



Caribbean  
Vulnerable  
Communities  
Coalition



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October 9<sup>th</sup>, 2015

## Call for Expressions of Interest

### *For Principal Recipient for the Global Fund Grant to Strengthen Legal and Policy Environments for Key Population Access to HIV Services in the Caribbean -*

**Caribbean Vulnerable Communities Coalition (CVC)** in partnership with **El Centro de Orientación e Investigación Integral (COIN)** and a number of other regional organisations, are in the process of submitting a concept note application to the Global Fund to fight AIDS, TB and Malaria (GFATM) for a three-year period worth \$8.0 million for a Grant under the NFM. This grant application is focused on Key affected populations and seeks to propose new and innovative approaches to address Human Rights, Stigma and Discrimination and Community System Strengthening (CSS).

The project aims to reduce the impact of HIV on key populations<sup>1</sup> across the Caribbean through reduced stigma and discrimination, improved access to HIV prevention, care and treatment and improved access to Justice. This regional work in the eight countries, will maximize financial investments from national and international donors. Countries included are: Belize, Cuba, The Dominican Republic, Guyana, Haiti, Jamaica, Suriname and Trinidad and Tobago.

The Principal Recipient Selection Sub-committee of the Caribbean Regional Organization Global Fund Concept Note Development Steering Committee seeks a Principal Recipient (PR) to manage the Project and invites suitably qualified organisations to submit an expression of interest based on the following:

- **The PR will manage the funds approximately US\$8.0 million from 2016-2019 (Indicative)**
- **The PR must demonstrate its ability to work effectively with Caribbean regional and sub-regional organisations and with the 8 countries named above in implementation of the grants.**
- **The selected PR will be required to manage a number of sub-recipients (SRs) and/ or implementing partners to implement the various activities under the Grant**
- **The selected PR will be required to manage the reporting requirements of the GF and report to partners on the Grant implementation results and/or respond to queries as necessary**

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<sup>1</sup> MSM, Transgender people, Sex Workers, PWUD, People Living With HIV(PLHIV) Youth Belonging to these Core Populations

The EOI should respond to the following minimum capacity criteria:

Criteria	Definition	Weighting
<b>1. Geographical Coverage and Experience</b>	<b>PR has coverage in the Caribbean Region and in the project countries and has proven experience in implementing regional programmes in the Caribbean</b>	<b>Required</b>
<b>2. Technical</b>	<p><b>PR should have good technical experience including:</b></p> <ul style="list-style-type: none"> <li>- Staff of key functions at the PR has relevant technical knowledge &amp; health expertise for HIV/AIDS</li> <li>- Recognised technical expertise and past experience in human rights and HIV</li> <li>- Recognised technical expertise and past experience in working with Key Populations</li> <li>- Recognised technical expertise and past experience in community systems strengthening and HIV</li> </ul>	<b>Required</b>
<b>3. Cross-functional</b>	<p><b>The PR demonstrates effective management structures and planning</b></p> <ul style="list-style-type: none"> <li>- The PR has sufficient number of skilled and experienced staff to manage the program [including staff for functional tasks such as Programme Management, Monitoring and Evaluation (M&amp;E) and Finance].</li> <li>- PR shows effective organizational leadership, with transparent decision-making processes.</li> </ul>	<b>Essential</b>
<b>4. Program (Sub-recipient oversight)</b>	<p><b>The PR has the capacity and systems for effective management and oversight of sub-recipients</b> (and relevant sub-sub-recipients, and implementing organisations)</p> <ul style="list-style-type: none"> <li>- PR has structures and procedures to exercise sufficient oversight over sub-recipients to safeguard both financial and physical assets.</li> <li>- PR has the ability to provide or contract for capacity-building to ensure timely and quality program implementation.</li> </ul>	<b>Essential</b>
<b>5. Finance</b>	<p><b>The internal control system of the PR is effective to prevent and detect misuse or fraud</b></p> <ul style="list-style-type: none"> <li>- The internal control system ensures that the PR adheres to policies and procedures consistently.</li> <li>- The internal control system supports compliance effectively with the related grant agreement to be proposed (evidence of the operation of the internal control is verified during grant management).</li> <li>- (To be checked during grant management): external auditors and other third-party assurance providers are selected and</li> </ul>	<b>Essential</b>

	assigned duties in accordance with Global Fund guidelines.	
<b>6. Finance</b>	<p><b>The financial management system of the PR is effective and accurate</b></p> <ul style="list-style-type: none"> <li>- PR has an accounting system in place that can correctly and promptly record all transactions and balances making clear reference to the budget and work plan of the grant agreement.</li> <li>- PR systems can manage all transactions and transfers to suppliers and sub recipients in a transparent manner to safeguard financial and physical assets.</li> </ul>	<b>Essential</b>
<b>7. M&amp;E</b>	<p><b>Data-collection capacity and tools are in place to monitor program performance</b></p> <ul style="list-style-type: none"> <li>- A monitoring and evaluation (M&amp;E) system which can define relevant indicators for routine monitoring of activities/interventions that are aligned to the goals and objectives of the program in question.</li> <li>- Adequate mechanism and tools are in place to report accurate and quality assessed data from the sub-sub-recipient / sub-recipient to the PR level.</li> </ul>	<b>Essential</b>
<b>8. Capacity Building</b>	<p><b>PR should have proven experience and knowledge on how to strengthen the capacity of the programmes, sub-recipients and other stakeholders on below issues to foster the ownership of GF programmes by national partners and their sustainability</b></p> <ul style="list-style-type: none"> <li>- Effective grants management</li> <li>- Effective financial management</li> <li>- Monitoring and evaluation of the project</li> <li>- Knowledge of GF policies and procedures</li> <li>- Legal and policy reform , Human Rights</li> </ul>	<b>Essential</b>
<b>9. Capacity to manage political risk</b>	<p><b>PR should be have capacity and experience in managing and mitigating political risk relating to work with KPs and human rights</b></p> <ul style="list-style-type: none"> <li>- Should have good links with relevant regional bodies and organisations (including CARICOM, UWI, CARPHA) and national governments and relevant ministries</li> <li>- Proven track record of supporting government to work on human rights, Community Systems Strengthening and HIV</li> <li>- Organisation has partnerships previous/current that will facilitate and enhance the programme to ensure achievement of targets</li> </ul>	<b>Highly desirable</b>
<b>Total</b>		<b>100</b>

**The EoI should include a** cover letter addressed to the Chair, Principal Recipient Selection Sub-Committee, Caribbean Regional Organization Global Fund Concept Note Development - introducing the

organisation, briefly indicating their expression of interest as a potential PR as well as contact person with their details for any future correspondence. **In addition, a statement confirming the organisation's legal status entitling it to enter into a grant agreement with the Global Fund and detailing indicative team structure, location and direct management costs anticipated for the management of the grant is requested.** Details should also factor in the proposed number and costs of the field visits the Principal Recipient team intends to make in order to support sub-recipients and build their grant management capacities.

Organizations may associate to enhance their qualifications. The nature of their association is acceptable in the form of a Consortium and/ or a Joint Venture; therefore, a letter of expression of interest will be required from both organizations. There must be a clearly designated Lead Organization. The information listed above, needs to be submitted for each of the members of the PR selection committee.

**Finally,**

EOI should be received by **4:00pm (Jamaica time), October 26<sup>th</sup>, 2015** in electronic format to the following addresses:

**Email:** [carolyn.gomes.cvc.ed@gmail.com](mailto:carolyn.gomes.cvc.ed@gmail.com) copied to [drjohnwaters@gmail.com](mailto:drjohnwaters@gmail.com)

For further information, please contact the CVC Global Fund Concept Note Development Secretariat Coordinator, Email [carolyn.gomes.cvc.ed@gmail.com](mailto:carolyn.gomes.cvc.ed@gmail.com) or [cvcprogrammeunit@gmail.com](mailto:cvcprogrammeunit@gmail.com)

**Note: Organisations should refer to the Global Fund “Minimum Standards for Principal Recipients and Program Delivery” for more details, available on the GFATM website [www.theglobalfund.org](http://www.theglobalfund.org)**