



**August 2019**

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## **REQUEST FOR PROPOSALS**

for

**A "HER VOICE" FUND 2.0 IMPLEMENTING ORGANISATION TO SUPPORT MEANINGFUL  
ENGAGEMENT OF ADOLESCENT GIRLS AND YOUNG WOMEN IN COUNTRY LEVEL  
PROCESSES**

**VIIV HEALTHCARE'S POSITIVE ACTION IN COLLABORATION WITH THE GLOBAL FUND TO  
FIGHT AIDS, TUBERCULOSIS AND MALARIA**



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## **1. BACKGROUND**

### **1.1 Introduction**

This Request for Proposals (RFP) has been prepared by ViiV Healthcare, in close collaboration with The Global Fund to fight AIDS, Tuberculosis and Malaria ("The Global Fund").

ViiV Healthcare and The Global Fund (together the "Project Partners") wish to engage a suitable organisation (the "Implementing Organisation"), to assist the Project Partners in the implementation and development of the second phase of the HIV Epidemic Response (HER) Voice Fund (the "HER Voice Fund 2.0").

The Implementing Organisation will be required to put in place an Operations Unit (OU) to implement, develop and operationalise the HER Voice Fund 2.0, in line with outlined objectives. This will include supporting the management of funds that foster meaningful engagement of adolescent girls and young women (AGYW) community-based organisations and will be focussed on but not limited to, Global Fund related processes and programmes. These could include the Global Fund Community Rights and Gender Strategic Initiative, Country Coordinating Mechanisms, or those implementing a Global Fund supported AGYW programmatic grant.

The Implementing Organisation will undertake these services on behalf of the Project Partners in accordance with the direction set by the Project Partners and a committee made up of an equal number of representatives of the Project Partners (the "Steering Committee"). The Steering Committee will provide oversight of the proposed activities.

The current budget for HER Voice Fund 2.0 is £500k (equivalent to approximately \$600,000 using an exchange rate of 1.2 for illustrative purposes only) and this must cover operational costs of the Implementing Organisation and the total of the Small Grants awarded (from \$500 to a maximum of \$10,000 per grant ("Small Grants")). It is the vision of the Project Partners that as much of the £500k available, is dispersed in the form of Small Grants to AGYW-led organisations, networks and groups (the "Small Grant Recipients") as possible. Accordingly, the Project Partners are looking for proposals that maximise the amount of funds available to be disbursed to Small Grant Recipients (the "Fund") and minimise operational costs for services provided by the Implementing Organisation (the "Service Fees"). This RFP is intended to assist the Project Partners in the identification and selection of a suitable candidate or candidates for the role of Implementing Organisation. Whilst detailed eligibility criteria and requirements are set out in this RFP, the successful organisation will:

- have capacity to manage and transfer Small Grants in an effective and efficient way, to selected community-based grantees (the "Small Grant Recipients") in Botswana, Cameroon, Eswatini, Lesotho, Kenya, Malawi, Mozambique, Namibia, South Africa, Tanzania, Uganda, Zimbabwe, and Zambia (the "13 Focused Countries").

In line with the Project Partners ethos of investing to strengthen civil society and community actors that are locally based, preference will be given to civil society organisations based in Sub-Saharan Africa (SSA).

## **1.2 Introduction to the Project Partners**

ViiV Healthcare is a global specialist HIV company, established in November 2009 by GlaxoSmithKline (GSK) and Pfizer, and dedicated to delivering advances in treatment and care for people living with HIV and those who are at risk of becoming infected with HIV. Shionogi joined the company by becoming a shareholder in October 2012. ViiV Healthcare's aim is to take a deeper and broader interest in HIV/AIDS than any company has done before and take a new approach to deliver effective and innovative medicines for HIV treatment and prevention, as well as support communities affected by HIV. For more information on the company, its management, portfolio, pipeline, and commitment, please visit: [www.viivhealthcare.com](http://www.viivhealthcare.com)

Originally set up as part of GSK's global health programmes unit, ViiV Healthcare's Positive Action was started 25 years ago to support communities living with HIV and it remains critical in ensuring that ViiV's mission of no person living with HIV is left behind is achieved.

The Global Fund is an international financing organisation that aims to attract, leverage and invest additional resources to end the epidemics of HIV/AIDS, tuberculosis and malaria to support attainment of the United Nation's Sustainable Development Goals (SDGs)<sup>1</sup> established by the United Nations.

### **The Project Partners' investment in AGYW**

ViiV Healthcare, through its Positive Action programmes and partnership with The Global Fund, continues to empower AGYW and their communities to take the lead in shaping and driving community-led responses to the HIV epidemic. The Positive Action for Girls and Women Fund was established in 2015 and to date has committed to

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<sup>1</sup> <https://www.un.org/sustainabledevelopment/>

investing £10m in programming for AGYW in sub Saharan Africa. Addressing the HIV epidemic in amongst AGYW is a key objective of the Positive Action 2020 – 2030 strategy and remains a priority for ViiV Healthcare to ensure that no person living with HIV is left behind.

The Global Fund Board reaffirmed its commitment on gender equality in April 2016, by including it as a top-line strategic objective in the Fund's Strategy for 2017 to 2022 – Investing to End Epidemics<sup>2</sup>. Addressing gender inequality and human rights related barriers is an integral part of the Global Fund Strategy<sup>3</sup>. To this end, The Global Fund has increased its investments more than five-fold in reducing HIV incidence among adolescent girls and young women in the 13 Focused Countries (Botswana, Cameroon, Eswatini, Lesotho, Kenya, Malawi, Mozambique, Namibia, South Africa, Tanzania, Uganda, Zimbabwe and Zambia). The Global Fund catalysed additional investment and launched an innovative matching funds programme in 2017 and used US\$55 million to mobilise an additional US\$140 million for programmes to reduce new HIV infections, violence and unintended pregnancies in those focus countries.

Also, in line with the overall strategy for AGYW, The Global Fund launched the HIV Epidemic Response (HER)<sup>4</sup>, an initiative that provides a platform for advocates, new partners and supporters to drive innovation and mobilise additional resources to empower women and girls in the fight against HIV.

### 1.3 Background to the project

#### HER Voice Fund Pilot

Engagement of key and vulnerable populations (including young women and girls in all their diversity) across The Global Fund processes and supported programmes is at the core of the Global Fund Strategy. Through the Community, Rights and Gender Strategic Initiative<sup>5</sup>, The Global Fund supports engagement of key and vulnerable populations in Global Fund processes, including engagement of women and girls.

The Global Fund created the "HER Voice"<sup>6</sup> Fund to support adolescent girls and young women through the provision of Small Grants to community-based groups to overcome

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<sup>2</sup> To see the 2017-2022 Global Fund Strategy "Investing to End Epidemics", please follow the link:

[http://www.theglobalfund.org/documents/board/35/BM35\\_02-TheGlobalFundStrategy20172022InvestingToEndEpidemics\\_Report\\_en/](http://www.theglobalfund.org/documents/board/35/BM35_02-TheGlobalFundStrategy20172022InvestingToEndEpidemics_Report_en/)

<sup>3</sup> <https://www.theglobalfund.org/en/strategy/>

<sup>4</sup> <https://www.theglobalfund.org/en/her/>

<sup>5</sup> <https://www.theglobalfund.org/en/funding-model/throughout-the-cycle/community-rights-gender-technical-assistance-program/>

<sup>6</sup> <https://www.theglobalfund.org/en/her/>

logistical, administrative and language barriers to participation in Global Fund-related and relevant country processes in the 13 Focus Countries where The Global Fund is investing towards HIV incidence reduction among AGYW. Launched in October 2017, The Global Fund supported the pilot phase of this Fund with an initial investment of US\$500,000 for a period of 12 months (the "Pilot"). Through the Pilot, almost 200 Small Grants were approved, so that young women and girls and youth would actively contribute to key decision-making processes on policies and programmes that impact their lives.

Relevant processes for which AGYW can get HER Voice Fund support include Global Fund country dialogues across the various stages of the cycle (concept note development, grant-making, grant implementation and grant monitoring); and meaningful participation in specific processes related to the design, review and monitoring of country policies, programmes and action plans that affect the rights, the health and the well-being of young people, including but not limited to the HIV national strategic policies and plans, youth/adolescent policies and programmes, country strategies for sexual and reproductive health and rights, as well as national legal and policy reform processes that have relevance and significant contributions to Global Fund supported and related AGYW work in country.

The uniqueness of the HER Voice Fund lies in its approach to addressing limitations and barriers faced by AGYW to engage in policy and decision-making spaces. The limitations are several and range from school obligations to more structural barriers, such as negative gender norms preventing AGYW to participate in decision spaces, intimidation and fear to speak in formal spaces, lack of confidence, weak preparation and poor knowledge of their rights. While youth development and leadership initiatives have been increasingly more equipped to address these gaps, a barrier that is often overlooked is the financial aspects needed to cover travel, logistics and communication costs related to the engagement of these groups in key decision-making processes. Besides, few initiatives have integrated peer-to-peer led consultations in self-organised spaces.

## **Objectives of the project**

### **HER Voice Fund 2.0**

Based on the success and demand of the Pilot and considering many of the 13 Focus Countries are preparing for the next Global Fund three-year programme cycle, The Global Fund and ViiV Healthcare's Positive Action are partnering to continue, further develop, and strengthen the HER Voice Fund with the launch of HER Voice Fund 2.0. Through this RFP, the Project Partners are seeking a suitable organisation to put in place an Operations Unit

(OU) to implement, develop and operationalise HER Voice Fund 2.0, on behalf of the Project Partners and in line with outlined objectives.

#### Overall objective

Increase meaningful engagement of AGYW in Global Fund and related country processes and ensure that relevant policy and programmatic changes are made to meet the needs of AGYW and contribute to improving their health and well-being in the 13 Focus Countries.

#### Specific objectives

- Refine and strengthen the HER Voice Fund Small Grant strategy, operational, communication and monitoring and evaluation framework;
- Manage and disburse the Fund to support AGYW groups and community-based organisations working with/on AGYW issues to ensure their meaningful participation in Global Fund and related country processes relevant for AGYW health and well-being;
- Collaborate with and strengthen partnerships between HER Voice Fund and stakeholders key to the success of the HER Voice Fund objectives. These partnerships include but are not limited to: Global Fund Community Rights and Gender Strategic Initiative, Country Coordinating Mechanisms, those implementing a Global Fund supported AGYW programmatic grant (principal recipients and sub-recipients), Global Fund civil society regional platforms, government agencies and policy makers working on AGYW and adolescent well-being.

#### Expected outcomes

- a. AGYW actively participate in, and inform decision-making platforms at the community, facility and district levels relevant for their health outcomes.
- b. AGYW inform the design, implementation monitoring and evaluations of the quality of Global Fund supported AGYW programmes.
- c. AGYW are meaningfully engaged and inform country national/sub-national policy reforms agenda, strategies and processes relevant for AGYW health.
- d. Meaningful partnerships established/strengthened with relevant stakeholders at the country and regional level to ensure greater impact and sustainability of the HER Voice Fund.

#### Project Timings

The implementation period of the HER Voice Fund 2.0 will start at the beginning of January 2020 and is expected to be ongoing for a period of up to three years. This RFP covers the investment for the initial implementation period of 12 months, with the option of being extended subject to Key Performance Indicators (KPIs) being met by the Implementing Organisation. The Project Partners anticipate that all preparatory processes for the engagement fund (such as set-up and launch) will take place in the last quarter of 2019.

#### **1.4 Enquiries and contact procedure**

Any enquiries or requests for clarification of any matters arising from this RFP should be directed to [her.voice@viiivhealthcare.com](mailto:her.voice@viiivhealthcare.com) as soon as possible, and no later than 1 September 2019.

#### **1.5 Submission of proposals**

Responses to this RFP must arrive no later than 23:59 GMT (UK) time, Sunday 15 September 2019 which is the date fixed for submission of responses to this RFP.

Organisations wishing to be considered for the role of Implementing Organisation ("Candidates") must submit their response to this RFP by email to: [her.voice@viiivhealthcare.com](mailto:her.voice@viiivhealthcare.com)

The Project Partners will not consider any late responses to this RFP nor will it consider requests for extension of the time or date fixed for the submission of responses.

After evaluation is completed, the Project Partners will retain copies of all responses to satisfy its audit obligations.

#### **1.6 Language**

The response to this RFP must be completed in English.

#### **1.7 Costs of preparation of response**

Recipients of this RFP and any Candidate will be responsible for and bear all of their own costs, liabilities and expenses which may be incurred in the preparation of their responses to this RFP and/ or participation in any subsequent discussion with the Project Partners, regardless of whether their response is successful, and a subsequent contract is awarded.

#### **1.8 Evaluation method and selection criteria**

The Project Partners will use the following evaluation and selection criteria when evaluating the responses to the RFP.

Representatives of the Project Partners (the "Evaluation Panel") will assess the extent to which responses submitted to this RFP meet the eligibility and evaluation criteria below.

In assessing each response to this RFP, the Evaluation Panel will allocate equal importance to technical and cost proposals. A two-stage procedure will be utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any cost proposal being considered. The cost evaluation will then be undertaken for responses that score above the minimum technical criteria.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value as determined by the Project Partners. However, the Project Partners reserve the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

Responses will be assessed based on the following Technical Evaluation Criteria:

Category	Max. score
a. Technical structure/ organisational capacity	30 points
The extent to which the technical proposal was able to show that the organisation was able to deliver high standard outcomes that contributed to areas that are relevant to this RFP.	
b. Technical approach	40 points
The extent to which the proposed approach and methodology contained in the statement of work are solid, feasible, implementable, effective, and relevant to the main objectives of the project described in this RFP.	
c. Expertise and qualifications	30 points
The extent to which the -respondents have demonstrated to have sufficient expertise/ personnel with the necessary education, training, technical knowledge, and experience for their assigned functions.	

Proposals shall be awarded scores out of the maximum number of points indicated above for each of the technical criteria. A minimum score of 70 out of a maximum of 100 is required to meet the requirements of the technical evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered further.

Proposals of the Implementing Organisations cost and therefore value for money (both cost-effectiveness and impact) is a key consideration and will therefore be evaluated as part of the selection process. The Cost proposals must be submitted in US Dollars.

### 1.9 Procurement procedure

The responses to this RFP must be submitted as directed in paragraph 1.8.

Responses should be valid for a period of 3 calendar months from the closing date for applications.

No further additions to, or modifications on submitted responses shall be allowed following submission, unless it is proven to be a bona fide typographical error or omission and that it may have material impact on the evaluation process. Such additions or modifications may only be permitted with prior, written, approval from representatives of the Project Partners.

The Project Partners may, at their discretion, change the closing date, cancel the RFP or, revise its terms, by issuing an amendment. All amendments to this RFP will be posted on <https://www.viivhealthcare.com/en-gb/supporting-the-community/positive-action-programmes/positive-action-for-girls-women/her-voice-fund-2.0> **It is the responsibility of the organisation wishing to be considered for the role of Implementing Organisation, to consult the website to ensure that they are aware of amendments to this RFP.**

The Project Partners reserve the right to enter into discussions with one or more Candidates, in order to obtain clarifications or additional information or, to suggest refinements to a proposal.

At the Project Partners' request, Candidates should be prepared to discuss any aspect of their response.

Unsuccessful Candidates will be notified by email as per the timetable below.

Subject to satisfactory Due Diligence checks being performed, the successful Candidate or Candidates will be required to enter into a contract for services with ViiV Healthcare.

### 1.10 Timetable

The anticipated timetable for the rest of the process is set out below:

Date (2019)	Event
20 August	Issue RFP

1 September	Deadline for receipt of questions from Candidates
8 September	Responses to Candidate questions expected
<b>15 September</b>	<b>Deadline for receipt of responses to this RFP</b>
From 16 <sup>th</sup> September	Review of RFP responses and selection of Implementing Organisation
30 <sup>th</sup> September 2019	Communication of outcome of the RFP by the Evaluation Panel
7 <sup>th</sup> October 2019	Due diligence commences
25 <sup>th</sup> November 2019	Contract finalisation and signature
December 2019	Launch of HER Voice Fund 2.0
1 January 2020	Anticipated start date for project implementation

### 1.11 General

### 1.12 Disclaimers

- (a) Nothing contained in this RFP or any other communication made between the Project Partners or its representatives and any party or part shall constitute an agreement, contract or representation between the Project Partners and any other party (except for a formal award of contract made in writing by the Project Partners. Receipt of this RFP by any party, does not

imply the existence of a contract or commitment by or with the Project Partners for any purpose and recipients should note that this RFP may not result in the award of any funds to any party.

- (b) The Project Partners reserve the right to change any aspect of, or cease, this RFP and subsequent procurement process at any time.
- (c) The information contained in this RFP is subject to constant updating and amendment in the future and is necessarily selective. It does not purport to contain all of the information which a respondent may require. While the Project Partners have taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this RFP are true and accurate in all material respects, the Project Partners do not make any representation or warranty as to the accuracy or completeness or otherwise of this RFP, or the reasonableness of any assumptions on which this document may be based. All information supplied by the Project Partners as part of this process, including

that contained in this RFP, is subject to the recipient's own due diligence. The Project Partners accept no liability whatsoever and however arising and whether resulting from the use of this RFP, or any omissions from or deficiencies in this document.

- (d) The Project Partners may use the information included in a Candidates response to this RFP, in the development of Her Voice Fund 2.0. In particular, the Project Partners reserve the right to incorporate any ideas obtained throughout the selection process into the work to be undertaken by the by Operating Unit (OU).
- (e) It is the responsibility of the Candidate submitting a response to the RFP, to obtain for themselves at their own expense all additional information necessary for the preparation of their response to this RFP. No claims of insufficient knowledge will be entertained.
- (f) Candidates should note that any values contained in this RFP are for indicative purposes only and any future values may vary from those stated.
- (g) Any Candidate who directly or indirectly canvasses any employee of the Project Partners concerning the award of the contract will be disqualified.
- (h) All Candidates are recommended to seek their own financial and legal advice.
- (i) The Project Partners will be under no obligation to reveal or discuss with any Candidate, the detail of how its proposal was assessed, or to provide any other information relative to the selection process.

## **2. HER VOICE 2.0 OVERVIEW AND EXPECTED ACTIVITIES**

The HER Voice Fund 2.0 will build on and refine the model initiated with the Pilot and will provide Small Grants to AGYW-led organisations, networks and groups. Small Grants should aim to ensure that AGYW can overcome logistical, administrative and language barriers that challenge their meaningful engagement in country policy and programme design processes that impact on their wellbeing. Relevant processes include national policy-making, strategy development, programme monitoring or review processes relevant for adolescents and young women's health.

Grants from The Fund covered under this stream of HER Voice Fund fall into three main areas of Global Fund related processes:

- National and sub-National policy reforms agenda: Physical attendance and participation of AGYW individuals and/or groups and influencing in relevant in-country policy discussion forums, advisory groups, steering committees, Global Fund Country Coordinating Mechanisms, technical working groups, programme review committees or other decision-making bodies for the development or review

of national and regional frameworks, strategies, policies and guidelines related/impacting on AGYW health, rights and well-being;

- Programmatic responses: Physical attendance and participation of AGYW individuals and/or groups and influencing in relevant in-country Global Fund supported AGYW programmes and decision-making structures and processes such as concept note development, programme design, programme implementation and programme reviews and community monitoring. These processes entail (though not specific to) collaboration with Global Fund supported programme implementers (principal recipients and sub-recipients) and Country Coordinating Mechanisms and related processes and partners.
- AGYW-led community consultations: Community-based activities, such as peer consultations and meetings to caucus and develop coordinated position papers or priority charters to influence sub-national or national strategies, policies, frameworks and programme design relevant to AGYW health and well-being and to report back to constituencies;

Costs related to communication among AGYW/youth, remote consultations or other information and experience sharing platforms relevant for any sub-national and national AGYW and youth related policy and programming processes, especially, but not limited to those supported by or linked to The Global Fund are also eligible. These may be included as part of the three aforementioned categories or as stand-alone activities.

The Implementing Organisation is also expected to propose innovative ways of strengthening in-country advocacy and linkages towards the creation of an enabling environment, where AGYW can meaningfully influence national policy and programme design. This means not only empowering AGYW to be present at key decision-making spaces, but also to raise the awareness and strengthen collaboration with decision makers – national authorities and members of the Country Coordination Mechanisms (CCMs), stakeholders implementing Global Fund supported AGYW grants – about the importance of AGYW voices to achieve national HIV targets and programmatic objectives.

Finally, during the 9-12 months after selection, the Implementing Organisation will work in close collaboration with the Project Partners to conceptualise and evaluate how to better strengthen strategies, operational procedures and key metrics in complementary areas under the HER Voice Fund – such as AGYW leadership and capacity development and innovation – to be further developed in 2020.

### **Expected activities to be performed by the HER Voice Fund Implementing Organisation**

Please describe in detail how your organisation will deliver against each of the activities detailed below.

### **Setting-up the meaningful engagement fund**

- a. Refine the HER Voice Fund 2.0 strategy and funding model, building on the recommendations of the evaluation of the Pilot.
- b. Ensure the Operating Unit (OU) structure has the necessary requirement, and human resource and technical capacity to operationalise the meaningful engagement fund (Small Grants), including but not limited to communications, finance control and human resources.
- c. Develop and define clear operational procedures, governance and assurance strategies to ensure effective implementation of the meaningful engagement fund across the 13 Focus Countries (i.e. roles and responsibilities of OU versus grantees; timelines, budget threshold per month and per country, reporting procedures and structures etc.).
- d. Develop a robust and transparent Small Grant application and selection process that provides clear eligibility criteria and ensures a transparent selection of grantees to receive the funds.
- e. Develop a knowledge management framework which includes user friendly monitoring, learning and evaluation aspects.

### **Management of the meaningful engagement fund**

- f. Ensure that the Small Grant application and selection process is effectively communicated, implemented and managed in a timely manner.
- g. Prepare and manage contractual obligations with the Small Grant Recipients.
- h. Develop a mechanism and adequate tools to facilitate the transferring of funds in an efficient, cost effective and accountable manner including monitoring and reporting of financial expenditure against proposed activities by the grantees. This would include, but not be limited to, developing and implementing full due diligence, compliance with grant requirements and assurance processes.
- i. When required, provide financial literacy advice to Small Grant Recipients, towards efficient financial management and documentation.

- j. Ensure regular and accurate financial and programme reporting from grantees and take appropriate measures for governance and oversight whenever needed.
- k. Maintain and update financial and programmatic controls regularly, including financial forecasts, consolidated financial reports, programmatic reporting.

### **Stakeholder engagement/ advocacy for engagement**

- l. Liaise with relevant country stakeholders, including but not limited to CCM members, Programme Recipients of Global Fund grants (PRs); authorities from various Ministries and government departments, civil society organisation and local youth groups, with a view of:
  - o identifying key processes for the development and implementation of national policies and programmes for youth/AGYW, their timelines and the related opportunity for input, discussion and decision-making spaces; and
  - o disseminating targeted information and encourage targeted applications for funding to meaningfully engage in the processes and spaces identified in each of the 13 Focus Countries.
- m. Liaise with regional and national partners with expertise in youth engagement to coordinate efforts and identify opportunities for collaboration towards youth/AGYW empowerment, participation and leadership.

### **Communication and outreach**

- n. Develop and implement a youth-friendly communication & outreach strategy, to ensure that AGYW groups, particularly those from remote locations, can easily access The Fund.
- o. Update the HER Voice Fund website and other media channels (Facebook YouTube and twitter) ensuring that the information is youth-friendly, easy to share and appealing to youth constituencies.
- p. Liaise with and link with HER Voice Ambassadors Programme.<sup>7</sup>

### **Partnerships and strategy development**

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<sup>7</sup> <https://www.herveicefund.org/our-ambassadors/>

- q. Work in collaboration with the Steering Committee when developing strategies and operational procedures to HER Voice Fund 2.0 components through the implementation period and engage periodically and as needed.

### **Eligibility Criteria**

The successful Candidate or Candidates will ideally be a civil society organisation based in Sub-Saharan Africa (SSA) with strong networks or existing operations in the 13 Focus Countries.

Additionally, the successful Candidate or Candidates must bring the following:

- Very strong knowledge and proven experience in working with issues related to young women's rights and their development, including but not limited to HIV prevention, sexual and reproductive health and rights.
- Proven fund/project management and granting experience (including but not limited to due diligence, and oversight and assurance of organisations), with demonstrated technical and financial capacity to receive funds and disburse a high number of grants to community-based organisations in the 13 Focus Countries. **Candidates will be required to undertake appropriate due diligence of Small Grant Recipients before releasing funds and to ensure appropriate governance and oversight is in place with respect to the utilisation of funds by Small Fund Grant Recipients, to ensure funding is used appropriately.**
- Knowledge and strong institutional capacity to navigate and prospect strategic partnerships for advocacy around youth/AGYW meaningful engagement, with relevant national government authorities (such as health, education, gender, youth and others as relevant), CCM members, youth organisations and other key partners in the particularly in east and southern Africa.
- Strong technical capacity to develop youth-friendly communication, outreach and advocacy strategies and tools with and for youth/AGYW groups, around meaningful engagement, empowerment, health and human rights related issues.
- Demonstrated experience in working with community-based organisations, youth networks, and grass-root groups.
- Strong linkages and partnership with various stakeholders in the region (particularly youth and adolescent focussed organisations).
- Knowledge and previous work with AGYW-led, youth and/or women's community groups and organisations is desirable.

- Sound knowledge and experience with Global Fund and its in-country related processes.

### 3. PROPOSAL REQUIREMENTS

Responses to this RFP should be clearly presented, structured and should explain in detail your availability, ability, capacity and resources to provide the requested services. Responses that are incomplete or not responsive to these criteria may not be considered in the assessment process.

Please submit one email that clearly defines your technical proposal followed by your cost proposal. Please use the following for your subject line of the email and attachment:

- Your organisation name – HER Voice Fund 2.0. Proposal

All proposals must be submitted electronically in English and in PDF.

#### **Technical component of proposal**

Candidates are required to produce a technical response in the format of a concept note not exceeding 10 pages describing:

- Summary profile of the organisation.
- Understanding and interpretation of objective of Her Voice Fund 2.0 and this RFP.
- Proposed approach, methodology and milestones towards the execution and delivery of the services to be provided (this should also include the proposed work-plan of core processes).
- Capability statement including clear description of:
  - Past relevant experience in similar or related tasks (including relevant contact details for reference purposes).
  - Current technical capacity to execute the assignment (human resources in place and institutional capacity for advocacy, partnerships, communications and others).
  - Technical expertise, to be demonstrated by at least 3 CVs of key staff to be involved in the implementation of HER Voice Fund 2.0.
  - Robust financial management systems (including strong due diligence, compliance and risk mitigation strategies to ensure financial accountability).
  - Potential capacity gaps and how those will be addressed.

- Various assumptions and risk considered in the work plan, as well as related risk mitigation actions.
- Reference letters from youth-led organisations.

#### Cost component of proposal

The cost proposal should be denominated in **US Dollars**, be itemised and include the following:

- Administrative fees to be charged by your organisation.
  - Technical fees or daily rates to be charged by your organisation (fees charged should specify the level of effort (LOE) of key staff members and highlight their specific role in delivering HER Voice Fund 2.0);
  - Breakdown estimate of any other direct and indirect costs, which are considered necessary for completion of the services described herein.
  - Any other cost and assumptions related to the scope of work outlined in this RFP.
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- Please detail how you will realise the vision of the Project Partners, to maximise the Fund and minimise the Service Fees.

Funding (for services and for small fund allocation) will be distributed quarterly to the Implementing Organisation according to pre-agreed key performance indicators and reporting, over the 12-month period.

Responses to this RFP should cover the implementation of activities described above and a period of 12 months of operational activity.

Please state assumptions made when submitting costs including any additional options and stating all conditions.

## 4. GENERAL QUESTIONS

### 4.1 Contact details

- (a) Please supply details of the person at your organisation who can be contacted by the Project Partners in relation to your response to this RFP. Please give their name, title, address and location, telephone number and email address.

### 4.2 Organisation details

- (a) Please give details of your organisation, stating its full registered address and registration number.

- (b) Please disclose any other information you feel could impact your organisation's ability to deliver the services outlined in this RFP or amount to a potential conflict of interest. This could include current major funders/ donors or significant partnerships.
- (c) Please provide a set of your annual reports and audited accounts for the last three financial years and those relating to your holding company/organisation or group.

#### **4.3 Standards and procedures**

- (a) Please provide details of your quality assurance processes and management systems and if applicable, any quality related accreditations or certifications you hold.
- (b) Please set out your policies, procedures and processes in relation to the protection of all information and data in relation to the services and in relation to other security and confidentiality matters.

#### **4.4 Subcontracting**

- (a) Please specify any areas or elements for which you would wish to use a subcontractor. Please provide details of which subcontractor you would wish to use and for what elements, what reasons you have for such subcontracting and why particular third parties would be chosen. Please give details of any existing relationship with such subcontractor - and how you would ensure that appropriate management controls (including any of those procedures) would be put in place.

#### **4.5 Due diligence**

Following the Evaluation process any response/responses that are being considered for selection will need to undergo and pass due diligence before they are deemed successful.

Funds will only be made available following the execution of the service contract between the Implementation Organisation and ViiV Healthcare. For the avoidance of doubt, ViiV Healthcare shall be under no obligation to take the project forward absent to the contract being agreed.

#### **Due diligence documentation required by Charity Aids Foundation (CAF)**

Completed Eligibility Application form containing several questions about the organisation/group

- a. Signed acceptance of Terms & Conditions
- b. Bank details and proof of bank details
- c. A certified copy (certified by a public notary) of the group's governing document e.g. Statutes, Trust Deed, Constitution, Memorandum and Articles of Association, Articles of Incorporation or By-laws etc.
- d. A certified copy (certified by a public notary) of most recent annual report and audited accounts
- e. Proof of the organisation's tax exemption and/or proof of registration as non-profit
- f. A list of the organisation's trustees and details of how they are selected.