



**CALL FOR EXPRESSION OF INTEREST (EOI)
For Implementing Proposed Components Of HIV Grant for Liberia As Sub Recipient -
Supported by The Global Fund under the Leadership of the Co-Principal Recipient –
Population Services International**

1. Background of the Expression of Interest (EOI)

Population Services International (PSI) has been retained as the co Principal Recipient (PR) for the NFM phase 2018 to 2020 round of the Global Fund (GF) grant. In this phase, PSI has been specifically entrusted with the task of implementing interventions related to key populations and community-based care and decrease lost to follow up for PLHIV in three focus counties of Montserrado, Margibi and Grand Bassa.

2. Purpose of this call for EOI

Key populations, including men who have sex with men (MSM) and Sex Workers (SW), form part of the most vulnerable populations in the HIV epidemic. Stigma and discrimination, especially in health settings, hinder access to healthcare for key population, making them more vulnerable to HIV and limiting their access to health services. The presence of punitive laws and absence of laws that promote and protect human rights of the most vulnerable further complicate the situation, and limit access to not only healthcare, but also other support and social services. In the previous phase of the current grant, peer education, HIV-testing , Drop-in Centers, support centers, legal services, condom and lubricant distribution, and other similar services were initiated.

Under the current GF grant, the package of services to be promoted for SW and MSM will include, but not be limited to, managing Drop in Centers (DIC), support centers, HIV and AIDS education, STI diagnosis and treatment, HIV testing and counseling, consistent condom and lubricant use, HIV treatment, psychosocial support for PLHIV, and legal support. PSI seeks to partner with a Liberian organisation (preferably community-based) as sub recipient (SR) for managing DICs and support centers, and services delivered through them in the counties of Montserrado and Grand Bassa. The services to be provided through the DICs and support centers will include but not be limited to, HIV and AIDS information, HIV testing, STI diagnosis and treatment, referral for HIV treatment, dispensing follow-up treatment where required, psycho-social support, condom and lubricant distribution, safe space and legal support. The partner will be taking over the implementation of these services from PSI on an “as-is” basis, hence be willing to work closely with PSI.

3. Scope of Work

SR will implement activities around HIV prevention, care, and treatment, and STI diagnosis and treatment, for MSM and SWs, including:

- Manage two DICs in Montserrado County. The DICs will serve as safe spaces for SW and MSM to receive information, counseling and services around HIV/AIDS and STI prevention and treatment; provide condoms and lubricant, and psycho-social support and legal advice;

be actively involved in HIV testing services and, in some cases, will also be responsible for delivering ART to key populations if required. The agency bidding must be clear that they will be taking over running existing facilities, hence change in location will not be allowed.

- Manage one support center in Grand Bassa County. The support center will be used as a safe space for key populations. The support center is expected to deliver the following services: HIV and AIDS information, awareness of STI signs and symptoms, psycho-social support, HIV screening testing by staff of integrated health facilities and the county health team (CHT), host support groups and similar services. The agency bidding must be clear that they will be taking over running facilities, hence change in location will not be allowed.
- As required, recruit, retain, and train programmatic and support staff to manage and operate the above facilities. Any hiring or change in staff will require approval from PR, and such must be done without compromising/interrupting regular service provision at any of the centers.
- Coordinate with PSI peer educators in the field for increased referrals and better utilization of DIC services.
- Ensure that condom and lubricant co-packs are delivered to beneficiaries through the DICs
- Generate demand for HIV and STI services among key populations, using a variety of interpersonal communication (IPC) methods, including small group sessions with peer educators, telephone, SMS, Twitter, Facebook, Foursquare, etc.;
- Coordinate with local police so that access to services by key populations is unhindered;
- Coordinate with county health teams to ensure that as demand is generated, the services to key populations are available in government health facilities, and that there are no stock-outs of medicines;
- Submit timely and high-quality data and reports to PSI and other stakeholders.
- The SR will work with PR on a limited zero cash policy basis.

Currently, it is envisaged that SR will start its implementation early 2019 and end in December 2020.

4. Application eligibility criteria

To be considered for award as an SR, the selected organization must:

- i. Submit a completed application by the due date, including a fully completed cover page.
- ii. The SR must be compliant with local laws and have the license to operate under relevant laws of Liberia and be able to work throughout the country; and
- iii. The applicant must be a Liberian CBO (International NGOs are not eligible) and should have at least two of its board members from key populations or be living with HIV. If this is not the case at the time of bidding, if selected, a suitable condition precedent may be set to ensure this.
- iv. The organization must submit documented evidence of experience of working with key populations using rights based approaches including bio medical approaches.

The organization will be assessed on the following broad criteria. Specific questions/information requested can be found in the attached EOI application template (Annex 1). The selected organization will have:

- i. A minimum three years of working experience in Liberia and minimum three years of experience working on HIV and AIDS and key population issues in Liberia;
- ii. A demonstrated background and experience of working with key populations, especially MSM and SW;
- iii. Background of advocacy for marginalized populations and/or key populations;
- iv. A track record of influencing human rights agenda for Liberia;
- v. Track record of working with local stakeholders like county health teams, police and other such authorities;
- vi. Willingness to work with PR on stringent program and financial norms of Global Fund and PSI

- vii. Be committed to a rights-based approach for key populations and their empowerment to head the program themselves in future.
- viii. An excellent track record of program and financial management; and
- ix. Adequate skills (personnel) and systems to gather and process data from various agencies and flow the same to the PR.

Note: The sub award/grant funding cannot be used to support individuals, stand-alone conferences, businesses, scholarships, fundraising events, university-based research, micro-credit programs, trade unions or trade union federations, construction of roads, bridges, buildings, wells, or activities directly or indirectly intended to support candidates for political office.

5. Instructions for applicants

- a. Application Deadline: no later than 5 PM GMT on 20 July 2018.
- b. Preparing the Application: Interested organizations should prepare the EOI application according to the guidance provided in the Call for EOI and in the EOI Application template (Annex 1). Note that the applicant must complete all components of the EOI Application template; incomplete applications will not be considered and will automatically be disqualified.
- c. Submitting the Application: The EOI application must be addressed to “Country Representative, PSI/Liberia” and e-mailed to eoigf@psiliberia.org, titled “**EOI for SR**”. **If sending scanned documents - (i) ensure that each e-mail is below 5 MB, (ii) mention clearly how many e-mails are being sent in the first e-mail, (iii) number the e-mails accordingly, and (iv) ensure all the scanned supporting documents are of good quality and readable.**
- d. Clarifications to queries: Any clarifications and questions on the instructions or template should be directed to the same e-mail ID of eoigf@psiliberia.org. PSI/Liberia will provide clarifications only until July 13, 2018.
- e. Estimated timeframe for selection of shortlisted applicants: PSI/Liberia anticipates announcing prequalified applicants by third week of 1st week of August 2018, and shortlisted candidates by not later than 3rd week of August 2018.

6. Final Selection of the SR

Eligible applications will be evaluated and scored in accordance with stated criteria. Based on the results, PSI will shortlist final SR candidate organizations, and will then conduct in-depth, on site assessment of **only** the short-listed applicants (anticipated for the second half of September 2018). SRs will be assessed on programmatic, financial, operational, and overall management capabilities. The final SR recommendations will be presented to LCM and Global Fund for approval.

7. EOI Application template - Annex 1, see below.

Annex 1: EOI Application Template

Note: Please provide all authentic documents and any document not in English should be officially translated and notarized by a notary public or similar approved national authority.

The Expression of Interest that the potential interested agencies shall be asked to submit shall contain, but not be limited to:

1. **Application Cover Sheet** (*Signed by the most senior Executive and at least the Board Chairperson and Board Secretary or Treasurer*)

*All fields are required. Please fill out the cover sheet in its entirety. **Incomplete cover sheets constitute an incomplete proposal and will not be reviewed further.**

Organization's Name
Website (if any)
Organization's E-mail
Street Address, City Country
Office Phone(s)
Office Fax
Senior Staff Contact
Title
Work Mobile
E-Mail Skype ID (if any)
Primary Contact (if different)
Title
Work Mobile
Primary Contact's
E-Mail Skype ID (if any)
If applicable, list names of Board of Directors/Trustees
Total Amount Raised for Current Calendar or Fiscal Year
Does your organization have a bank account?
Previous Total Calendar or Fiscal Year Organizational Budget

1. Organization information

- a) Name
- b) Date/Year of registration* in Liberia
- c) Tax registration identification/number*
- d) Up-to-date tax clearance document*

**Please provide scanned copies of all registration documents.*

2. Profile of key current staff of the applicant

- a) Please provide CVs of current or proposed key staff: 1) Executive Director, 2) DIC Operations Manager, 3) Finance Coordinator and 4) M&E Officer
- b) Please attach your current approved organogram
- c) Please complete the following table with information on key staff involved in proposed project implementation, including support staff (add more rows if needed)

| No. | Name | Title | Qualifications | Key Job Responsibilities | Project | Salary | Working Since |
|-----|------|-------|----------------|--------------------------|---------|--------|---------------|
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3. Organization and Technical Expertise and Approach – please address each question below

- a) How many years has your organization worked in Liberia?
- b) How many years of experience does your organization have working on HIV and AIDS issues in Liberia?
- c) How many years of experience does your organization have working with key populations (particularly MSM and SW) in Liberia?
- d) Experience and expertise description of past and/or current projects managed by your organization (esp. related to HIV, MSM, SW and PLHIV): Summarize your organizational capacities in each of the following areas: programmatic experience with MSM, sex workers, PLHIV, advocacy, human rights, demand generation initiatives, collaboration with in-country stakeholders, e.g. government agencies), running/managing static or mobile health services/clinics; leadership development, and financial, programmatic, and administrative capacity to undertake the SOW. (please complete information below for each relevant project).
 - i. Project title:
 - ii. Donor/Client:
 - iii. Start date: mm/yyyy
 - iv. End date: mm/yyyy
 - v. Project Description:
 - vi. Number of staff:
 - vii. Project budget:
- e) Please list any relevant supporting documents for (a-d) above included with your application (e.g. program reports) and include donor/funding agency references where possible. At bare minimum, a signed contract, signed MOU, etc. should be submitted.
- f) Describe your organization’s mission, primary constituency, and overall approach to your work; describe the role, if any, that the people who benefit from your organization’s work have in designing the activities of the organization, and include if they occupy any positions in the organization or Board of Directors.
- g) Describe your proposed understanding of effective program implementation, maximizing benefits for community members and value-for-money in such programs.
- h) Why are you most suited for delivering the tasks stated in the Scope of Work?
- i) What is your proposed methodology of implementation? Be as detailed/specific as possible, including noting any assumptions you’ve made with regards to the Scope of Work.

4. Financial profile of the applicant

- a. Please describe your financial decision-making bodies/staff, financial systems or procedures, and current internal controls, including how you ensure adequate segregation of duties to ensure a strong, effective financial control environment.
- b. Financial report for the past calendar or fiscal year:
 - i. What was your organization’s total annual budget last calendar or fiscal year?
 - ii. Please list the main categories of expenditures, provide an amount for each, and indicate the currency.
 - iii. *Include the two most recent audited financial statements (if available).

- iv. Please provide contact information for each of your institutional funders (individual's name, title, institutional affiliation, e-mail address, telephone number).

5. Governance and Decision-Making

- a. Please describe your understanding of good governance and how you translate that into practice.
- b. Please confirm if you have a Board of Directors, local or international or both, and describe its member composition and meeting schedule, and what documents are approved and used (bylaws, conflict of interest, articles of incorporation, etc.)
- c. Please describe the management and organizational structure of your organization, and how your organization takes key decisions (e.g role of management team, role of governing board, etc.)

6. Attachments – please confirm what documents have been attached to this application

- a. Copy of the registration certificate(s) YES/NO
- b. Copy of tax registrations (if any) please specify YES/NO
- c. Copy of tax clearance YES/NO
- d. Copy of CVs for key staff YES/NO
- e. Copy of organogram YES/NO

- f. Copy of signed contract/MOU related to question 3 above YES/NO
- g. Copy of 2 audit reports YES/NO
- h. Any other supporting document (please specify)

When sending e-mails with attachments of above scanned documents, please ensure that each e-mail is below 5 MB.