

**AMREF HEALTH AFRICA IN KENYA
GLOBAL FUND MALARIA PROJECT
Sub-Recipient Application Form**

For official use ONLY Unique Code: _____

Provide contact information for your organization in the table below:

1.	Registered name	
2.	Acronym (Where applicable)	
3.	Registration Number	
4.	Year of registration	
5.	Postal address	
6.	Postal Code	
7.	Telephone Number	
8.	E-mail Address	
9.	Name of key contact person	
10.	Position of key contact person	
11.	Physical location of head office	Town:
		Building:
		Street:
		Nearest Landmark/Shopping centre:
12.	Physical location of branch offices (if any) <i>Office 1</i>	Town:
		Building:
		Street:
		Nearest Landmark/Shopping centre:
13.	Physical location of branch offices (if any) <i>Office 2</i>	Town:
		Building:
		Street:
		Nearest Landmark/Shopping centre:

If you have more than two offices, please attach a separate list.

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SECTION 1: LETTER OF INVITATION

Amref Health Africa in Kenya (Amref), in consultation with the Kenya Country Coordinating Mechanism (KCM) and Ministry of Health, is requesting for proposals from eligible organisations that will be sub-granted to implement priority interventions in target counties. Eligible organisations include; national and local Non-Governmental Organisations, Civil Society Organisations, private not-for-profit sector organisations, Trusts, Community-Based Organisations, Faith-Based Organisations and professional associations.

SECTION II: INFORMATION TO SUB RECIPIENTS

2.0 Introduction

This application form is to be filled by organisations applying to be considered as Sub Recipients (SRs) for Amref Health Africa in Kenya Global Fund Malaria project under the new funding cycle 2018-2021. The information provided in this application will be treated confidentially and only used to assess your organisation's capacity to implement components of the Project. Please answer all questions as accurately as possible and **attach all** the required documents. All information provided will be verified. Note that provision of any false information will lead to automatic disqualification of your application.

All the answers must be **typed** and not handwritten to facilitate timely processing of the application

2.1 Eligible organizations:

NGOs and other CSOs that are non-profit organizations and operate independently from the state and from the private for-profit sector. These include international, national and local NGOs, community-based organizations (CBOs), trust, faith-based organizations (FBOs), and professional associations.

2.2 Assessment of implementers Capabilities and Systems

Implementers of Global Fund grants are expected to have the programmatic, financial and management capacities and systems to effectively undertake their roles under the programme.

Capacity assessment of the sub recipients will be initiated as soon as the proposal review is completed to ensure the nominated SRs have the required capacities to undertake the activities under the grant.

2.3 Preparation of proposals

The potential Sub recipient's proposal shall be written in English language.

In preparing the technical proposal, the potential sub recipients are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

Proposals must be submitted no later than the following date and time; **3rd November 2017 at/or before 12:00 hours East African time.**

2.4 Important information about your narrative response in all the sections

All your narratives must be in the following format:

- All information must be typed
- Font size: 12 point, unreduced, Times New Roman;
- Spacing of 1.5
- Page margin size: 2cm all round;
- Do not exceed the maximum number of pages as indicated for each section.

SECTION III: PROPOSAL OUTLINE

3.0 Table of Contents

3.1 Executive summary

Provide a summary of the proposal (*half a page*)

3.2 Organisation profile

This section should give detailed information on the proposing organisation and its activities, relevant previous and current activities. It should also cover the management capacity, human resource capacity, organizational structure, as well as the collaborators and networks indicating the activities they support. (*Maximum of half (1/2) page*)

3.3 Problem Statement and Justification: - 10 marks

The section covers literature review, statement of the problem, priority intervention area and justification. The organisation has to narrow down to the specific problem faced by the local community (provide a snap shot of the health indices within the intended catchment area), propose appropriate activities and justify why they should be funded. (*Maximum one page*)

3.4 Technical Capability – 70 marks

Technically the proposal should effectively demonstrate the following;

3.4.1 Programmatic Performance – 15 marks

Provide Information on new development/intervention in malaria treatment, prevention and control.

Demonstrate the availability of technical and competent staff to implement the project.

Provide evidence of timely response to donor issues and update on identified issues/bottlenecks.

Demonstrate ability for timely and quality implementation.

Evidence of coordination of programmes/partners

Evidence of implementing community based malaria interventions.

(maximum one and half pages, 1.5pages)

3.4.2 Financial Management and system – 20 marks

Illustrate track record of accountability for funds.

Demonstrate compliance with reporting and communication requirements

Demonstrate capacity to manage financial resources

Electronic system in place for financial management

Evidence existence of human resources capacity

Demonstrate capacity in financial documentation and record keeping

Evidence of strong internal control system

Evidence of documented procurement procedures and demonstrated capacity for timely procurement of goods and services.

(Maximum 2 pages)

3.4.3 Experience in implementing Malaria interventions at the community – 10 marks

Demonstrate ability to engage with key stakeholders

Evidence of implementation of community health strategy, community case management and other intervention

Familiarity with malaria reporting tools

(Maximum one page)

3.4.4 Programme monitoring and evaluation – 15 marks

Demonstrate consistent quality and timely reporting

Evidence of programme regular review

Strategic planning translating to operation activities

Provide evidence of track record of accountability for results in malaria implementation

Demonstrate ability to report within the existing government system/structure

Demonstrate the ability to monitor progress against indicators and evaluate project achievements

(Maximum 2 pages)

3.4.5 Governance and management – 10 marks

Elaborate on your organisational governance and management structures

Provide information about the board members of your organization in the table below: *(Maximum one page)*

Name	Profession	Sex	Position on the board	Number of years on the board

4.0 DETAILED BUDGET AND PERFORMANCE FRAMEWORK - 10 marks

Under this section, prepare a one-year budget and performance framework based on the activities you have proposed above. *(Templates annexed)*

DECLARATION

I confirm that the information provided in this assessment form is a true reflection of the operations and technical capacity of my organisation. I understand that this is a competitive process.

Name: _____

Signature: _____

Date: _____

Stamp _____

ANNEXES TO THE APPLICATION: - 10 marks

Annex 1: Attachments

All applicants must attach the following Eleven (11) documents as annexes to their application

1. Copy of valid organization's registration certificate.
2. Copy of organization's constitution.
3. The last 6 months bank statement.
4. Organizational Tax compliance certificate
5. Copy of last 3 years audit reports or financial reports, annual return to NGO's board/relevant government body.
6. Organizational governance and management structure.
7. Board meeting minutes for the last 2 years.
8. Finance, Human Resources, procurement and any other relevant organizational policy manual.
9. Monitoring and evaluation plan/manual.
10. CVs for key project staff
11. Letter of recommendation from County Director of Health from each of the county(ies) you propose to implement the project.

Annex 2: Budget Template

Annex 3: Performance Framework