



# **KRCS GF HIV GRANT 2018 - 2021**

**SELECTION CRITERIA FOR SUB RECIPIENTS**

**(NON STATE ACTORS)**

**November 2017**

## INTRODUCTION

This document outlines the steps and areas to guide the review of the RFA response and selection of the Non State actors/CSOs that will be contracted as Sub Recipients in the implementation of the Global Fund Round 10 HIV and AIDs Programme.

The RFA response will be reviewed by the SR selection committee in five stages as follows:

- a. Administrative compliance.
- b. Review of form A: Organizational Capacity
- c. Review of Form B: Technical Proposal in-depth review.
- d. Review of the Organizations past Track Record.
- e. Review of Form C: Attachments.

### STAGE A – Administrative compliance.

The Administrative compliance will be reviewed after the documents have been assigned Unique Codes. This stage of review the application meets the following basic criteria as outlined in the advertised in Request for Applications (RFA).

- i Was the Proposal delivered on time?
- ii Was the Proposal delivered at the appropriate place? (as clearly stipulated in the request for application guidelines)
- iii Was the Proposal delivered in Hard Copy and/ or Soft Copy?
- iv Was the Proposal presented in the right format (as clearly stipulated in the Request for application Guidelines)
- v Are all the required attachments provided?(As clearly stipulated in the Request for application Guidelines)

Only applications meeting all the above 5 components of admissibility of documents will move to stage B explained below.

### STAGE B – Review of the Organizational Capacity.

**Purpose:** To ascertain that the Request for application adequately addresses the Round 10 capacity requirements, the Team will first examine whether the applicant meets minimum capacity, governance and experience requirements. The following describes the criterion for this assessment.

Criteria for assessment		Max Score
A	Area/s of focus of the proposal are within call for proposals	5
B	Organization is registered under the laws of Kenya (attached copy of a valid registration certificate) with no history of legal proceedings related to fraud or corruption.	5
C	Technical Capacities to plan, organize implement, monitor and report on projects through a participatory approach (as evidenced by reported qualifications of key staff and previous project reports).	5

D	Evidence of audited accounts for the last three years (attached audited accounts for 2014, 2015 and 2016).	5
E	Evidence of financial management capacity and systems, and internal controls and bank details.	5
F	Evidence of existence of a board of Directors and governance system (attached 3 recent board meeting minutes.)	5
G	Application process fully complied with (check for completeness of and compliance to Technical proposal format)	5
H	Evidence of implementation of activities in HIV and AIDS in the proposed County for at least 3 years.	5
I	Linkages to communities in county which the organization proposes to implement activities.	5

### STAGE C - Review of Application Form – Technical Proposal

**Purpose:** To transparently grade the application form – Technical Proposal received – as per Round 10 requirements and priority areas.

a. Application Form: - Technical Proposal is completed in the required format.

a. All the attachments to the proposal all included.

All applications to next stage must satisfy the above requirement.

	Criteria	Max score
1	Elements covered in the proposal are in line with the priority areas.	5
2	Geographical areas of programme coverage are in line with the eligible areas of coverage.	5
3	Implementation approach /strategies are in line with the priority areas.	5
4	Target population/Sector are in line with the priority areas.	5
5	Are the objectives realistic and achievable within the stipulated timeline?	5
6	Logic flow of Inputs, Activities, Out puts and Outcomes.	5
7	Monitoring and Evaluation plan is comprehensive and technical with clear indicators and reporting structures	5

### STAGE D - Review of Attachments

**Purpose:** To ascertain and confirm the information given in the capacity assessment and the Technical proposal and confirm the authenticity of the documents submitted.

All the applications MUST have the following attachments.

1. Registration Certificate
2. Audited accounts for the last 3 financial years.
3. Minutes of 3 recent Board meetings.
4. 3 Recent leadership/committees' meeting minutes.
5. Certified latest Bank Statement.
6. Copy of letter of recommendation by a donor agency, a partner and the local government office.

**STAGE E - Review of the Organizations past Track Record.**

**Purpose:** To understand the performance capacities and capabilities of the organizations/entities which is key pre requisite in being selected to the Global fund program. This will be done through review of the existing data base of organizations funded by different donors in country and the recent past performance record.

The team will check for.

- a. Who are the key partners the organizations have worked with in the past 3 years? (Get this information from the Stakeholder analysis Matrix and the existing database).
- b. What has been the Accountability and transparency trends for the organization? Look at, has the organization been
  - i Suspended from implementing a project due to suspected fraud.
  - ii Has the organization been forced to pay back funds to the donor due to a huge variance more than 30% of the budget as a result of disallowed costs?
  - iii Has the organization been out in a list in the past three years for an investigative audit by any of the donors for suspected misuse of funds/mismanagement of funds or misappropriation?

**STAGE D and E**

	<b>Criteria</b>	<b>Max score</b>
1	All attachments available.	10
2	Key partners the organizations have worked with in the past 3 years available.	5
3	Accountability and transparency trends for the organization clear.	5

**CONCLUSION**

This Selection Criteria will be used in line with the Request for application and technical proposal documents that clearly stipulates the execution of the selection process, the tools to be used and the scoring.