75% by 2020
- Expand community-led service delivery to cover at least 30% of all service delivery by 2030
- End HIV and TB as public health threats by 2030

ii. Interventions to be Supported

The following interventions will be supported by CANGO PR under this RFA for the period starting in October 2018 ending in September 2021.

INTERVENTION	DESCRIPTION OF INTERVENTION PACKAGE	Targets
PREVENTION PROGRAMS FOR ADOLESCENTS AND YOUTH IN SCHOOL	-Monitoring of the delivery of Life Skills Education (LSE) in Secondary Schools across the country	<ul style="list-style-type: none"> • 256 Secondary Schools
PREVENTION PROGRAMS FOR ADOLESCENTS AND YOUTH OUT OF SCHOOL	-Delivery of prevention sessions to youth in communities using the stepping stone model -Condoms part of programs for adolescent and youth -HIV testing and counseling as part of programs for adolescent and youth -RMNCH linkages and GBV as part of programs for adolescent youth	<ul style="list-style-type: none"> • 20 Tinkhundla (see Annex 2 for list of Tinkhundla) • 10 Tertiary Institutions (5600 young people) • 13500 young people aged 15-24years annually
PREVENTION PROGRAMS FOR SEX WORKERS AND THEIR CLIENTS	-Behavioral change as part of programs for sex workers and their clients -Condoms as part of programs for sex workers and their clients -HIV testing and counseling as part of programs for sex workers and their clients	<ul style="list-style-type: none"> • 17 Hot Spot Areas • 1600 FSWS annually
PREVENTION PROGRAMS FOR PEOPLE WHO INJECT DRUGS AND THEIR PARTNERS	-Behavioural change as part of programs for PWID and their partners -HIV testing and counseling as part of programs for PWID -Network strengthening for PWID in the country	<ul style="list-style-type: none"> • Not specific - To be discussed with successful applicant
PREVENTION PROGRAMS FOR MSM (Men having sex with Men)	-Behavioural change as part of programs for MSM and their partners -Condoms as part of programs for MSM and their partners -HIV testing and counseling as part of programs for MSM and their clients	<ul style="list-style-type: none"> • 10 Hotspot Areas • 970 MSMs annually
PREVENTION PROGRAMS FOR OTHER VULNERABLE POPULATIONS (Transport Operators)	-Behavioral change as part of programs for other vulnerable populations -Condoms as part of programs for other vulnerable populations	<ul style="list-style-type: none"> • 12 Bus Ranks • 4500 Transport Operators annually

	-HIV testing and counseling as part of programs for other vulnerable populations	
HIV TREATMENT, CARE AND SUPPORT	-Treatment adherence and support services for People living with HIV	<ul style="list-style-type: none"> • 20 Tinkhundla (refer to Annex 2) • 250 Support Groups
COMMUNITY STRENGTHENING SYSTEMS (Cross-cutting)	-Community-based monitoring for accountability -Advocacy for social accountability -Social mobilization, building community linkages, collaboration and coordination -Institutional capacity building, planning and leadership development	All program areas

6. BUDGETS ESTIMATES

MODULE	BUDGET (US\$)
Prevention programs for adolescents and youth in school	1 200 000
Prevention programs for adolescents and youth out of school	2 500 000
Prevention programs for sex workers and their clients	168 000
Prevention programs for people who inject drugs and their partners	134 000
Prevention programs for MSM (Men having sex with Men)	192 000
Prevention programs for other vulnerable populations (transport operators)	105 000
HIV treatment, care and support	360 000

7. PROPOSAL INSTRUCTIONS

Applicants should submit full proposals that are kept within the restrictions and limits indicated in the following section. **Extra pages will not be accepted.** Applicants may submit a project proposal to implement activities for one or more technical or program areas; however, applicants may not submit more than one proposal.

All sections must be complete. Failure to submit a complete application may result in an application being rejected as non-compliant.

i. Documents to Submit

All interested applicants must submit in **English** a Project Proposal and required attachments. The Project Proposal should not exceed 12 pages.

The following must be included in the 12 page limit:

- 2 pages Organizational Background, Funding History and Capacity to Implement
- 2 pages Project Objectives and Expected Results
- 5 pages Description of Proposed Program and Activities
- 2 pages Implementation Plan
- 1 page Community Participation

The following must be included as attachments, but will not count against the 12 page limit:

- Cover Page (Annex 1)
- List of all staff and their positions in the organizations indicating key personnel who will be working on the project and their qualifications or relevant educational/work experience.
- Completed Budget Template (Instructions for Budget Template are in Annex 2. The budget template itself is a separate Excel document.)
- Budget Notes
- Audited statements (3 years; 2014, 2015, 2016)

ii. Preparation Guidelines

Applications must include:

- **Cover Page:** This should have the program title, organization name, and contact information including address, telephone, fax, and email address using Annex 1 template to complete this information.
- **Organizational Background, Funding History, & Capacity to Implement the Project:** (*two pages*) This should demonstrate that the organization has the experience and capacity to deliver the proposed program. Among the issues to be covered are as follows.
 - The nature of the organization (NGO, FBO, CBO etc.)
 - Length of existence, legal status and registration with government approved authority

- Vision and mission of the organization
 - Previous program implementation experience and donor history
 - A brief description of staff and volunteers in the organization, including proposed staff (include a separate staff list as described above)
- **Program Objectives and Expected Results:** This should include clear and specific statement of what the program will accomplish. *(two pages)*
 - The rationale of the project and the problem statement, what challenge/problem does the program intend to address. The program should show relevance to the country's needs. Proposals should demonstrate how their program is evidence based and how it will contribute to national objectives.
 - The specific objectives of the program. The objectives should be specific, measurable, attainable, and realistic and time bound and should relate to the stated expected results of the project.
 - **Description of Proposed Project and Activities:** *(five pages)* This should state the key activities that will be implemented (i.e. what will actually be done). There should be a clear linkage between the objectives, expected results and activities. The activities should also clearly state the target audience and the target area of implementation and an explanation of how linkages, referrals and collaboration will be done with other interventions being conducted in the country by other Partners and The Government.
 - **Implementation Plan:** *(two pages)*. The implementation plan should include all major activities, beginning and start date of the activities and the person responsible for implementation of activities. The implementation plan should be presented on a table. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from beginning to end of the funding period.
 - **Community Participation:** *(one page)* This should include how the program will involve communities at design and implementation stages of the program.
 - **Budget and Budget Notes:** The budget should be created in the Excel template provided. The budget notes should be submitted as a Word document. Instructions for how to fill out the template are included in Annex 2. Budgets should be prepared in US dollars and Emalangeneni using the Excel template provided and using conversion rates of E13.00: \$1.
 - Organizations are not authorized to include a flat percentage allocation for administrative costs in the budget submissions; administrative costs should be directly costed in the budget submitted.
 - Budgets should be accompanied by **budget notes**, which explain the budgeted items in narrative format, including how calculations were made.

8. EVALUATION CRITERIA

i. Compliance Review

All Project Proposals received by the deadline will undergo a "compliance review". The criteria for the compliance review are listed in the table below. Only applications deemed to be compliant will then be evaluated technically for their responsiveness to the program requirements. Program Proposals that do not meet the criteria laid out below may not be considered for further review.

1. Written in English.
2. Submission of Registration Certificate
3. Organisation has received donor funding or more than E500, 000 per year, per donor in the past 3 years. (Narrative and audited statements to be reviewed)
4. Submission of one (1) single sided original application and six additional (6) copies plus an electronic copy saved in PDF Format of the proposal, budget and all required documents (submitted on flash-disk or CD). (Seven (7) hard copies received in total plus one electronic copy)
5. Submitted between 1100hrs and 1630hrs 24 January 2018 to the CANGO office as per the address provided in this RFA.
6. Within the set 12 pages as described (excluding required attachments). Sections should not exceed the page limits as set out in the RFA.
7. Budget and Budget Notes completed in format provided and submitted with project proposal.

ii. Technical Review of Program Proposal

All applications deemed to be compliant, as laid out above, will be subject to a technical review by a technical review panel comprised of Government representatives, local UN Agencies, Technical Experts from local Partners and CANGO employees. All technical reviewers will be subjected to a screening process to eliminate conflict of interest. The technical review panel shall evaluate all applications according to the criteria established in this section and weighted as follows:

Technical Approach and Feasibility of Program Design	40 points
Community Participation Strategy	10 points
Organizational Capacity and Experience	25 points
Costing	25 points

Technical Approach and Feasibility of Program Design	40 points
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Reviewers will evaluate overall technical soundness and quality of the application as it relates to the target population chosen, sequencing of interventions, selection of operational strategies and strategic linkages with other services. Reviewers will also

evaluate the Applicant's understanding of the required collaboration with existing efforts and coordination with HIV/AIDS and other relevant health and social initiatives already being conducted in the country by The Government, The Global Fund, PEPFAR and other Implementing Partners and Donors. Applicants should clearly articulate how target beneficiaries will be identified, how interventions will be implemented and how various stakeholders will be engaged to avoid generalized programming.

Community Participation Strategy

10 points

Reviewers will assess the level of community participation in the project activities at the design and implementation phases of the project.

Organizational Capacity and Experience

25 points

Reviewers will assess the organization's capacity to implement the proposed project and their staffing, as well as past experience with the target population.

Costing

25 points

The Budget and Budget Notes will be reviewed for cost effectiveness including the level of proposed management costs. Other considerations will be the adequacy of budget detail and consistency with elements of the technical application. Budgets are to be developed using the template provided.

9. PRE-BIDDERS WORKSHOP

There will be a pre-bidders conference to allow interested applicants to meet directly with CANGO staff in order to ask questions and get clarifications on the application process. The conference will be held on January 10, 2018 at The George Hotel, Manzini, 900hrs-1100hrs. While there is no registration fee for attendance, travel and accommodation costs are not provided for participants. Interested organizations are encouraged to attend in order to gain insight into the process.

10. QUESTIONS AND ANSWERS

Beginning on 15 December 2017 and ending on 08 January 2018 (12midday), prospective applicants can ask questions or seek clarification about the RFA process. Questions must be submitted in writing to rfa2018@cango.org.sz. All Questions and Answers will be posted on www.cango.org.sz and it is the prospective applicants' responsibility to check the website after 09 January 2018 for answers to submitted questions. For those who would prefer a hard copy of the questions and answers, it will be available from CANGO upon request after 09 January 2018. All questions and answers will be posted on the website anonymously.

*No phone calls please



11. Annex 1: CANGO 2015 RFA Proposal Cover Sheet

Organization Name: _____

Contact Name, Title: _____

Address: _____

Country: _____

Telephone: _____

Fax Number: _____

E-mail Address: _____

Type of Organization: _____

Select one: Swaziland NGO, FBO, CBO)

Region (s) of Implementation: _____

Implementing Partners Technical Area:

(Select all applicable categories)

- Prevention Programs for Adolescents and Youth in School
- Prevention Programs for Sex Workers and their Clients
- Prevention Programs for Adolescents and Youth Out of School
- Prevention Programs for MSM
- Interventions for People living with HIV
- Prevention Programs for Other Vulnerable Populations (Transport Operators)
- Prevention Programs for People who inject drugs (PWID) and their Partners

Total Funding Request: USD _____

12. Annex 2 : List of Tinkhundla

REGION	INKHUNDLA	NUMBER OF CHIEFDOMS
Manzini	Mtfongwaneni	5
	Ntondozi	6
	Ngwempisi	10
	Kukhanyeni	14
	Mahlangatja	11
	Mafutseni	7
	Hhohho	Maphalaleni
Nkhaba		5
Mayiwane		5
Ndzingeni		7
Hhukwini		2
Shiselweni		Gege
	Matsanjeni	7
	Nkwene	5
	Zombodze	4
	Ngudzeni	6
	Sandleni	11
	Somntongo	15
	Kubuta	5
Lubombo	Mhlume	2