

THE POSITIVE ACTION FOR CHILDREN FUND

Requests for Proposals 1 & 2, March 2010

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Introduction

Please read this document carefully: it explains what kinds of project we are looking for and how you should set out your proposal. Please check that your proposal clearly follows the structure of this guidance.

Make it clear to which RFP you are responding. Proposals that do not meet our criteria will not be considered. Further calls for proposals may be issued later this year.

There is not a pro forma proposal template for you to complete. Use the questions and other sections of this guidance to help you but you need not include them in your text. You must however answer all questions in the PACF Application Form, below.

Your proposal – covering Parts 1, 2, 3 and 4 below – must be no more than 8 pages (8 sides of A4 or US letter) and should be submitted as a stand-alone document alongside the Application Form and Appendices. Proposal documents that go above this page limit will be returned without consideration. Applications must be in English and use a font size no smaller than Helvetica or Arial 11.

We have tried to provide all the information you should need to prepare your proposal, including a set of Q&A at the end of this guidance, but you may have one or more specific questions you need to put to us. Queries on these two RFPs received by e-mail will be answered and will be used to update the existing Q&A after that date.

The focus of RFP1

This first Request for Proposals from the Positive Action for Children Fund is focused on the integration of HIV and sexual and reproductive health services leading to improved access to and continuity of services for men and women at risk of HIV or living with HIV.

All projects should have a strong component of community involvement to ensure demand for these services is generated or increased. Project objectives should contribute to the enhancement and integration of services in WHO's PMTCT elements 1 or 2, or together: primary HIV prevention; and improved sexual health and prevention of unintended pregnancies.

The focus of RFP2

This second Request for Proposals from the Positive Action for Children Fund is focused on the support of infants, children and adolescents living with HIV and their families within their communities, promoting a family-centred approach.

Projects may focus on one area of need for any subset of this age group or cover a number of needs across the age range, including, but not restricted to: early infant diagnosis; nutrition; support around maintenance of and adherence to ARV treatment; gender equality; sexual and reproductive health education, services and rights; stigma and discrimination.

Projects that are delivered in conjunction with affected communities and seek to develop continuing capacity in those communities and their organisations are encouraged.

General guidance

Strengthening monitoring and evaluation, research and reporting

In these RFPs the Positive Action for Children Fund will prioritise proposals that are designed to demonstrate the success, or failure, of their approach for the benefit of others. We wish to encourage an evidence-based approach to programming so we are keen that our projects assist that.

You should at least plan to enhance your project monitoring and evaluation (M+E) and reporting; we also encourage you to consider incorporating some level of operations or implementation research into the project, where appropriate, which you could conduct yourselves or which you could contract a research partner to deliver.

The research objective should be clear and opportunities for its publication should be identified. M+E and any associated research should be budgeted.

Closing date

Proposals should be submitted by e-mail to the Positive Action team at ViiV Healthcare at positiveactionforchildren@viihealthcare.com by midnight (GMT) on Friday 7th May. If successful, you will be notified following the Board meeting in June. Projects funded under these RFPs should commence before the end of November 2010.

Organisations eligible to apply

The Positive Action for Children Fund is targeted at helping communities affected by HIV and AIDS. Any properly registered not-for-profit organisation that represents or is working with or for affected communities is eligible to submit proposals.

Your proposal must make clear why your organisation is qualified to propose and run this project. You should also indicate your capacity for the work by providing information on your staffing levels, governance, your income for your last two financial years and projected income for the current year (the Positive Action for Children Fund will publish annually details of its grants and what proportion of grantees' income they represent).

If you are proposing a project on behalf of a partnership or consortium of organisations you must also provide this information for each of them.

We refer to our grantees as Positive Action Partners to reflect the relationship we wish to build with them: you must be committed to regular communication and to reporting your progress and ultimate successes and failures as you will see from the section below on monitoring, evaluation, research and reporting.

The size and period of the grant

For these RFPs, the maximum grant will be £200,000 per annum for a maximum of three years. Not all grants can be made to this maximum level so proposals for smaller or shorter projects are also encouraged, to a minimum of £40,000 per annum. Pilot projects are encouraged at this lower level. Budgets should be submitted in GB£ and will be fixed at these levels for the period of the project, regardless of exchange rate fluctuations.

What constitutes a project?

A project needs to be new work, not the direct continuation of previously funded activity. Testing a new way of working, taking a pilot to a different level, transferring a successful model to a new location or a new target population would all constitute "new work".

The project must have an objective that is achievable within the period of funding requested. It must be identifiable as a discreet programme of work alongside or within any larger programme your organisation runs; it should have a name that can be used by the implementer and the funder to describe the project.

Geography

The Fund has stipulated that 80% of its funding will go to projects focused on sub-Saharan Africa. Proposals that are focused in other regions will be considered, but fewer of them will be successful. We particularly encourage proposals that target the countries identified by UNAIDS with greatest need for PMTCT services (Nigeria, Mozambique, Kenya, Uganda, Ethiopia, DRC, Zimbabwe, Cameroon, Malawi, Zambia and India) Proposals should clearly state where the projects would operate. Any regional or international project should indicate what proportions of activities (and associated budget) are planned for different countries.

Other criteria – our funding priorities

The Fund has published its initial funding priorities. To be successful, applicants should demonstrate how their proposals meet one or more of these criteria:

- **Community engagement, participation and/or leadership**
This is a mandatory requirement as this is the Fund's chosen focus: a great many of the challenges of vertical transmission can only be fully met when communities are engaged and empowered to access and influence the services they need.
- **Patient focused and family-centred approaches**
Closely related to community engagement, these successful strategies for health care and social support should be adopted more widely.
- **Evidence-based and evidence-generating**
The Fund will insist that its projects are either grounded in evidence (including your own evidence) or committed to generating and publishing evidence for the success or otherwise of their innovations, or both.
- **Integration**
The vertical funding and management of different HIV services and of sexual and reproductive health has been unhelpful and we must continue to explore ways to optimise health impacts for patients and clients through the integration of services.
- **Generating demand**
Work with communities, targeting young people, women and families, in order to generate demand for sexual and reproductive health, HIV services and paediatric testing, care and treatment is critical in achieving greater coverage.
- **Advocacy**
Greater advocacy is required across the spectrum of HIV-related maternal and child health, especially for effective yet under-funded interventions and for the adoption of the approaches outlined above.

MANDATORY APPLICATION FORM

Please provide the following minimum information in the order requested below

- 1 Short English title – please provide a clear and concise project title that reflects the activities and/or objectives of your project; this may be in addition to any non-descriptive name you wish to give your project e.g. Zingatia Maisha, which you should also state
- 2 Contact details
For your organisation, or for each organisation in a partnership or consortium:
 - the name of the organisation
 - the postal address of the organisation
 - name of the principal contact person
 - telephone number of the principal contact
 - e-mail address of the principal contact
 - web site address
- 3 Summary
Provide a brief (200 words or less) summary of your proposal, which indicates the PACF programme areas and funding priorities addressed
- 4 Location(s)
State the towns/provinces/country/countries/regions where activities will take place
- 5 Local partner(s)
Provide the name and contact information of any local partner(s) you have already identified – including community agencies, local and national government
- 6 RFP and funding amount – indicate which RFP you are responding to and how much funding you are requesting from the Positive Action for Children Fund in GB Pounds sterling over how many years
- 7 Turnover of organisation(s) – please give your organisation’s annual income for the last two years and expected income this year
- 8 Legal status of your organisation(s) – please provide details of the nature of your organisation and any relevant registration(s)

PART ONE: Your proposal – the rationale

Your 8 page stand-alone proposal document should begin by making clear the rationale for your programme. Please address the following:

- How does this proposal address the focus of this RFP?
- How does it support the broad WHO guidance on PMTCT?
- Which of the PACF programme areas and funding priorities does this proposal address?
- How was this project idea generated and by whom?
- Is there a basis in research for this proposal? If so please provide a summary and references. Is there a basis in your organisation's experience for this proposal? If so provide details.
- What does this project attempt that is new or innovative?
- What would be the objective of any associated operations or implementation research?
- Has your organisation been previously funded to undertake any of these activities? If so, by whom? In what way does this new proposal differ (e.g. scale, target population, geography and so on)
- How did you select the geographic focus of this project?

PART TWO: Working to achieve results

Please explain your approach and what you hope to achieve (a logical framework should also be submitted as an Appendix – see below). Please address the following:

- What are the project's aims, objectives, outputs and outcomes (or impacts)?
- What activities will achieve these, or how will the project determine activities to achieve these?
- What are the primary challenges or obstacles that your project must overcome to achieve success?
- How will you engage with the affected community (what is your point of entry?), how will they participate in the project and how will they benefit? Who else will benefit?

- Who are the key stakeholders in this project (including the community and local and/or national government) and what consultation have you done with them?
- How will your organisation identify and continue to engage with community and other stakeholders during the project? How will your involvement improve the capacity and/or the practices of the other stakeholders?
- How do your proposals relate to local and national AIDS programming, relevant government policy, and/or any international programmes or targets? Are these other players aware of your plans?

PART THREE: Management and capacity

We need to know what arrangements will be made for the management of this project. Please address:

- What strengths does your organisation bring to this project? What is your capacity to do this work?
- The management structure for the project
- How other key stakeholders, including the affected communities, are involved in project management
- What financial controls are in place to manage the grant?
- What external audit would cover this funding?

PART FOUR: Monitoring, evaluation, research and reporting

To help us assess your commitment to evaluating your work and maximising its benefits to others, please set out your approach to monitoring and evaluation (M+E), any operations, implementation (OR and IR) or other research and to their communication and dissemination. Please address:

- How will you manage M+E, OR and/or IR for the project?
- What is your strategy for sharing the lessons of this project?
- What new media or publications will be used to support your communication plan?
- Beyond any M+E and research proposed, in what ways will this project continue to provide benefit after the period for which funding is sought? Ensure your proposal addresses the questions of sustainability and influence.

APPENDICES

In addition to your proposal document please submit three Appendices: an outline budget; a logical framework; and a signed letter of declaration. If you wish, you may also submit short references from any key stakeholders. Other Appendices will not be accepted. All documents should be clearly titled and labelled so they can be easily identified as being part of your proposal.

Budget

Please submit an outline of the project budget, broken down into project years. The budget should make clear what funds will be spent in country and what funds are allocated to partner organisations (a minimum of 85% of the budget should be spent in the target country or countries). Overheads may not exceed 15% of budget.

Please ensure you budget for all project and associated activities, including M+E, any research, communications, publications and dissemination costs.

Logical framework

Please submit a logical framework that sets out your draft work plan against project objectives. We do not wish to impose a model of logical framework on you that may differ from the one you already use, but we expect it to deliver the following:

- Summarise key activities against project objectives
- Identify the baseline measurements, outputs and outcomes expected
- Identify indicators and means of verification

We understand that some detail will not be available until the project is set up and we expect the log frame to be updated accordingly. This is a tool to assist your project management but it will also form an important basis for your annual progress reports to the Fund. Annual reports on projects funded under RFPs 1 and 2 will be due one month after the end of each project year, so a project started at the end of August 2010 must report by the end of September 2011.

Declarations and references

Please complete and submit the attached letter of declaration. It should be printed on your official headed paper and signed by a legal representative of your organisation(s). Please submit a letter for each member of a partnership or consortium. A false statement will render your proposal inadmissible and any grant obtained by it will be forfeit. References from other stakeholders mentioned in your proposal are not essential but may lend credibility to your application.

Letter of declaration

Please print this text on your organisation's official letterhead and submit it signed and dated by e-mail and as a hard copy.

<Date>

Positive Action for Children Fund
ViiV Healthcare
980 Great West Road
Brentford
Middlesex TW8 9GS

Dear sir

Official declaration by applicants to the Positive Action for Children Fund Request for Proposals

I hereby declare on behalf of <name of organisation> that:

- <name of organisation> is registered as a legal entity in our country of origin
- we have not received funding from any other source to carry out the activities described within our proposal
- <name of organisation> is not bankrupt, being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, has not been the subject of proceeding concerning these matters, and is not in any similar predicament arising from national or international legislation or regulation
- <name of organisation> and its officers have not been the subject of any judgment with the force of law for fraud, corruption or other illegal activity detrimental to the financial and reputational interests of ViiV Healthcare
- we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations

Yours faithfully

<Signature of legal representative>

<Name>

<Position>

Frequently asked questions

What size of grant may we apply for?

RFP1 and RFP2 have a lower limit of £40,000 per annum and an upper limit of £200,000 per annum. The maximum period for any project under these RFPs is three years, but we successful projects may be extended beyond that period.

Can we apply for pilot funding?

Yes. A pilot project is defined as lasting one or two years only and is undertaken to test a project idea before taking it to a larger scale. Pilot projects should be budgeted at between £40,000 and £80,000 per annum. A grant to a pilot project is not a guarantee that any further funding would be available from the Fund for the next anticipated phase of work.

Is there a small grants scheme?

The Fund is considering whether it will launch a small grants scheme in the future. For the time being proposals are not sought below £40,000 per annum.

What constitutes a project?

A project needs to be new work, not the simple continuation of previously funded activity. For example, this could be the piloting of a new approach; taking a pilot approach to the next level; or transferring a successful model to a new location. It must have an objective that is achievable within the period of funding requested. It must be identifiable as a discreet programme of work alongside or within any larger programme your organisation runs; it should have a name that can be used by the implementer and the funder to describe the project.

When should our project start?

You should not request funds for a project that you cannot start before the end of November 2010. As it has to be a new project, it should not need to start until after the scheduled decision date for these RFPs in June 2010. We will not fund retrospectively.

Are there any geographical restrictions?

The Fund has stipulated that 80% of its funding will go to projects focused on sub-Saharan Africa. Proposals that are focused in other regions will be considered, but fewer of them will be successful. We particularly encourage proposals that target countries identified by UNAIDS with greatest need for PMTCT services (Nigeria, Mozambique, Kenya, Uganda, Ethiopia, DRC, Zimbabwe, Cameroon, Malawi, Zambia and India). Proposals should clearly state where the projects would operate. Any regional or international project should indicate what proportions of activities (and associated budget) are planned for different countries.

Up to what age will Positive Action consider funding for adolescent targeted projects

We will support programmes that are primarily targeted at up to 19 years olds. Those services or programmes may reach older age groups, but their primary focus should be 19 and younger.

Can we apply in a partnership or consortium?

Yes. You may apply on behalf of a consortium of agencies or a partner agency. One agency must act as the lead agency and be prepared to hold the budget and take responsibility for the finances, management, delivery, communication and reporting of the project. All members of the consortium need to provide a signed copy of the Letter of Declaration.

Can we apply for part or co-funding?

Yes. Provided the project is new and the other source of funding is named in the proposal the PACF will consider applications for part-funding. While we envisage being the sole funder of the majority of our projects we are also keen to leverage support from elsewhere.

Can we submit a proposal outside this RFP process?

No. At this stage we are not considering any unsolicited proposals.

What happens to my proposal after I have submitted it?

We will acknowledge receipt of your proposal by e-mail within ten working days. If you have not received an acknowledgement in that time please resubmit your full application to positiveactionforchildren@viivhealthcare.com

We will then subject your proposal document to a page count and check you have submitted all the requested information and appendices. Only proposals that meet these first tests will go on to be considered.

What happens to my proposal if I exceed the page limit?

Your proposal will be returned to you: you will be given three working days to edit and resubmit the proposal. If you do not meet this deadline your proposal will not be considered.

Can I include tables and diagrams in my proposal?

Yes. Maps, charts and diagrams may be included and may use colour. Attachments to your e-mails to the Positive Action for Children mailbox should not exceed 10MB.

What happens if I do not include the requested appendices?

Your proposal will be returned to you: you will be given three working days to resubmit the proposal with the budget, logical framework, letter of declaration and any references included.

Can I attach other information to my proposal?

Your proposal must be no more than 8 pages (8 sides) in length; the only appendices we will consider are those we have requested. Any other appendices will not be read.

How will my proposal be assessed?

If your proposal meets the basic criteria of the RFP it will then be placed on our list of eligible proposals. Short listing will follow an appraisal by our team of assessors. The final shortlist will be considered by the Fund's Advisory Board.

Will I receive any feedback on my proposal?

We may need to contact some applicants for clarification of their proposals, but we do not expect to need to contact all applicants. You should not expect to receive any other feedback before the grants are announced.

Once grants are announced we will provide feedback on all proposals that are submitted and which meet the criteria set out in this document.

When will the grants be announced?

We hope to announce our first grants in June following the inaugural meeting of our Advisory Board.

If I apply for grants under both RFP1 and RFP2, could both applications be short-listed and, ultimately, successful?

We do not have any rules regarding the number of grants any one organisation may receive from the Fund, either concurrently or sequentially. Proposals will be judged on their individual merits.

Can different country offices of the same organisation make separate applications for funding?

Yes, we will consider applications from multiple country offices of the same organisation

Must we budget for evaluation, research, communications and dissemination costs within the 15% overhead?

No. You should budget separately for those items and they should appear in the outline budget that you submit as one of the requested Appendices.

Can we seek clarification on other aspects of the RFP process?

Yes. Please e-mail any specific questions to us at positiveactionforchildren@viivhealthcare.com as soon as possible. We will try to answer them promptly and will update these Q&As periodically.