KRCS GF HIV GRANT 2018 - 2021

CRITERIA FOR SELECTION OF NETWORK ORGANIZATIONS IMPLEMENTING THE PEOPLE LIVING WITH HIV MODULE IN SELECTED TWELVE (12) COUNTIES IN KENYA

(LAMU, ELGEYO MARAKWET, GARISSA, KIAMBU, TRANS NZOIA, TANA RIVER, KWALE, TAITA TAVETA, TURKANA, SAMBURU, MANDERA AND WAJIR COUNTIES)

(REQUEST FOR APPLICATIONS FROM NON STATE ACTORS)

May 2018

PLHIV - TENDER REF. NO: GF/EOI/0205/2018: CALL FOR PROPOSALS FOR NETWORKS OF PEOPLE LIVING WITH HIV ORGANIZATIONS.

INTRODUCTION

This document outlines the steps and areas to guide the review of the Expression of Interest (EOI) response and selection of the Non State actors/CSOs that will be contracted as networks of People Living with HIV organizations to implement specific HIV treatment, care and support interventions of the KRCS HIV GRANT.

The EOI response will be reviewed by the technical review 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 Form C: Attachments.

        e. Review of the Organizations past Track Record.

STAGE A – Administrative compliance.

The Administrative compliance will be reviewed after the documents have been assigned Unique Codes. This stage of review is to ascertain whether the applicant meets the following basic criteria as outlined in the advertisement in the EOI.

i   Was the Proposal delivered on time?

ii   Was the Proposal delivered at the appropriate place (as clearly stipulated in the expression of interest document)?

iii   Was the Proposal delivered in Hard Copy and/ or on external media such as a flash disk, hard drive or other such medium?

iv   Was the Proposal presented in the right format (as clearly stipulated in the expression of interest document)?

v   Are all the required attachments provided (as clearly stipulated in the expression of interest document)?

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 EOI adequately addresses the KRCS HIV GRANT 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.

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	Criteria for assessment
A	Area/s of focus of the proposal are within call for proposals
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, corruption or any other criminal matters.
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).
D	Evidence of bank accounts and financial management capacity
E	Evidence of existence of a management committee or Board (attach 3 recent board minutes or management committee minutes.)
F	Application process fully complied with (check for completeness of and compliance to Technical proposal format)
G	Evidence of engagement in health (HIV/PLHIV) programs implementation targeting adolescents girls and young women
H	Active local presence in the last one (1) year

STAGE C - Review of Application Form – Technical Proposal

Purpose: To transparently grade the application form – Technical Proposal received – as per KRCS HIV GRANT requirements and priority areas.

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

b. All the attachments to the proposal are included.

All applications to next stage must satisfy the above requirement.

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

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.

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All the applications MUST have the following attachments.

1. Valid certified copy of Registration Certificate;
2. Valid certified copy of KRA PIN Certificate for the organization;
3. Evidence of bank account (Certified letter from bank);
4. Recommendation letter from relevant County or Sub county officials ;
5. Recommendation letter from a partner that the organization has worked with in the last one (1) year;
6. 3 Recent leadership/committees' meeting minutes ;

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 one (1) year? (This information can be retrieved from the Stakeholder analysis Matrix and the existing database).
b. What has been the Accountability and transparency trends for the organization? Has the organization been:

i   Suspended from implementing a project due to suspected fraud?
ii 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 Put 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?

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 key areas of scoring.

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