

MENA Regional Grant "HIV - Sustainability of Services for Key Populations"

Application Form

(For Use by APPLICANTS only)

Expression of Interest (EOI) for the Provision of Principal Recipient Services¹

Closing date: January, 15 at 12h00 Beirut Time

Instructions

- Use English language Times New Roman font size 11, single spacing to complete the application form. Supporting documents can be, however, presented in their original language
- Answer all the questions accurately. **All sections are mandatory.**
- Applications may only be submitted by organizations who can meet the Global Fund requirements for a Principal Recipient (and check the Global Fund website for further information (www.theglobalfund.org)).
- It is the responsibility of the applicant to provide appropriate evidence that demonstrates the ability to serve as a PR.
- Please submit electronically to (abdou21513@gmail.com; CC: roywakim@gmail.com)
- All applications must be clearly marked in the subject line “**EOI for the Provision of PR Services**”.
- Any queries to be submitted to (Rahim EL Habachi: abdou21513@gmail.com; CC to Roy Wakim: roywakim@gmail.com)

¹ Adapted from: South African National Aids Council. (2018). South Africa Global Fund Country Coordination Mechanism: PRINCIPAL RECIPIENTS’ SELECTION MANUAL.

PART A: APPLICANT BACKGROUND INFORMATION

A.1 Provide details about the applicant			
Name of Organization			
Physical address			
Type of organization	<input type="checkbox"/> Non-profit/community organization <input type="checkbox"/> Network of people living with HIV <input type="checkbox"/> Medical service provider <input type="checkbox"/> Activist or advocacy organization <input type="checkbox"/> Civil society organization <input type="checkbox"/> Youth organization <input type="checkbox"/> Women's organization <input type="checkbox"/> Religious organization <input type="checkbox"/> Organization of key populations <input type="checkbox"/> None of the categories above, please specify:		
Registration Number /Date			
Tax Ref		VAT Ref	
Name and Designation of Contact Person			
Telephone (w)		Mobile	
Email address			
Website			
A.2 Provide background information about the organization, its founder(s), key programs and milestones. (<i>maximum of half a page</i>)			

A.3 Why has your organization decided to apply to become a PR? Describe any GF PR or SR experience or equivalent donor relationship (*maximum of half a page*)

PART B: MANDATORY ADMINISTRATIVE REQUIREMENTS CHECKLIST

B.1 Check that you have used the prescribed application form and adhered to length of submission limits (number of pages)? Y/N		
B.2 Have you attached appropriate evidence that you comply with the mandatory administrative requirements? Incomplete applications will be disqualified.		
Requirements (Attach relevant supporting documents)	Attached (Y/N)	Remarks
<ul style="list-style-type: none"> • Proof of legal entity/ Registration Documents and proof of application of by-laws (minutes of meetings , renewal of membership etc..) including related minutes of meetings and endorsement letters for renewal of memberships 		
<ul style="list-style-type: none"> • Profile of the organization showing its history and some of its work relevant to the application process, with at least one similar project management experience. 		
<ul style="list-style-type: none"> • List of board members and management (reflecting gender sensitivity and gender balance), their current job titles and certified copies of IDs. 		
<ul style="list-style-type: none"> • Last two audited Annual Financial Statements/Report by reputed audit firm duly signed by Board chairperson. If your last audited annual financial statement is older than 2 years then supply the most recent management accounts pack. 		
<ul style="list-style-type: none"> • Audit management letter for the last audit. 		
<ul style="list-style-type: none"> • Organogram for all management and administrative positions (Human resources, finance, procurement, M&E, project management). 		
<ul style="list-style-type: none"> • Policies and procedures documents addressing financial management, procurement, travel, human resources, inventory management and occupational health and safety. 		
<ul style="list-style-type: none"> • Safeguarding policies (including Gender and Harassment Free Work Environment Policy and code of conduct for employees) 		
<ul style="list-style-type: none"> • An executive summary of a recent report (within the last 3 years) to a donor for any of the high-level areas that this grant will focus on. 		

**PART C: SELF ASSESSMENT QUESTIONNAIRE - CAPACITY TO FULFILL
MINIMUM REQUIREMENTS OF A PRINCIPAL RECIPIENT**

C.1 Governance system (*maximum of 1 page*)

Please explain your governance system and the current oversight mechanisms. Give details on your board composition (or management committee if there is no board) giving their names, qualifications, relevant experience, gender of individuals. Indicate if your board/management committee membership includes key populations and/or people living with HIV (PLHIV). How does the board or relevant governance structure play oversight over organizational matters?

C.2 Senior management team (*maximum of 1 page*)

Give details of the senior management team including names, qualifications, relevant experience, gender of key individuals. Indicate if your management team includes key populations and/or people living with HIV (PLHIV). How will the senior management team be involved in the implementation of the GF grant?

C.3 Provide details of your financial management system (maximum of 1 page)

What accounting software do you use? What is the financial accounting and reporting framework you have adopted? How do you track funding from different sources? How do you manage multi-currency grants and reporting? What is your system for monitoring budgets? How do you account for and safeguard movable assets?

C.4 Recruitment and management of Sub Recipients (maximum of 1 page)

Outline your organization's experience with and process for recruiting, management and oversight of Sub Recipients, including financial disbursement systems. Describe how poor financial and programmatic performance by Sub Recipients is monitored and addressed.

C.5 GF grant implementation team (*maximum of 1 page*)

What is your proposed management structure and team specific to the implementation for the GF grant? How much of the required capacity currently exists within the organization? What is your plan to close the capacity gap? Attach proposed organogram and summary CVs of key individuals showing qualifications and relevant experience. (*maximum of 1 page*)

C.6 Monitoring and evaluation (*maximum of 1 page*)

Please explain your current systems, tools and reporting lines for program monitoring and evaluation using diagrams where possible. Please provide relevant supporting documents including at least 2 previous monitoring and evaluation reports highlighting internal and external monitoring and evaluation and performance assessment mechanisms

C.7 Internal controls and risk management (*maximum of 1 page*)

Explain your system of internal controls in terms of existing frameworks, compliance monitoring and continuous improvement? How do you manage conflict of interest? Explain how your organization will manage the risks associated with a large donor grant of this nature including ethical matters.

C.8 Provide any additional relevant information that can assist the MENA-H Coalition to understand your capacity to serve as a PR (*maximum of half a page*).

PART D: EXPERIENCE OF IMPLEMENTING SIMILAR PROGRAM FOCUS AREA/S

D.1 Past experience of managing and implementing HIV programs focusing on the high-level priority areas of the grant (maximum of 2 pages)

Describe the package of services delivered and the involvement of affected communities, where services were implemented, who provided funding for the programs and annual expenditure for each of the years implemented, how sustainability of HIV services were ensured. Indicate key outputs, outcomes and impact of the interventions, any peer reviewed publications (please include a link to the publication or attach the publication) and evaluations done by the donor or other external independent evaluations (please attach relevant supporting documents). Provide available description of services related to advocacy, resource mobilization, empowerment and inclusion of key populations.

D.2 Effective implementation (*maximum of half a page*)

Provide a brief description of what makes your organization an effective implementer of HIV programs. What is the impact of your interventions and how is this maximized? Describe how your interventions support communities and community systems. What measures or strategies do you have in place to ensure the sustainability and transition for HIV services for Key Populations?

D.3 Value for money (*maximum of half a page*)

Provide a brief description of how your organization ensures value for money for programs delivered e.g. describe the unit cost per person reached and infection averted or any other outcome averted. Provide information on the volume of funds managed during the last 3 years ,

PART E: GEOGRAPHICAL COVERAGE AND PARTNERSHIPS

E.1 Geographical coverage (*maximum of 2 pages*)

Indicate where in the MENA region you are/have currently/previously implementing/implemented? Explain how future operations in the different locations will be managed and the form of your presence (office, partnership with others, remote management etc.) provide details on you have been working in different locations (including different regions in the same country) and services offered? Provide appropriate evidence (e.g. office lease, MOU etc) to support adequate geographical coverage?

Countries	Previous working experience (partners and services/activities conducted)
Egypt	
Jordan	
Lebanon	
Morocco	
Tunisia	
Other MENA countries (if applicable)	

E.2 Partnerships in the MENA region (*maximum of half a page*)

Indicate with whom you collaborate or have strong working relationships in the MENA region (list the detail of who you engaged with and why and the evidence for a strong working relationship). Examples of engagement include technical partners, civil society organizations and networks, and the private sector). Include appropriate evidence of the collaboration or working relationships (provide 2 reference letters from partners familiar with your work over the last 3 years).

E.3 Working with key populations in the MENA region (*maximum of half a page*)

What is your experience working with key populations (KPs) and KP-led organizations? Explain the nature of the working relationship, services offered and the period of working with KPs?

E.4 Relationship with government structures in the MENA region (maximum of half a page)

Indicate any formal relationships, such as MOUs, with government structures across the MENA region? What is the nature of the relationship, what is intended to be achieved and how are the relationships useful in the implementation of the GF grant? Include examples of MOUs or any letters of support from government departments.

PART F: DECLARATION BY THE AUTHORIZED PERSON

Dear Sir / Madam

Having examined and completed the application form, I the undersigned, express an interest in providing services of a Principal Recipient for the Global Fund MENA Regional Grant "HIV - Sustainability of Services for Key Populations" due December 3, 2021.

I hereby declare that the information and statements made in this expression of interest are true and accept that any misrepresentation contained in it may lead to our disqualification.

The organization I represent undertakes, if our application is successful, to comply with the MENA-H Coalition and the Global Fund requirements and code of conduct and deliver services of the Principal Recipient as stipulated by the Global Fund.

We understand that you are not bound to accept any application you may receive.

Name and Position	Duly authorized to sign for and on behalf of:

Signature	Date