



**MAKERERE UNIVERSITY WALTER REED
PROJECT (MUWRP)**

**GUIDELINES FOR REQUEST FOR PROPOSALS FOR
SUB- GRANTEES (SGs) OF MAKERERE UNIVERSITY WALTER
REED PROJECT (MUWRP)**

**PRESIDENTIAL EMERGENCY PLAN FOR AIDS RELIEF
(PEPFAR) PROGRAM**

**MUWRP/PEPFAR
2018/2019**

June, 2018

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ABBREVIATIONS AND ACRONYMS

AGYW	Adolescents, Girls and Young Women
AIDS	Acquired Immune Deficiency Syndrome
BCC	Behavior Change Communication
CAO	Chief Administrative Officer
CBO	Community Based Organization
CD	Compact Disk
CSO	Civil Society Organization
CV	Curriculum Vitae
DHIS2	District Health Information Software
GBV	Gender Based Violence
GF	PEPFAR
HIV	Human Immuno-deficiency Virus
IT	Information Technology
IEC	Information Education and Communication
LoE	Level of Effort
M&E	Monitoring and Evaluation
MDR	Multi Drug Resistance
MoH	Ministry of Health
PMTCT	Prevention of Mother to Child Transmission of HIV
RFP	Request For Proposal
SG	Sub-Grantee
SRH	Sexual Reproductive Health
MUWRP	Makerere University Walter Reed Project
URSB	Uganda Registration Service Bureau

OPERATIONAL DEFINITIONS

- a) **Activity** - Refers to the entire scope of tasks and deliverables required by under this RFP.
- b) **Applicant**- CSO or CBO that may submit, or has submitted, an application for the provision of services requested for by MUWRP through this RFP.
- c) **Certified copy**: Refers to a photocopy of an original document with an original stamp and signature of the authorizing officer
- d) Community Based Organization – Indigenous organization operating in a specified area
- e) **Civil Society Organizations**: is an indigenous organizations that are nonprofit making and with focus on promoting livelihoods of the citizens or vulnerable people in the country.
- f) **Contract**- Agreement that will be signed between MUWRP and the successful applicant
- g) **Direct Program costs**: Refers to an expense that can be traced directly to or identified with a specific activity or program for example cost incurred to implement a training activity
- h) **District** – refers to local government sub-national administrative boundaries
- i) **Indirect/Administrative costs**: Refers to an expense that cannot be traced directly to or identified with a specific activity or program. They include personnel, office running costs, office space/rent, utilities among others.
- j) **Grant** – Are funds given to an eligible recipient to implement specified activities for targeted populations
- k) **Material Deviation**-refers to any contents or characteristics of the Proposals that are significantly different from an essential aspect or requirement of the RFP, and:
 - i. Adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other applicants.
 - ii. Limits the rights of MUWRP and/or the obligations of the applicant; and
 - iii. Substantially alters the scope and quality of the requirements;
- l) **Proposals**-refers to the applicant's response to the Request for Proposals, including the Proposals submission face sheet, Technical and Financial Proposals and all other documentation attached thereto as required by the RFP.
- m) **Reasonable costs**- Costs that are reasonable are defined as those costs that are consistent with prudent business practice and comparable to current market value.
- n) **RFP**-refers to the Request For Proposals consisting of instructions and references prepared by MUWRP for purposes of selecting the best service provider to perform the services described in this solicitation document.
- o) **Shared costs**: Can be defined as expenses that can be allocated to two or more funding sources (more than 2 donors)
- p) **Sub-Grantee (SG)** – a legal entity to which a sub-award is made and which is accountable to the Principle recipients for the use of the funds provided.
- q) **Additional Information to the RFP**- refers to a written communication issued by MUWRP to prospective applicants containing clarifications, responses to queries received from prospective Applicants, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.

INTRODUCTION AND BACKGROUND

Makerere University Walter Reed Project (MUWRP) has since 2005 been providing prevention, care and treatment services under the PEPFAR program. The program is currently supporting HIV care, treatment and prevention services through the health systems strengthening approach, in the districts of Buikwe, Buvuma, Kayunga and Mukono.

Major interventions and activities include;

- VMMC
- OVC
- PMTCT
- Strengthening laboratory services delivery
- Supporting human resources for health for improved services delivery
- Programs targeting GBV
- HIV /AIDS prevention programs targeting AGYW, youth in and out of School, KPs and PPs

MAKERERE UNIVERSITY WALTER REED PROJECT (MUWRP)

Makerere University Walter Reed Project (MUWRP) is a not for profit research collaboration between Makerere University and the U.S. Military HIV Research Program/Henry M Jackson Foundation established in 2002 for the express purpose of vaccine Research and development.

SUB- GRANTEES FOR FY 2018/2019

MUWRP seeks to collaborate with /CBOs as Sub-Grantees (SGs) for the next funding financial year 2018/2019 commencing in October 2018.

The sub-grantees will be responsible for implementing HIV prevention, care and treatment activities under the PEPFAR program. Core tasks for Sub Grantees include coordination and implementation of program activities, managing any support materials or assets that may be provided for, under the grant, being fully accountable for grant funds, and reporting on the grants' programmatic and financial outcomes during the implementation period. The reporting will be done directly to MUWRP using the provided MUWRP/PEPFAR reporting tools and guidelines. The program intends to build a strong collaboration between lower level health facilities, local government systems, and local health delivery community structures in order to benefit the entire community.

MUWRP therefore seeks Requests for Proposals (RFP) from suitable indigenous CBO(s) that are interested in being sub grantees. This RFP is only open to CBO(s) that meet the selection criteria for SGs. The principles and requirements are clearly all laid out in this document. Prospective applicants are strongly encouraged to read and clearly understand this document.——

Please Note: The proposal targets and is limited only to Not for Profit CBOs. MUWRP strongly advises intending applicants to read, internalize and understand the guidelines before deciding to apply. Speculative applicants will not have their proposals reviewed at all.

GUIDELINES FOR SUBMISSION OF PROPOSALS

Spiral bound proposals must be submitted by hand. One (1) envelope **addressed to “The Executive Director MUWRP”** containing 2 envelopes one of which contains 5 copies of Technical Proposals (labelled ‘Technical Proposals’) with 1 soft copy on CD and the second envelope, should contain 5 Financial Proposals (labelled ‘Financial Proposals’) and 1 soft copy on CD. One of the 5 submitted copies of the Proposal must be the original and duly marked original Proposal and the rest marked copy as appropriate.

Technical proposal that bears financial information or Technical and financial proposals placed in the same envelope shall not be considered.

The main envelope must clearly indicate the name of the organization applying, Name of the Grant and the sub counties in the districts being applied for. Proposals should be delivered to Proposals should be hand delivered to **MUWRP field offices at Ntenjeru Kayunga district Offices**, not later than 12th July 2018. . **No application will be received after 2:00 P.M. on that date.**

MUWRP shall indicate for its record that the official date and time of receiving the proposals is the actual date and time when the said proposals have physically arrived and been received by the person designated by MUWRP. The applicant or representative must sign in the submission book at the time of submission.

The proposals will not be opened before the time and date for commencement of the evaluation. In instances of improper sealing and labeling, MUWRP shall not be held responsible for misplaced documents or poorly sealed envelopes. Applicants must submit their proposals in the manner specified in the RFP.

Proposals should be written in word, Times New Romans, font 12 and 1.5 spacing. Tables should be made in excel and placed in the main text or presented as annexures.

TABLE FOR SG APPLICATION REVIEW PROCESS

No.	Activity	Timelines
1	Advert for request for proposal/assistance	18 th June 2018
2	Deadline for submitting proposal	12 th July 2018
3	Deadline for seeking any additional clarifications on proposal	25 th June 2018
4	Pre bid meetings	29 th June 2018

Please Note: Applicants canvassing or lobbying to influence the evaluation process and outcome of the application in any way, will automatically be disqualified. MUWRP will not be liable for any cost incurred for a rejected or accepted proposal prior to the award of the contract.

ACCESSING RFP BIDS

Should you require further clarifications about this RFP kindly communicate through this email address rfp@muwrp.org.

GENERAL INSTRUCTIONS

MUWRP hereby solicits proposals in response to this Request For Proposals (RFP). Applicants must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by MUWRP in the form of additional information to the RFP.

Submission of a proposal shall be deemed as an acknowledgement by the applicant that all obligations stipulated by this RFP have been met and, unless specified otherwise, the applicant has read, understood and agreed to all the instructions in this RFP.

Any Proposal submitted will be regarded as an offer by the applicant but does not constitute or imply automatic acceptance by MUWRP. Applicants must be aware that the mere act of submission of Proposals in and of itself, implies that the applicant has accepted the Terms and Conditions in the solicitation document. MUWRP is under no obligation to award a contract to any applicant as a result of responding to this RFP.

MUWRP implements a policy of zero tolerance on certain illegal practices like; fraud, corruption, collusion, unethical practices, and obstruction. MUWRP is committed to preventing, identifying and addressing all acts of fraud and corruption against its self as well as third parties involved in PEPFAR transactions. (See the MUWRP policy on fraud and corruption for full description of the policies which will be e-mailed through rfp@muwrp.org).

MUWRP requires any applicant responding to this RFP to display a professional, objective and impartial manner, and they must at all times hold MUWRP's interests paramount. Any applicant found to have a Conflict of Interest shall face automatic disqualification. Any applicant and, or, their associates, shall be deemed to have a conflict of interest with one or more parties in the solicitation process, if they:

- i. Have in the past been associated, with any entity or any of its associates which have been engaged with MUWRP to provide services for the preparation, design, specifications, development of scope of work, cost analysis /estimation, and other documents to be used for the procurement of services in this application procedure.
- ii. Are deemed to be in conflict for any other reason, as may be identified by, or at the discretion of, MUWRP.

NOTE: Applicants are advised to seek for clarification on Conflict of Interest, from MUWRP. To emphasize the importance of conflict of interest MUWRP shall share a clarification with entities interested in applying for this RFP.

Interested applicants must disclose in their proposal /application their knowledge of the following:

- i. Any MUWRP staff that are owners, part-owners, directors, Board members or that serve the applying CBO in any other capacity or capacities.
- ii. Any other conditions that could potentially lead to actual or perceived conflict of interest, conspiracy or unfair competitive practices Failure to disclose the above leads to automatic disqualification of the proposals.

All Applicants must adhere to the Code of Conduct for Recipients of MUWRP/PEPFAR Grants, a summary of which can be provided on request from MUWRP.

All costs related to the preparation and/or submission of the application, regardless of whether its application is successful or not shall be the sole responsibility of the potential sub grantee. MUWRP shall under no circumstances be liable for those costs, regardless of the outcome of the selection procedure.

The applicant will be required to mention details of key staff that will implement the activities including but not limited to those staff in leadership and governance structure, finance and administration, programs and M & E, procurement, quality assurance, compliance or audit etc. Confirmation should be made to MUWRP that personnel being nominated are in existence and the organization shall endeavor to keep their positions filled during the period of the grant. Substitution of persons and/or positions during the selection course shall be made only with MUWRP's acceptance of the justification, and approval of the competences, of the replacement who may be of equal or superior credentials as the one being replaced.

Potential SGs are strongly discouraged from direct copying of information from PEPFAR documents, Country concept notes or solicitation documents and are strongly encouraged to maintain originality of thoughts as they develop their RFPs.

SUBMISSION AND OPENING OF PROPOSALS

Submission of Proposals and late Proposals

Proposals must be submitted in sealed envelopes and written on as instructed in the RFP and should be sent to the MUWRP address provided. Proposals submitted after the dead-line will not be accepted.

Opening Proposals

Proposals shall be opened at the start of the evaluation stage and the applicants details shall be recorded on a checklist. (See appendix I).MUWRP shall establish a committee to undertake and oversee the evaluation procedure.

In situations of any discrepancy between the contents of the original proposals and the copies of the proposals, the contents of the original draft shall prevail. The original proposal should be signed against by members of the review committee.

Withdrawal, Substitution and Modification of Proposals

Applicants are responsible for the details in the RFPs and need to follow instructions given by MUWRP. Deficiencies or information that is provided with inconsistencies may lead to rejection of the RFP. MUWRP shall not be responsible for erroneous interpretation or conclusion made by the applicant in the course of understanding the RFP. Any applicant may withdraw, substitute or modify their RFP within 14 days after it has been submitted by sending a written notice, duly signed and stamped by an authorized representative.

Proposals requested to be withdrawn shall be returned unopened to the applicants. Applicants shall not be allowed to substitute, modify or withdraw their application after the deadline for submission.

CONFIDENTIALITY

No information relating to the examination, evaluation, and comparison of proposals, and the recommendations shall be disclosed to applicants or any other persons not part of the evaluation committee, except to MUWRP as may be required. Any attempt by an applicant to influence MUWRP staff or evaluators before, during, and after examination, evaluation and comparison of proposals or award decisions, at any level will lead to automatic disqualification. Unsuccessful applicants may seek a meeting with MUWRP for a debriefing. During this meeting the strengths and weaknesses of the proposal and documents submitted will be discussed albeit the content of how the applicant's proposal compares with other proposals shall not be discussed.

APPLICANT'S PRE-BID MEETING

A pre-bid meeting shall be held as specified in the Table for SG proposal review process and all prospective applicants are encouraged to attend. MUWRP shall through email share the minutes of the applicant's Pre-bid meeting to all those that shall have attended the meeting. Applicants who may have missed out on this meeting may be provided with the minutes of the meeting upon request.

CLARIFICATION OF PROPOSALS

Clarifications about the RFP may be sought by potential SGs not later than 25th June 2018 after the call for proposals has been issued. Any request for clarification must be sent on email rfp@muwrp.org. Responses will be made by mail to the potential applicant and shared with all other potential applicants and corresponding questions during the pre-bid meeting.

MUWRP shall endeavor to respond to clarifications in an expeditious manner, albeit any delay in such response shall not cause an obligation on the part of MUWRP to extend the submission date of the proposals, unless MUWRP deems that such an extension is justified and necessary.

AMENDMENT OF RFP

MUWRP may at any time prior to the deadline of proposal submission, for any reason, such as in response to a clarification requested by an applicant, modify the RFP in form of additional information. Prospective applicants will be notified of any changes/amendments and extra instructions through additional information to the RFP through mail or directly communicated to those that have picked RFP documents.

In order to provide prospective applicants reasonable time to consider the amendments in preparing their proposals, MUWRP may, at its discretion, extend the deadline for submission of proposals, only if the nature of the amendment to the RFP justifies such an extension.

PREPARATION OF PROPOSALS

Proposal writing format

All proposals shall be submitted using the format provided in this solicitation document and all related correspondences between the prospective SG and MUWRP, shall be written in English language. The proposal shall not exceed 25 pages, excluding supporting documents/appendices. RFP should be written using font "Times New Roman"; font size

“12”; “1.5 line spacing”; margins “normal”, with all text “justified”, All pages should be “numbered”; Tables should be made in excel and inserted into text or appended as annexures.

Format of the Proposal

The Proposal should include:

Cover/ face page

The RFP shall have a face page that will have the name, contact of the organization & full address, name of the grant being applied for, the district(s) applied for and the amount applied for.(see appendix No I).

Executive summary

Provide a brief summary of proposed project, including a descriptive analysis, project objectives, proposed district(s) and reason for selection of target district(s), interventions/activities and intended outcomes.

Technical proposal, format and content

Below shall be the structure of the Technical Proposal:

Section I: Introduction

- (i) Background to the Proposal
- (ii) Briefly explain why the organization wants to be a Sub Grantee (SG) for the 2018/19 MUWRP/PEPFAR program grant.
- (iii) Status of the Organization
 - a. Registration status
 - b. Define status of the organization. If it is an affiliate organization, provide information about the organization affiliated to and elaborate on the nature of affiliation, indicate if the affiliation has any financial implications.
 - c. Provide an overview of the nature of the organization’s current programs, how they are being implemented and the outcomes.

Section II: Organization’s Profile:

- (i) Mission statement
- (ii) Vision statement
- (iii) Institutional set-up of the organization including the organogram
- (iv) Description of the governance structure, composition and professional mix
- (v) Leadership and management structures

Section III: Competency/Expertise Statement

- (i) Organizational capability
- (ii) Organizational Strategic plan and strategic objectives

- (iii) Organization's competency to be a SG for MUWRP/PEPFAR program grants in the district (s) selected.
- (iv) List of projects implemented in the last 3-5 years, both completed and on-going, implemented in any of the 4 MUWRP/PEPFAR program grant districts, which are related or similar in nature to the requirements of the RFP. (Project name, summary of activities, geographical area, budget amount, funding source and contacts, Key results. etc.) Put in table format.
- (v) Major achievements of the organization.
- (vi) Major partnerships including period of partnership and results.

Financial Management, Internal controls and Financial Accounting system

(i) *Financial management and internal controls*

Prospective SG should demonstrate that its fiscal control and accounting systems facilitate the tracing of funds to a level of expenditure adequate to establish that funds have been used in accordance with the approved grant application. The applicant must demonstrate an effective internal control system for all funds, property, and other assets as may be provided by the MUWRP/PEPFAR program grant.

(ii) *Financial accounting system*

The applicant's financial management system should demonstrate provisions for accurate, current and complete disclosure of the financial results of each past and or present grant. The financial management system records must adequately identify the funding source and use of funds and must contain information relating to grant awards, authorizations, obligations, unobligated balances, assets, outlays (expenditures), income, and interest.

Section IV: Proposed Methodology,

a) Approach and Implementation Plan for carrying out Sub-grant activities

In this section the prospective SG should display the understanding of the scope of grant interventions and budget allocation by detailing how each of the specific components and their respective activities shall be implemented. Descriptive analysis of the essential performance characteristics displayed in a sequential manner and how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment should be provided. Applicants are also expected to describe;

- (i) Structures, strategies, Innovations, implementation models and processes that the organization will use to manage grants in the district(s) that will yield desirable outcomes.
- (ii) Demonstrate understanding of each activity to be implemented in a sequential manner in the district(s) applied for.
- (iii) Show how they will work with the districts, line Ministries, and Departments.
- (iv) Demonstrate how they intend to implement a district led program and how they will collaborate with lower level H/Fs and other district implementing partners.
- (v) Demonstrate how they intend to work with community structures to implement grant activities and to reach the intended beneficiaries in the district selected.

b) Monitoring and Evaluation

Potential SG should demonstrate current systems and expertise in M&E, programming, reporting and documentation. Applicant need to demonstrate knowledge experience and use of National reporting systems including showing how they will be useful to the organization in reporting data right from the community to National level in relation to activities to be implemented. Applicant should show how data collection, analysis, and storage right from households, community, HF, District to the National level will be carried out. The applicant should provide output indicators that will be used to monitor progressive performance for each activity and proper description of data quality assurance measures that will be used including assurances for delivery of quality services to potential beneficiaries.

c) Project Sustainability

1. Applicants should provide sustainability plans of the interventions and describe how the proposed methodologies and their beneficial effects will be sustained after the project period and ability for quick start in absence of project funds disbursement.

Section V: Human Resources and Administration

(a) Management structure and key personnel

The applicants should provide an approved and updated organogram and description of staffing levels by key departments or units that will implement the project. Applicants should in addition provide curriculum vitae (CVs) for at least three key personnel to include program coordinator, finance and administration and data officer, clearly defining their experience, roles and responsibilities vis-à-vis the proposed activities. These will be assigned to support implementation of the proposed methodology. .

CVs should indicate special skills, abilities and qualifications in areas relevant to the scope of grant interventions.

(b) Infrastructure

Applicants should define infrastructure available that will be used to implement the grant including; ownership, numbers, functional status and location (e.g. IT, furniture, office space, transport etc.)

Financial proposal

General instructions:

Financial proposals require all potential SGs to list major cost components accrued to each activity to be implemented, and a detailed breakdown of costs (cost input, unit cost, quantity, frequency and duration). All inputs of activities leading to the desired outputs (described in the Technical Proposal) must be costed. Any activities and outputs described in the Technical Proposal but not costed in the Financial Proposal, shall be assumed to be included in the costs of other activities or items, as well as in the final total cost.

Budgeting instructions:

All budgetary costs must be reasonable and made according to prevailing market prices and with justification as to how they will contribute to successful implementation of the sub-grant. If the applicant has no reference policies for facilitating Human Resources, the applicant is advised to benchmark public service standing orders. Technical assistance should not be budgeted for in this RFP. It will be covered during implementation after assessing the organizational need. Such costs if included will not be considered.

Administrative costs:

Administrative costs should not exceed 15% of the total program budget. These include both direct and indirect costs.

Direct administrative costs:

Direct administrative costs may include those costs associated with the following sub-grant specific costs:

- a. Accounting and other fiscal activities, including reporting expenses.
- b. Auditing
- c. Overall program administration

- d. Evaluating and reporting on the progress and results of the grant program
- e. Monitoring compliance with the program requirements
- f. Salaries and benefits for staff who supervise activities of program staff. All direct administrative costs budgeted for should be detailed and itemized by nature, showing assumptions, quantities and unit costs.

Indirect administrative costs:

Indirect administrative costs are costs that are not directly attributable to the sub-grant. To include a budget for indirect costs (e.g., if the applicant requires to share the cost of electricity, rent, water etc.), then the applicant should:

- a. Provide adequate details of the total cost of the item (by type, with all assumptions including quantities and unit costs);
- b. Show the contribution expected from the grant;
- c. Indicate rationale and method behind the allocation of costs to the grant which should be verifiable; and
- d. Ensure that the grant will be charged with no more than the fair share of costs needed for the level of effort of the activity(s).

Budgeting currency: All budgets shall be prepared in Uganda shillings (UGX).

Detailed Budget: The Applicant should provide a detailed activity based budget for the district(s) applied for. Budgeting should be done activity by activity according to the budget format provided (appendix V). Lumping up of costs is not permitted.

Budget Narrative: The budget should be accompanied by a detailed narrative that explains how the costs contribute to achieving results for each activity implemented. Clear justification of cost input, unit cost, quantity, frequency and duration should be explained in detail.

EVALUATION OF PROPOSALS

Preliminary examination of proposals

MUWRP shall examine the proposals to evaluate their completeness with respect to minimum documentary requirements spelt out here under, whether all documents have been properly signed, authentic, whether or not the applicant is not blacklisted or is on a list of terrorists and terrorist financiers, in MUWRP's and other donors' lists of suspended or blacklisted organizations; and whether the RFP is generally in order, among other indicators that may be used at this stage.

MUWRP reserves the right not to consider any applicant with a record of gross audit issues leading to refunding, is currently refunding money resulting from ineligible expenditures, fraud or misappropriation during the previous PEPFAR grants and/or any other donor. Any application that

does not meet the administrative requirements spelt out in this RFP shall not go beyond the preliminary stage.

Minimum documentary requirements to be submitted

- i. Signed and stamped submission cover/face page by head of the organization or person authorized to do so.
- ii. Valid copy of the workplace Identity card of the person authorized to represent the organization. Workplace Identity is verifiable during evaluation.
- iii. Copy of the Organizational Strategic plan
- iv. Copy of Certificate of Incorporation certified by Uganda Registration Service Bureau (URSB) or Copy of Certificate of Registration certified by the NGO Bureau, or copy of registration certificate from the district or sub county, not earlier than January 2018.
- v. Certified copy of a valid permit of the organization from the NGO Bureau. (Optional)
- vi. Certified copy of Annual (not Transactional) Tax clearance certificate for 2017.
- vii. Certified Audited Financial statements signed by the Director (or the Board) with accompanying management letters for three consecutive years (2014, 2015, 2016 or 2015, 2016, 2017) or (2013/14, 2014/15, 2015/16 or 2014/15, 2015/16, 2016/2017). Please note that applicants should submit a complete set of organizational Audited financial statements and project specific audit reports.
- viii. Signed Annual performance organizational reports (2015, 2016) or (2014/15, 2015/16). Where the applicant has submitted a signed Annual performance organizational 2016/17 report, this is acceptable. Please note that project specific reports shall not be accepted.
- ix. Recommendation letter(s) from current or previous Donor(s) with engagements of not more than 5 years ago, addressed to Executive Director, MUWRP.
- x. Please Note:
 - ALL recommendation letters should not be dated before 11th June 2018 (date of the advert) – this is to avoid multiple use of recommendation letters which were meant for other purposes and not for this RFP.
 - The letter obtained from the donor should clearly state the amount and purpose of funding to the applicant in the current or previous years.
 - MUWRP being the procuring and disposing entity, shall not issue recommendation letters to intending applicants.
 - Recommendation letters from Donors should be signed by either, the Accounting Officers (head of institution) Contracting /Responsible activity Officer for Donor Agencies and shall be subjected to verification.
 - Recommendation letters from the District Community Development Officer (DCDO), or District NGO forum or Chief Administrative Officers, from the district(s) being applied for addressed to **Executive Director. MUWRP.**

Please Note:

- ALL recommendation letters should not be dated before 11th June 2018 (date of the advert) – this is to avoid multiple use of recommendation letters which were meant for other purposes and NOT for this RFP.
- The recommendation letters should address willingness of the district to work with the applicant.
- Recommendation letters from the Districts should be signed and stamped strictly by the issuing district official. All letters are verifiable at evaluation.
-

TECHNICAL EVALUATION OF PROPOSALS

All proposals shall be reviewed by MUWRP to ensure that General Terms and Special Conditions have been accepted by the applicant without any deviation or reservation. The MUWRP evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the scope of program activities and what was requested for in the RFP, applying the evaluation criteria, sub-criteria, and point-system. Any proposal that attains the minimum technical score of 70% of the total score of the Technical Proposal shall be considered responsive. The evaluation committee shall not make any changes to the criteria, sub-criteria and point-system indicated in the RFP after all proposals have been received. The technical application shall be weighted out of 70% of the total score in the technical proposal.

Evaluation Criteria for Technical Proposal

The following are the evaluation factors or standards that will formulate a basis for scoring Proposals. Refer to detailed criteria in Appendix II.

FINANCIAL EVALUATION OF PROPOSALS

This section details projected costs as a Sub Grantee (SG) for the grant (district). At the financial evaluation stage, only Financial Proposals of those Applicants who achieve the minimum technical score of 70% will be opened for evaluation, comparison and review. The Financial proposal envelopes that do not meet the minimum technical evaluation score shall be returned to the applicants unopened. The Financial application will constitute a weighted score of 30% of the total score of the Financial Proposal.

	Criteria	Points
1.	Direct Program Costs	21
a)	<p>Clear budget with detailed assumptions and logical justification</p> <ul style="list-style-type: none"> • Detailed activity-based budget prepared in Microsoft Excel using the format provided in ANNEX V (3 points) • Detailed and logical narrative justifying direct program budget assumptions: <ul style="list-style-type: none"> • cost input (1 point) • unit cost (1 point) • quantity (1 point) • frequency (1 point) • duration (1 point) 	8
b)	<p>Sufficiency & Consistency with project activities and goals</p> <ul style="list-style-type: none"> • Activities budgeted for should be the same as those in the RFP for the priority areas applied for (2 points) • Cost inputs/items should be adequate to give the desired results for each activity (5 points) 	7
c)	<p>Reasonable (according to prevailing market prices and key assumptions)</p> <ul style="list-style-type: none"> • Unit costs for facilitation/allowances should be comparable with existing government rates or organizational policy (for example public fare rates, per diem etc.). A certified copy of the extract of the policy being referred to should be submitted. (3 points) • Unit costs for goods and services should be comparable to prevailing average market prices or benchmarked with existing public price list (where used, they should be clearly referenced). (3 points) 	6
2	Administrative costs	21
a)	<p>Human Resource Costs</p> <ul style="list-style-type: none"> • Detailed breakdown (names/positions, number of staff, months on the project, level of effort on the project) of the Human resource (1 point) • Remuneration levels in general should be consistent with local market practice for similar jobs in similar organizations. (1 point) • Fringe benefits should be in conformity with local labor laws. (3 points) <p>Note; Unreasonable salaries and fringe benefits will lead to loss of marks. Certified copy of the Organizational salary structure and policy extracts for fringe benefits should be submitted.</p>	5

b)	<p>Shared Costs (Must be reasonable in relation to Indirect costs)</p> <ul style="list-style-type: none"> Detailed budget prepared in Microsoft Excel using the format provided in ANNEX V (2 points) Detailed and logical narrative justifying indirect/administrative budget assumptions: <ul style="list-style-type: none"> a. cost input (2 points) b. unit cost (2 points) c. Quantity (2 points) d. Frequency (2 points) e. Duration (2 points) f. level of effort/contribution (2 points) Unit costs for goods and services should be comparable to prevailing average market prices or benchmarked with existing public price list (where used, they should be clearly referenced). (2 points) <p>Note; Provide a basis for allocation of shared costs to the grant applied for</p>	16
3.	Budget should be within activity, total program and administrative/indirect costs	8
	<ul style="list-style-type: none"> Total Program budget should not be more than 90% of the total budget ceiling for the cluster (2 points) Total Administrative budget should not be more than 10% of the total program budget (3 points) The budget for each activity should not exceed the budget ceiling for each activity applied for (3 points) 	

The overall evaluation score will be based on a combination of the technical score and the financial score.

- Rating the technical proposal (TP)

TP Rating= Total score obtained by the application *divided* by Maximum obtainable score for (TP) x 100.

- Rating financial proposal (FP)

FP Rating = Score of the application being reviewed divided by Maximum Obtainable Score for (FP) X100

- Total combined and final rating of the Proposals

(TP Rating) x (Weight of TP = 70%) + (FP rating) x (Weight of FP = 30%)

PHYSICAL INSPECTION/DUE DILIGENCE

The evaluation committee shall undertake due diligence aimed at determining the validity of the information provided by the applicant. Such exercise shall be fully documented and, the areas of focus may include, but not be limited to the following:

- (i) Verification of accuracy, correctness and authenticity of information provided by the applicant on the legal, administrative, technical and financial documents submitted.
- (ii) Inquiry and reference checking with Government entities with jurisdiction on the applicant, or any other entity that may have done business with the applicant.
- (iii) Inquiry and reference checking with other previous clients on the quality and quantity of performance on ongoing or previous contracts.
- (iv) Physical inspection of the applicant's offices, branches or other places where the applicant transacts business, with or without notice to the applicant.
- (v) Qualitative and quantitative assessment of ongoing and completed outputs, works and activities similar to the requirements in the RFP, where available.
- (vi) Other verification that MUWRP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
- (vii) Although findings from the above will be kept confidential, the information obtained will be used to make the final decision about the applicant.

NON CONFORMITIES, REPARABLE ERRORS AND OMISSIONS

Provided that the application is substantially responsive, MUWRP shall correct arithmetical errors as follows: If there is a discrepancy between the unit cost and the line item total that is obtained by multiplying the unit cost by the quantity, the unit cost shall prevail and the line item total shall be corrected. Unless, in the opinion of MUWRP, there is an obvious misplacement of the decimal point in the unit cost, in which case the line item total as quoted shall govern and the unit cost shall be corrected; however this shall apply only if it does not disadvantage the other applicants.

CLARIFICATION OF PROPOSALS

To assist in the examination, evaluation and comparison of proposals, the evaluation committee may, at its discretion, ask any applicant for a clarification of its proposal. This should not be seen to compromise the evaluation team. The request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the budgets or substance of the proposals shall be sought, offered, or permitted, except to provide clarification, and confirm the accuracy of any arithmetic errors discovered by the evaluation committee during evaluation of the proposals, in accordance with the RFP.

Any unsolicited clarification submitted by an applicant in respect to their application, which is not a response to a request by the evaluation team, shall not be considered during the review and evaluation of the proposals.

AWARD OF CONTRACT

Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

MUWRP reserves the right to accept or reject any Proposals, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected applicant(s) of the grounds for MUWRP's action. Although the Grant is running for one year, MUWRP recognizes the performance based funding principle of the PEPFAR grants. Successful applicants will be awarded Contracts on an annual basis and renewal of contracts will be based on both programmatic and financial satisfactory performance and availability of funds.

APPENDICES

APPENDIX I: SUBMISSION FACT SHEET.

I hereby submit this application on behalf of my organization consisting of the following details;

No.	Data	Specific Instructions / Requirements
1	i)Organization name, ii.) Contacts of the organization (physical address, postal address, office telephone, email address) iii.) Name and title of the key person iv.) Contacts of the key person (telephone and email contacts)
2	Name of Grant being applied for
3	District applied for(Location):
4	Number of copies of Technical Proposals Submitted	Original:Copies:
5	Number of copies of Financial Proposals submitted	Original: Copies:
6	Electronic copy submitted (CD)(Tick)	<div> <div>Technical proposal ; YES</div> <div>NO</div> <div>Financial proposal ; YES</div> <div>NO</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>

7	Status of submission (Tick)	Sole Proposal <input type="checkbox"/>
8	<p>Documents requested and submitted for preliminary evaluation should be arranged in the order below; (Tick against the document only if submitted)</p> <ul style="list-style-type: none"> i. Signed and stamped submission cover/face sheet by head of the organization or any authorized person. ii. Valid copy of the workplace Identity card of the person authorized to represent the organization. Workplace Identity is verifiable during evaluation. iii. Copy of Certificate of Incorporation certified by Uganda Registration Service Bureau (URSB) not earlier than January 2018. iv. Certified copy of a valid permit of the organization from the NGO bureau. or copy of registration certificate from the district or sub county v. Certified copy of Annual (not Transactional) Tax clearance certificate for 2017. vi. Certified Audited Financial statements signed by the Director (or the Board) with accompanying management letters for three consecutive years (2014, 2015, 2016 <u>or</u> 2015, 2016, 2017) or (2013/14, 2014/15, 2015/16 <u>or</u> 2014/15, 2015/16, 2016/2017). vii. Copy of the current Organizational Strategic plan and objectives viii. Signed Annual performance organizational reports (2015, 2016) or (2014/15, 2015/16). ix. Recommendation letter(s) from current or previous Donor(s) (Not more than 5 years ago) addressed to Executive Director, MUWRP. x. Recommendation letters from the District Community Development Officer (DCDO), or District NGO forum or Chief Administrative Officers, addressed to Executive Director, MUWRP. xi. Technical Proposals (and accompanying soft copies) xii. Financial Proposals (and accompanying soft copies) 	
	Name of Authorized Officer	

	Designation	
	Date (day, month, year)	
	I certify that, to the best of my knowledge, the information given in the RFP is correct and truly represents the organization's position <i>Signature and Stamp</i>	

APPENDIX II: TECHNICAL EVALUATION CRITERIA AND SUB- CRITERIA

No.	Criteria	Points
1.	Leadership and Governance	15
a)	Governance structures of the organization (Description of the Board structure, composition and professional mix) – 5 points	
b)	Leadership/Management Structures of the Organization (Description of the structure, composition and experience of the Management team) 10 points	
2.	Expertise/Competency of the Entity/Organization	25
a)	Organizational Capability which is likely to affect implementation- Demonstrate history of implementing activities/interventions similar or related to those detailed in the priority areas applied for 1 point- Demonstration of Quantitative and Qualitative achievements for the projects implemented 1 point- Show projects implemented and their budgets in the last 5years 2 points- Experience in indicating achievements, challenges encountered and the strategies used to address them 2 points- Organizational Strategic plan – reference the section/chapter/page that has the disease component in relation to the grant being applied for. 2 points	
b)	Partnership-Experience working in partnership with each of the following; Line Ministries, Departments and Agencies, Districts and Community Based Organizations 2 points Explain the kind of partnership, period of partnership and results/outcomes from this partnership with each of the above entities. 2 points	
c)	Relevant Specialized Knowledge- Description of the MUWRP programmatic and financial reporting requirements. 1 point- Description of the MUWRP coordination relationships. 1 point	
d)	Financial management and internal controls <ul style="list-style-type: none"> Demonstration of fiscal controls and accounting procedures that permit tracing of funds to a level of expenditure adequate to establish that funds have been used in accordance with the approved grant application 	

No.	Criteria	Point
	<p>(Financial procedural manual/policies, external audit reports, tracking transactions). <i>1 point</i></p> <ul style="list-style-type: none"> • Demonstration of an effective internal control system for accountability of funds, property, and other assets • strategies in place to detect and minimize financial risks and potential fraud <i>1 point</i> • Internal control procedures (authorization levels, segregation of duties, management control) <i>1 point</i> • Management of assets in the organization including asset verification <i>1 point</i> • Detailed description of the organizational Internal Audit function <i>1 point</i> 	
e)	<p>Financial accounting system</p> <ul style="list-style-type: none"> • Demonstrate strategies for rapid start up <i>4 points</i> • Description of the accounting system for recording transactions <i>2 points</i> • Description of systems used to segregate funds and expenditure by donor, grant, and expenditure category <i>2 points</i> • Description of actions used to track obligated and unobligated balances <i>2 points</i> 	
3.	Methodology	40
a)	<p>Responsiveness and quality presentation to the requirements set forth in this application</p> <ul style="list-style-type: none"> • Use of application format provided <i>1 point</i> • Evidence of understanding the tasks <i>1 point</i> • Description of each activity in a sequenced manner leading to desired results <i>3 points</i> • Consistency of description of activities in the priority areas applied for as laid out in the RFP <i>3 points</i> 	
b)	<p>Illustrate innovative, feasible methodology/strategies and implementation models, results based, district led, and community involvement in practical terms not theoretical</p> <ul style="list-style-type: none"> • Desired objectives of implementing each activity <i>2 points</i> • Description of target population for each activity <i>1 point</i> • Implementation approach for each activity (include innovative approaches to reach targeted population) <i>4 points</i> • Description of expected results at outcome level in line with National indicators <i>3 points</i> 	

No.	Criteria	Points
	<ul style="list-style-type: none"> • Description of how line Ministries, Departments and Agencies will be involved in the implementation of activities <i>1 point</i> • Description of district local government involvement in the implementation of activities <i>2 points</i> • Description of how CBOs and/or Community structures will get involved in implementation <i>2 points</i> <p>For each of the above descriptions, show how logical, realistic and efficient implementation models/innovations will reach beneficiaries. In addition, demonstrate feasibility, practicability, effectiveness and efficiency of described models in reaching targeted populations, or communities.</p>	
c)	<p>Availability of M&E systems appropriate for the task</p> <ul style="list-style-type: none"> • Description of the M&E systems in place including project evaluation and performance monitoring systems with well-defined output indicators. This should include the following; M&E structure, M&E plan, number of M&E personnel and background training, availability and type of existing database, routine monitoring /support supervision activities, routine reporting, data utilization and assurance plan for M&E, evaluation and performance monitoring plans. <i>3 points</i> • Demonstration of knowledge, experience and use of National HMIS tools used. <i>3 points</i> • Demonstration of how the organization will use the National reporting system from community to National level. <i>2 points</i> 	
d)	<ul style="list-style-type: none"> • Description of data quality assurance mechanisms that will be used during implementation of activities (Standard Operating Procedures – SOPs, client satisfaction assessments) <i>3 points</i> • Description of service quality assurance mechanisms that will be used during implementation of activities <i>2 points</i> 	
e)	<p>Sustainability Strategy, Self-evaluation and performance monitoring system with well-defined output indicators. Give specific examples</p> <ul style="list-style-type: none"> • Demonstration of strategies for sustainability of interventions. <i>2 points</i> • Linkages with existing government projects and programs. <i>2 points</i> 	
4.	Human Resource and Administration	20
a)	Staffing and competencies in Key departments; Finance, Programs, Monitoring and Evaluation, Audit, Compliance, Procurement and any other specific to the	

No.	Criteria	Points
	<p>components in the RFP such as Adolescent, Gender , and HIV</p> <ul style="list-style-type: none"> • Description of staff details ; numbers, qualifications and experience in the organization to implement the tasks <i>7 points</i> • Description of how the staff skills will be utilized to achieve the desired results in project implementation <i>5 points</i> 	
b)	Organogram – clear and understandable, reflecting key positions and reporting relationships <i>4 points</i>	
c)	Description of available infrastructure that will facilitate implementation of tasks (office space, computers/laptops, printers, photocopiers, vehicles, motorcycles, internet accessibility). <i>4 points</i>	

APPENDIX III : MUWRP/PEPFAR KEY PRIORITY AREAS

PRIORITY 1:

Make continuous use of granular data to inform program design and increase impact so that programs not showing results can be stopped and interventions showing promise can be scaled.

PRIORITY 2:

Accelerate optimized HIV testing strategies [ex. assisted partner notification (APN); HIV self-testing for KP/PP; and screening for HIV testing eligibility at OPDs} and in particular those to reach men including extended clinic hours, same-day initiation, pre-appointment reminders, and intensified use of male peer linkage facilitators.

PRIORITY 3:

Continue to target the high priority 15-19 age band with VMMC with a goal of reaching 80% coverage of males within this band

PRIORITY 4:
Finding the missing children and OVCs. Improve case finding, linkage and retention of HIV Infected children leveraging the OVC program for children and adolescents instrumental in closing the gaps along the clinical cascade
PRIORITY 5:
Accelerate optimized HIV treatment strategies with an emphasis on women under the age of 24 and males
PRIORITY 6:
Epidemic control for key populations. Expand HIV prevention, particularly for women under 25 and men under 30 and Epidemic control for Key Populations
PRIORITY 7:
Reaching more AGYWs with a refined package
PRIORITY 8:
Enhance joint TB and HIV case finding among presumed TB cases and in TB clinics and expand IPT.
PRIORITY 9:
Systems investments: HRH, SI, Supply Chain and TLD transition

PRIORITY 10:

Strengthen strategies to provide high-quality care for mother-baby pairs to achieve 90 percent retention and viral suppression among pregnant women initiating ART and over 80 percent final infant outcome at 18 months.

PRIORITY 11:

Implement interventions to further improve the overall coverage of EID 0-12 months from 76 percent in FY17 to 95 percent at FY19 with 80 percent targeted to receive the EID test within 0-2 months

APPENDIX IV: SUMMARY OF INTERVENTIONS AND GRANT ACTIVITIES:

AGYWS	
	Support socio - economic strengthening activities
	Provide educational support to the most vulnerable in-school AGYWs
	Facilitate SINOVUYO sessions for in school and out of school AGYWs
	Support Implementation of the School family initiatives model in schools
	Support increased information dissemination and use of FP services through training of VHTs attached to the safe spaces and facilities
	Support provision of conditional cash transfers/ Socio-Econ subsidies to AGYWs
	Support cross enrolment of pregnant and lactating AGYWs between DREAMS and G-ANC
	Identify and train peer leaders/mentors to roll out stepping stones program
	Support AGYWs to sit for DIT exams
	Facilitate peer/ mentor led small group to offer risk reduction counselling for AGYW and their sexual partners using the stepping stones approach.
	Support identification of AGYWs for linkage services
	Follow-up AGYWs' MSP with prevention services like HTC, VMMC and ART
	Track the availability of condom dispensers at safe spaces
GBV	
	Support referral pathways for GBV providers
	Dissemination of child protection, UCHL, and SAUTI IEC materials and guidelines to the community and action centres
VMMC	
	Robust mobilization of communities for uptake of integrated health promotion and preventive services focusing on VMMC
MTCT	
	Support ANC uptake and demand for hospital deliveries
	Intensive weekly tracking of all positive pregnant/breastfeeding women
	Support mentor mothers in facilities to coordinate FSGs, support tracking appointments, weekly identification of LTFU and tracking of mothers/infants
	Support immediate ART initiation through mentor mothers/facility linkage facilitators
	Support HEIs with missed appointments with physical follow up through home visits
	Support health education, adherence counselling and retention

OVC	
	Support access to health care services for vulnerable/at risk children and adolescents who are non-adherent or failing on ART
	Conduct home visits for HIV Positive children/adolescents for comprehensive adherence support and support for ongoing linkage
	Identify, assess, and enrol vulnerable households onto the OVC program with focus on children of KPs and PPs and provide core OVC program areas
	Support referral of index cases for comprehensive HIV services
	Support linkage and subscription to community health insurance systems (SPLAs and OVC)
	Support the Community Adolescent Treatment Supporters (CATs) model to differentiate services for adolescents in communities
	Identify and train adolescent peer leaders to provide peer to peer support for ALHIV
	Support access to medical services for the critically ill HIV infected
	Facilitate and track referrals of malnourished OVCs for further facility based support and management
	Support cross linkage of OVCs between community social service and health facility and monitor linkage and retention for HIV+ OVCs
	Monitor ECD intervention- using the Kidogo/Family & community motivator program focusing on Mother/caretaker-Baby pairs)
	Support provision of parenting skills training to OVC households targeting OVCs and their parents/care givers using SINOVUYO
	Support operationalisation of child protection committees
	Facilitate referral process of abused children to the police Family and Child Protection Unit, para social workers and CDOS for GBV survivors
	Train Households in Crop and animal production Social economic (Apprenticeship for OVCs out of schools, SILC, Vocational Skills)
	Support households food security initiatives through provision of start-up seeds, and training for establishment and management of backyard gardens
	Provide food aid/commodities in emergency situations for critically vulnerable OVCs
	Support Primary and Secondary Education for OVCs and AGs
	Hold meetings with parents/ caretakers of OVCs with school fees to review performance for each term
	Monitor Schools attendance, progress and retention for In school OVCs and AGs linked to the OVC program through DREAMS
	Conduct house hold assessment to identify barriers to girl – child education and identification of tailor made solutions

APPENDIX V: HUMAN RESOURCES LOG

[illegible]

APPENDIX VI: BUDGET TEMPLATE

PROGRAMMATIC/ ACTIVITY BUDGET													
Budget line Note: As per Appendix IV	Activity description Note: As per Appendix IV	Budgeting assumptions									Scheduling of expenditure (State amount to be spent in each quarter)		
					Unit of	Freq.	Unit of	Unit (other	Unit of				
		Cost input	Unit cost	Quantity	quantity		frequency	-*specify)	measure re	Amount	Q1	Q2
43													
Sub-total													
44												
Sub-total													
ADMINISTRATIVE COSTS (15% OF PROGRAM COSTS)													
No.	Items	Unit cost	Quantity	Frequency	Duration	LoE			
1.													
Sub-total													
Grand Total													

