REPUBLIC OF KENYA

MINISTRY OF HEALTH

REQUEST FOR PROPOSALS

amref health africa

GLOBAL FUND TUBERCULOSIS GRANT CYCLE 7
2024 – 2027

RFP NO. AMREF/ 14/ 08/ 2024/ 016-001

SUB-GRANTEE APPLICATION FORM

Issue Date: Wednesday 26th February 2025

Virtual pre-bid conference: Wednesday, 5th March 2025 from 10am to 12noon. To access the documents and the link for registration to the pre-bid conference, kindly log onto the Amref Health Africa website; https://amref.org/tenders/

Any questions and/or clarifications are to be sent through **gftbGC7@Amref.org** so as to be received on/before **Friday 7th March 2025 at 12:00 Mid night**

Closing Date & Time: Wednesday, 12th March 2025 at 12:00 noon

Completed proposal documents with preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number and tender name **"RFP: GLOBAL FUND TB 2024-2027 GRANT".**

Proposals should be dropped at the **Amref Health Africa Tender Box** at the **Main Reception**. Tenders will be opened at 12 noon on the closing date in the presence of the bidders' representatives who choose to attend at the Amref Health Africa premises. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**

Subject: Call for proposals for Sub Grantee implementation in **Kitui County** for Global Fund Tuberculosis Grant Cycle 7, July 2024 – June 2027; **RFP No. AMREF/ 14/ 08/ 2024/ 016-001**

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Background

Amref Health Africa in Kenya is the non-state Principal Recipient (PR) for the 2024 to 2027 Global Fund (GF) Tuberculosis (TB) grant. Established in 1957, Amref Health Africa is Africa's largest indigenous health Non-Governmental Organization (NGO) headquartered in Nairobi. Amref Health Africa's vision is to **Transform the health of communities through Primary Health Care with a focus on women and young people**.

Kenya is a high burden country for TB and TB/HIV with an estimated incidence of 133,000 TB cases in 2022, (DNTLD-P Annual Report, 2022). In 2022, Kenya reported a total of 90,560 drug-sensitive tuberculosis (DSTB) cases, representing a 16.6% increase compared to 77,854 notified DSTB patients in 2021. Among the notified DSTB cases, 10.4% were children aged 0 – 14 years. In the same year, the country notified 752 Drug Resistant (DR) TB cases compared to 804 in 2021, a 6.6% reduction (DNTLD-P Annual Report, 2022).

The Treatment Success Rate (TSR) for Drug Susceptible (DS) TB has ranged between 84%-86% (2019-2021) while that of Drug Resistant (DR) TB increased from 77% to 81% (2019 and 2020 cohort) (DNTLD-P Annual Reports). Kenya attained the 2020 milestones of the END TB strategy, recording a 32% reduction in incidence and 38% reduction in mortality rate from 2015. Current gaps include 32% case detection gap against estimated incidence, high loss to follow up (5%), high death rate (6% for DSTB and 11% for DRTB) and TB-HIV co-infection rates (23%) and catastrophic costs of 26.5% and 86.4% for DS TB and DR TB patients respectively, (Catastrophic Cost Survey 2017).

The Global Fund is supporting Kenya to implement initiatives that will maximize the impact of its investments to accelerate the end of HIV, TB and Malaria as epidemics. Through this funding, Amref Health Africa in Kenya working with Civil Society Organizations engaged as sub-recipients, will implement TB control interventions aimed

at finding the missing people with TB early and ensuring prompt management. These include community TB activities, facility based active case finding in public and private health facilities, among others. In addition, the grant will support health and community systems strengthening interventions across HIV, TB, Malaria towards building Resilient and Sustainable Systems for Health.

In consultation with Kenya Coordinating Mechanism (KCM) and Ministry of Health, Amref Health Africa in Kenya is requesting for proposals from eligible organisations that will be sub-granted to implement priority components in **Kitui County**

Scope of Work

The successful applicant will be required to support implementation of the following activities in Kitui County.

1. Capacity building of Community Health Promoters and Community Health Actors on community TB and TB/HIV.
2. Intensified TB Active Case Finding at community and health facility levels.
3. Systematic Contact investigation for all household contacts of index TB patients (bacteriologically confirmed TB patients and children under 5 years with TB) and linkage to health facilities for further investigations.
4. Referral of household contacts of index TB patients to health facilities for further evaluation for TB Preventive Therapy or TB treatment.
5. Tracing of patients who interrupt TB treatment, and return to treatment
6. Addressing barriers to access using Advocacy, Communication and Social Mobilisation (ACSM) approaches to reach out to key and vulnerable populations

and also to mitigate stigma and discrimination through targeted TB advocacy and health promotion activities.

7. Community health Systems Strengthening (CSS) including Community-Led Monitoring, Community-Led Research and Advocacy, capacity building of Civil Society Organizations, and Community engagement, linkages and coordination. For CSS activities, the successful applicant will be required to work with networks of Key and Vulnerable Populations in their county of implementation.
8. Monitoring, evaluation and documentation of project activities.
9. Any other changes in the scope of work as agreed upon with the Global Fund and the Ministry of Health.

Eligible organizations:

Eligible organisations include Civil Society Organizations (CSOs) that are non-profit and operate independently from the state. These include national and local NGOs, affected-community-led organizations, community-based organizations (CBOs), networks, faith-based organizations (FBOs) among others.

Note that Global Fund Grant is not for profit making and any applicant cannot use the grant funds to make profit

Eligibility criteria

Eligible organisations should meet the following criteria:

1. Compliance with legal requirements of registration at the national and county level.
2. Evidence of strong organizational management, governance and oversight structures.
3. At least 2 years' experience in implementing health related projects, (Experience in implementing TB, HIV or malaria projects is an added advantage).
4. Local presence for the last 2 years in the proposed county of operation.
5. Well established structures for linkages and coordination with local communities, county governments and other partners where the organisation proposes to implement.
6. Experience working within the Kenya Strategy for Community Health and community-based projects.
7. Track record of accountability for results.
8. Sound financial management capacity and internal controls.
9. Adequate number of skilled staff with expertise in Program Implementation, Finance, Human Resource (HR), M&E and procurement (existing or to be hired).
10. Existing physical infrastructure including functional Information and communication technology system for internal and external communication.
11. The organizations already successful for implementation of Global Fund GC7 TB 2024-2027 grant **in 2 or more counties are NOT eligible to apply.**

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Mandatory requirements

Organizations MUST submit ALL the following mandatory documents with their applications:

No.	Mandatory requirement	Marks	Compliant	Non Compliant
1	Copy of **valid** organization's registration certificate/certificate of incorporation (for organizations that require annual renewal, evidence of up to date renewal should be provided-both sides of the certificate)	**1 or 0**		
2	Copy of the organization's constitution/articles of association	**1 or 0**		
3	Current valid Kenya Revenue Authority tax compliance certificate or exemption certificate where applicable	**1 or 0**		
4	Must submit copies of the most recent 2 years audited financial reports (from 2021) and each must be signed and dated by the auditor and the firms Directors. (Both reports must have unqualified/unmodified auditor's opinion).	**1 or 0**		
5	Organizational governance and management structure **(organogram)**	**1 or 0**		
6	Two latest board meeting minutes as per the organization's constitution/Articles of association **(this should not be earlier than 2022)**	**1 or 0**		
7	Finance policy/procurement manual (if separate documents, provide both)	**1 or 0**		
8	Curriculum Vitae (CVs) for key project staff. At least one for each of the following position – **Programs Person (Officer/Manager/coordinator), M&E Officer, Finance Officer or above. Each CV should specify the position it is for.**	**1 or 0**		
9	Recommendation letter **dated, signed** and **stamped** by **County Director of Health Services** for the proposed county of implementation.	**1 or 0**		

	TOTAL SCORE	**9/9**		

Bids lacking any of the documents above will be considered as non-responsive and therefore will be eliminated at this stage.

NOTE

1. ***All documents provided shall be in the name of the organization submitting the application.***
2. ***Applicants are strongly encouraged to bind their application document appropriately.***
3. ***The application should be sequentially paginated using the format "1,2,3 …" starting with 1 on the top page immediately after the document cover. Where separators are used, they should also be paginated.***

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GLOBAL FUND TUBERCULOSIS GRANT
Sub-Recipient Application Form

FORM 'A'

For official use ONLY **Unique Code:_____**

Instructions

This application form is to be filled by organisations applying to be considered to implement interventions related to community TB and building resilient and sustainable systems for health, under Amref Health Africa in Kenya, Global Fund Tuberculosis (TB) grant July 2024 – June 2027. The information provided in this application will be treated confidentially and only used to assess your organisation's capacity to implement the proposed intervention. All information provided will be verified. Note that provision of any false information will lead to automatic disqualification of your application. (Remember to respond to all questions as accurately as possible, observe the page limits, fill in the declaration form and attach all the mandatory documents). An organization can only submit one (1) application for Kitui county.

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

- Font size: 12 point, Times New Roman;
- Spacing of 1.5
- Page margin size: 1″ all round

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Name of Organisation:_____

Type of Organisation (Tick as appropriate)**:**

1. Non-Governmental Organization /__/
2. Community-Based Organization /__/
3. Faith-Based Organization /__/
4. Other (specify)_____

Contact details of the organization

Provide contact information for your organization in the table below:

1.	Full name of organization	
2.	Acronym (Where applicable)	
3.	Postal address	
4.	Telephone Number	
5.	E-mail Address	
6.	Name of key contact person	
7.	Position of key contact person	

8.	Organisation registration Number	
9.	Year of registration	
10.	Physical location of head office	Town:
		Year of establishment:
		Building:
		Street:
		Nearest Landmark/street:
11.	Physical location of branch offices (if any) Office 1	Town:
		Year of establishment:
		Building:
		Street:
		Nearest Landmark/street:
	Physical location of branch offices (if any) Office 2	Town:
		Year of establishment:
		Building:
		Street:
		Nearest Landmark/street:
12.	Proposed county of implementation (**Remember only one County per application**)	

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

Section 1: Organisation profile and Background information - Maximum of half a page

Provide a brief description of your organizations profile including any past experience as a Global Fund Sub-Recipient.

Section 2: Technical and programmatic approach (Total points – 85)

This section will measure your technical capacity and experience in implementation of TB and community systems strengthening related activities.

(a) Understanding of the problem - Maximum of 1 page (10 points)

- Briefly describe the current TB situation and involvement of communities in TB work, and local context in the proposed county of implementation (3 points).
- Briefly describe the current implementation of community systems strengthening interventions in your proposed county of implementation. Make reference to Global Fund information note on community system strengthening (2 points).
- Outline the National TB program priorities according to the National TB Strategic Plan 2023/24 – 2027/28, and other surveys conducted by the National TB program (3 points).
- Justify the need for this project in the targeted county you propose to work in (2 point)

(b) Project description - Maximum of 2 pages (20 points)

- Provide background information (administrative, infrastructural and health) of the county where you propose to implement the project, factors that hinder and those that facilitate TB prevention and control, and community systems strengthening activities within the local context (5 points).

- Propose implementation strategies including specific activities for meeting the objectives of TB program strategic plan, and community systems strengthening with measurable time lines (5 points).
- Explain how each of the proposed strategies will contribute to efficiency and sustainability of project activities. (Total 8 points: 4 points for efficiency and 4 points for sustainability)
- Briefly describe innovative ways you will use to ensure that key and vulnerable populations for TB and HIV are engaged and are part of community-led initiatives (2 points)

(c) Experience in implementing health and/or development interventions Maximum of 2 page (30 points)

- Briefly describe the organization's work experience in implementing health and/ or development project interventions in Kenya in the past two (2) years, highlighting both management and technical capacity as well as good governance practices. Emphasize particularly in the county you propose to implement (10 points).
- Explain your ability to establish good working relationship and coordination of activities with Government of Kenya (county and national) and community (10 points).
- Briefly describe current and past experience of your organization in provision of community TB services (5 points).
- Briefly describe current and past experience of your organization in provision of community systems strengthening services. Make reference to Global Fund information note on community system strengthening (5 points).

(d) Programme monitoring and evaluation - Maximum of 1 page (25 points)

- Briefly describe how you plan to conduct monitoring and evaluation of the project (5 points).
- Indicate the key performance indicators to be monitored, responsibilities for reporting and means of verification to ensure quality of data as well as data flow from the community to the health facility. This should be presented in a table (7 points).
- Briefly describe factors you would take into consideration to set realistic targets for any one of the indicators you have mentioned above, based on the background you provided for the county (3 points).
- Describe how performance will be jointly tracked and reviewed with the TB coordinators, health care workers, community health promoters, and other community health actors, and how key action plans will be implemented (10 points).

Section 2: Administration and Management (<u>10 points</u>):

- Explain the systems and processes you will put in place to manage the proposed activities and the resources of the program. (3 points)
- Describe the procurement processes of your organization (5 points).
- Explain how you will work with the governance of your organization to ensure timely implementation and oversight (2 points)

Section 3: Budget and Work Plan (<u>5 points</u>):

Under this section, prepare a one-year budget and work plan based on the activities you have proposed above, with 70% of the budget allocated to direct project activities and 30% to program management (Administration, HR and M&E).

<u>Applicants who will score at least 60% in the technical application will proceed to the capacity assessment stage. The final total score will be a weighted average of</u>

<u>the technical evaluation and capacity assessment (70% from technical evaluation and 30% from the capacity assessment)</u>

Additional guidance on document pagination

i. *The final bound tender document should be serially paginated (All pages in the document from top page (immediately after top cover) to the last page (one before back cover) including table of content, separators, brochures, bank deposit slip and any other attachments) in a continuous ascending order from the first page to the last in this format;* ***1,2,3……n*** *where n is the last numerical page number.*

ii. *Should the reverse side of any leaf have content, it will also be considered as a page and should also be paginated.*

iii. *Any alterations to the page numbering in the bid document should be clearly countersigned by the bidder.*

iv. *Any secondary attachment to a page (such as bank deposit slips/receipts etc.) should be glued onto that page. Stapling of secondary attachments is not allowed and may render your bid non-responsive.*

SECTION 4: <u>DECLARATION</u>

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

Name: _____

Designation: _____

Signature: _____

Date: _____

Stamp _____