



**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
2021/2022**

NOVEMBER, 2021

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS.....	3
OPERATIONAL DEFINITIONS	4
INTRODUCTION AND BACKGROUND.....	5
MAKERERE UNIVERSITY WALTER REED PROJECT (MUWRP)	5
SUB- RECIPIENTS FOR GRANT PERIOD 2021 - 2022	5
GUIDELINES FOR SUBMISSION OF PROPOSALS	6
OBTAINING RFP BIDS	7
GENERAL INSTRUCTIONS	7
SUBMISSION AND OPENING OF PROPOSALS	9
Submission of Proposals and late Proposals	9
Opening Proposals	9
Withdrawal, Substitution and Modification of Proposals	9
CONFIDENTIALITY	9
APPLICANT'S PRE-BID MEETING.....	11
CLARIFICATION OF PROPOSALS	11
AMENDMENT OF PROPOSALS	11
PREPARATION OF PROPOSALS	11
APPLICATION WRITING FORMAT.....	11
FORMAT OF THE APPLICATION	12
FACE SUBMISSION SHEET.....	12
EXECUTIVE SUMMARY	12
TECHNICAL APPLICATION, FORMAT AND CONTENT	12
MONITORING AND EVALUATION	15
SUSTAINABILITY.....	15
MANAGEMENT STRUCTURE AND KEY PERSONNEL	16
FINANCIAL APPLICATION	16
EVALUATION OF PROPOSALS	18
PRELIMINARY EXAMINATION OF PROPOSALS.....	21
TECHNICAL EVALUATION OF PROPOSALS.....	21
FINANCIAL EVALUATION OF PROPOSALS.....	21
PHYSICAL INSPECTION/DUE DILIGENCE	21
NON CONFORMITIES, REPARABLE ERRORS AND OMISSION	22
CLARIFICATION OF PROPOSALS	22
AWARD OF CONTRACT	22
APPENDICES.....	23
APPENDIX I: MUWRP/PEPFAR PRIORITY AREAS.....	23
APPENDIX II: HUMAN RESOURCES FOR HEALTH LOG.....	25
APPENDIX III: BUDGET TEMPLATE	26

ABBREVIATIONS AND ACRONYMS

AGYW	Adolescents, Girls and Young Women
AIDS	Acquired Immune Deficiency Syndrome
BCC	Behaviour 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 Services 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 organization 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
 - ii. Limits the rights of MUWRP and/or the obligations of the applicant; and
 - iii. Substantially alters the scope and quality of the requirements;that compromise the competitive position of other applicants.
- 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 (HRH) 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 HV Research Program/Henry M Jackson Foundation established in 2002 for the express purpose of vaccine Research and development.

SUB- GRANTEES FOR FY 2021/2022

MUWRP seeks to collaborate with /CBOs as Sub-Grantees (SGs) for the next funding financial year 2021/2022 commencing in October 2021.

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.

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 **10th December 2021**. **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 labelling, 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 RFP review process

No.	Activity	Timelines
1	Advert for request for proposal/assistance	15 th November 2021
2	Deadline for submitting proposal	3rd December 2021
3	Deadline for seeking any additional clarifications on proposal	10 th December 2021
4	Pre-bid meetings – virtual	14 th December 2021

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 interest's 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. i. Any MUWRP staff that are owners, part-owners, directors, Board members or that serve the applying CBO in any other capacity or capacities.
- iii). 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.

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:

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 endeavour 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 applicant's 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 10th December 2021 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 endeavour 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.

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 2021/22 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 (i) Mission statement

ii (ii) Vision statement

iii (iii) Institutional set-up of the organization including the organogram

iv (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,

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

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 20 % 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 . Evaluation and reporting on the progress and results of the grants 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 contributes 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 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 2020.
- 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 2019.
- vii. Where possible Certified Audited Financial statements signed by the Director (or the Board) with accompanying management letters for three consecutive years (2016/17 or (2017/18) or, 2018/2019). 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 2018,2019 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:
 - i • ALL recommendation letters should not be dated before 15th November 2021 (date of the advert) – this is to avoid multiple use of recommendation letters which were meant for other purposes and not for this RFP.
 - ii • The letter obtained from the donor should clearly state the amount and purpose of funding to the applicant in the current or previous years.
 - iii • MUWRP being the procuring and disposing entity, shall not issue recommendation letters to intending applicants.
 - iv • 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.
 - v • 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 15th November 2021 (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 shared.

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.

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.

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.

APPENDIX I : COP 21 MUWRP/PEPFAR KEY PRIORITY AREAS

COP 21 PRIORITY AREAS
REQUIREMENT 1
Adoption and implementation of Test and Start with demonstrable access across all age, sex, and risk groups.
REQUIREMENT 2
Adoption and implementation of differentiated service delivery models, including six-month multi-month scripting (MMS) and delivery models to improve identification and ARV coverage of men and adolescents.
REQUIREMENT 3
Completion of TLD transition, including consideration for women of childbearing potential and adolescents, and removal of Nevirapine-based regimens
REQUIREMENT 4
Scale up of index testing and self-testing, and enhanced pediatric and adolescent case finding, ensuring consent procedures and confidentiality are protected and monitoring of intimate partner violence (IPV) is established.
REQUIREMENT 5
TB preventative treatment (TPT) for all PLHIV must be scaled-up as an integral and routine part of the HIV clinical care package.
REQUIREMENT 6
Direct and immediate (>95%) linkage of clients from testing to treatment across age, sex, and risk groups.
REQUIREMENT 7
Completion of VL/EID optimization activities and ongoing monitoring to ensure reductions in morbidity and mortality across age, sex, and risk groups, including >80% access to annual viral load testing and reporting.
REQUIREMENT 8
Monitoring and reporting of morbidity and mortality outcomes including infectious and non-infectious morbidity (required in COP18).
REQUIREMENT 9
Alignment of OVC packages of services and enrolment to provide comprehensive prevention and treatment services to OVC ages 0-17, with particular focus on adolescent girls in high HIV-burden areas, 9-14 year-old girls and boys in regard to primary prevention of sexual violence and HIV, and children and adolescents living with HIV who require socioeconomic support, including integrated case management (required in COP17 and COP18).
REQUIREMENT 10

Direct and immediate assessment for and offer of prevention services, including pre-exposure prophylaxis (PrEP), to HIV-negative clients found through testing in populations at elevated risk of HIV acquisition.
REQUIREMENT 11
Ensuring men are diagnosed, treated early and virally suppressed.
REQUIREMENT 12
Retaining at least 95% of clients in treatment.
REQUIREMENT 13
Adolescent girls and young women (AGYW) for DREAMS programming.
REQUIREMENT 14
Surveillance and public health response, including recency testing and case-based surveillance.
REQUIREMENT 15
Evidence of treatment and viral load literacy activities supported by Ministries of Health, National AIDS Councils and other host country leadership offices with the general population and health care providers regarding U=U and other updated HIV messaging to reduce stigma and encourage HIV treatment and prevention.
REQUIREMENT 16
Ensuring 15 to 35 year old asymptomatic clients are maintained on treatment and virally suppressed.
REQUIREMENT 17
Ensuring all children are diagnosed and are on the best treatment regimens and virally suppressed.
REQUIREMENT 18
VMMC among males 15 to 29 years old
Requirement 20
ARPA
Requirement 21
Implement a Key Population program that supports the needs of HIV positive and negative Key Populations
Requirement 22
Support Laboratory capacity required for execution of facility based Lab services in 4 lab hubs and 60 lower levels facilities, for provision of patient diagnostics and monitoring inclusive of testing, quality
Requirement 23
Support cervical cancer screening, treatment and referral of diagnosed cases to decrease HIV related mortality.

Requirement 24
Systems Investments: HRH, HIS, G2G
Requirement 25
Strengthen commodity security and supply chain for HIV/TB services

APPENDIX II: HUMAN RESOURCES LOG

**Human Resource
Log**

S/n	Field Name	Position/Title	Project role	Minimum skills qualifications needed	Level of effort full time, part time, short time

APPENDIX 111: BUDGET TEMPLATE

Activity Description	Budgeting assumptions								Scheduling of exp. (State amount to be spent in each Qtr.)
	Cost input	Unit cost	Quantity	Unit of quantity	Freq.	Unit of freq.	Unit (other - *specify)	Unit of measure	
SUB-TOTAL									
ADMINISTRATIVE COSTS (15% of program costs)									
Items	Unit cost	Qty	Frequency Duration	LoE				
SUB TOTAL									