



**CANGO REQUEST FOR APPLICATIONS TO PROSPECTIVE NGO's and  
FBO's TO IMPLEMENT HIV ACTIVITIES UNDER THE GLOBAL FUND  
GRANT**

<b>Issue Date</b>	<b>9 February 2021</b>
<b>Deadline for Questions</b>	<b>24 February 2021</b>
<b>Clarifications to Questions</b>	<b>25 February 2021</b>
<b>Pre-bidders workshop</b>	<b>4 March 2021 (Virtual)</b>
<b>Submission Date</b>	<b>9 March 2021</b>
<b>Submission Time</b>	<b>1100hrs – 1630hrs</b>

## Table of Contents

1.	Summary .....	3
2.	WHO CAN APPLY .....	3
3.	PROPOSED TIMELINES/KEY DATES.....	3
4.	SUBMISSION DETAILS.....	4
5.	PROGRAM OVERVIEW.....	4
6.	Interventions to be Supported.....	5
7.	Budget Estimates .....	7
8.	Proposal Instructions .....	7
	■ Documents to Submit .....	7
	■ Preparation Guidelines .....	8
9.	Evaluation Criteria.....	9
	■ Compliance Review .....	9
	■ Technical Review of Program Proposal.....	9
10.	PRE-BIDDERS WORKSHOP.....	10
11.	QUESTIONS AND ANSWERS .....	10
12.	Annex 1: CANGO 2021 Proposal Cover Sheet.....	11
13.	Annex 2: List of Tinkhundla.....	12
14.	Annex 3: Budget Template Instructions.....	13

## 1. Summary

CANGO with funding from the Global Fund is seeking applications from registered Non-Governmental Organizations (NGOs) and Faith Based Organizations (FBOs) to implement three year (2021-2023) programs to prevent new HIV infections and reduce vulnerability among priority populations; adolescent girls and young women, people living with HIV, female sex workers (FSW), men who have sex with men (MSM) and people who inject drugs (PWIDs). The project will be implemented in 14 selected Tinkhundla across all four administrative regions of Eswatini.

Awards will be made to those applicant(s) whose application(s) best meet the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of CANGO nor does it commit CANGO to pay for costs incurred in the preparation and submission of an application.

Final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated, and committed through Global Fund procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

## 2. WHO CAN APPLY

- Non-governmental organizations (NGOs)
- Faith-based organizations (FBOs)
- Organizations of People living with HIV
- Key Population Organizations (FSW, MSM, PWID)

\*Organizations can apply individually or in partnership with others including collaboration with Community Based Organizations.

Only one Expression of Interest per organization will be accepted. Applicants may address more than one technical area in the submission. Only organizations who currently or in the past 3 years have received donor funding above E500 000 per year per donor are eligible to apply. Donor funding is defined as funds received from a donor agency for a specific project for a fixed time frame. Examples of donors include, but are not limited to private foundations, corporations, European Union, Global Fund, AusAID, and PEPFAR. Donations from an individual person are not defined as donor funding for the purposes of this RFA.

## 3. PROPOSED TIMELINES/KEY DATES

Issue Date	9 February 2021
Deadline for Questions	24 February 2021
Clarifications to Questions	25 February 2021
Pre-bidders workshop	4 March 2021 (Virtual) (Link to be posted on CANGO website and social media platforms)
Submission Date	9 March 2021
Submission Time	1100hrs – 1630hrs

## 4. SUBMISSION DETAILS

- Each applicant is to submit **one (1) original and six (6) hard copies** of the full application package and an **electronic copy saved in PDF Format using a flash drive**.
- Failure to comply with this requirement may result in non-consideration of your application.
- All documents should be hand delivered to the following Address:

**Plot 419, JSM Matsebula Street**

**Mbabane, Swaziland.**

- Late applications will be rejected without being considered.

## 5. PROGRAM OVERVIEW

Eswatini submitted a TB/HIV funding request to the Global Fund in August 2020, following an inclusive country dialogue with key stakeholders to identify barriers and enablers in the provision of HIV prevention, care and treatment services in the country.

Acknowledging the great strides in the reduction in HIV infections by the country, Adult HIV incidence has fallen from 3.4% in 2000 to 0.98% in 2019, as a result of effective treatment and prevention programs implemented by the government and its partners. Though progress has been made, there were 4,200 new adult (aged 15+ years) HIV infections in 2019. This signals that there is a need to scale up HIV prevention programs.

Among adolescents aged 15-19 years, HIV incidence rates are 46-fold greater for girls (2.3%) than for their male peers (0.05%). Below the age of 30 years, HIV incidence is higher for women, but after this age it is men who are more vulnerable. This suggests a cycle of new infections, whereby adolescent girls and young women (AGYW) are infected by men older than they are, who then in-turn infect their male partners later in life.

In addition, the eNSF has identified key populations as female sex workers (FSW) and men who have sex with men (MSM) and also prioritizes the following groups for focused service delivery: children, adolescents and young people, adult men, prisoners, mobile populations (e.g. transport operators), people with disabilities, people who inject drugs (PWID), transgender people, and PLHIV in HIV prevention programs.

Through the funding from the Global Fund, we are looking to contribute to turning the tide and prevent new HIV infections among adolescents and young women through the Stepping Stones model. Stepping Stones is a workshop series designed as a tool to help promote sexual health, improve psychological well-being and prevent HIV. The workshops address questions of gender, sexuality, HIV/AIDS, gender violence, communication and relationship skills thereby recognising that our sexual lives are embedded in a broader context of our relationships with our partners, families and the community or society in which we live.

Through evaluations, stepping stones in has shown to empower participants with higher HIV prevention knowledge and uptake of HIV testing services compared to national survey data/. Participating in Stepping Stones sessions also demonstrated above average use of condoms and contraceptives, which is important in the fight against HIV as well as unplanned pregnancies, which leave adolescent girls at a disadvantage in attaining their dreams as well as optimum health.

## 6. Interventions to be Supported

The following interventions will be supported by CANGO PR under this RFA for the period starting in October 2021 ending in September 2023

Implementer	Intervention	Description of Intervention	Targets
SR 1	1. HIV Prevention programs for adolescents and young women (AGYW) out of school <ul style="list-style-type: none"> <li>- 10-19 yrs.</li> <li>- 20-24yrs</li> <li>- 25-29yrs</li> </ul>	- Delivery of prevention sessions to youth in communities using the <b>Stepping Stones</b> plus model -HIV testing and counseling as part of programs for adolescent and youth -RMNCH linkages and GBV as part of programs for AGYW - Coordinate implementation of education subsidies to promote keeping girls in school	7 Tinkhundla <ul style="list-style-type: none"> <li>- 50 AGYW per Inkhundla supported with (school fees, educational materials, school uniform, dignity kits, study with success sessions, and school fees for vocational training).</li> </ul>
		<b>Economic Empowerment for adolescent girls and young women (10 – 29 yrs)</b> -Establish mentorship program for economic empowerment Build capacity for AGYW on the managing resources and entrepreneurship skills -Coordinate external support for implementing WORTH program	7 Tinkhundla
SR2	2. HIV Prevention programs for adolescents and young women (AGYW) out of school <ul style="list-style-type: none"> <li>- 10-19 yrs.</li> <li>- 20-24yrs</li> <li>- 25-29yrs</li> </ul>	- Delivery of prevention sessions to youth in communities using the stepping stone plus model -HIV testing and counseling as part of programs for adolescent and youth -RMNCH linkages and GBV as part of programs for AGYW - Coordinate implementation of education subsidies to promote keeping girls in school	7 Tinkhundla 50 AGYW per Inkhundla supported with (school fees, educational materials, school uniform, dignity kits, study with success sessions, and school fees for vocational training).
		<b>Economic Empowerment for adolescent girls and young women (10 – 29 yrs.)</b>	7 Tinkhundla

<p><b>SR 3</b></p>	<p>3. HIV prevention programs for female sex workers (FSW), men who have sex with men (MSM), people who inject drugs (PWIDs) and transport operators</p>	<ul style="list-style-type: none"> <li>- Recruit, train and support 6 MSM, 4 FSW, 4 PWID, 2 trans and 15 transport operator peer educators/outreach workers, who will deliver the nine elements in the minimum service package as per the Eswatini's Key Population Program Implementation Guide.</li> <li>- Mobilize and coordinate legal training for peer educators to be able to identify human rights and gender related barriers to access + respond.</li> <li>- Addressing stigma, discrimination and violence via sensitizations with community, family, police, HCWs, and gatekeepers.</li> </ul>	<p>14 Tinkhundla</p>
<p><b>SR 4</b></p>	<p>4. HIV care and support for People Living with HIV (PLHIV) including Adolescent Living with HIV (ALHIV)</p>	<ul style="list-style-type: none"> <li>- Coordinate treatment support groups for implementing community ART groups (CAGs)</li> <li>- Delivery of HIV treatment literacy education <ul style="list-style-type: none"> <li>- Education and promotion of ART treatment adherence, promotion of U=U concept</li> </ul> </li> <li>- Provide tailored adherence support to ALHIV</li> <li>- Recruit, train and coordinate community adolescent treatment supporters (CATS) to implement risk reduction sessions with peers</li> <li>Coordinate and facilitate adolescent treatment clubs (Teen Clubs)</li> </ul>	

## 7. Budget Estimates

Intervention	Budget (\$)
1- HIV Prevention programs for adolescents and young women (AGYW)	1, 110, 000
2- HIV Prevention programs for adolescents and young women (AGYW)	1, 110, 000
3- HIV prevention programs for key populations including female sex workers (FSW), men who have sex with men (MSM), people who inject drugs (PWIDs) and transport operators	380, 000
4 - HIV Care and Support for People living with HIV including Adolescents living with HIV	320, 000

## 8. Proposal Instructions

Applicants should submit full proposals that are kept within the restrictions and limits indicated in the following section. **Extra pages will not be accepted.** Applicants may submit a project proposal to implement activities for one or more technical or program areas; however, applicants may not submit more than one proposal.

All sections must be complete. Failure to submit a complete application may result in an application being rejected as non-compliant.

### Documents to Submit

All interested applicants must submit in **English** a Project Proposal and required attachments. The Project Proposal should not exceed 12 pages.

The following must be included in the 12-page limit:

- 2 pages Organizational Background, Funding History and Capacity to Implement
- 2 pages Project Objectives and Expected Results
- 5 pages Description of Proposed Program and Activities
- 2 pages Implementation Plan
- 1-page Community Participation

The following must be included as attachments, but will not count against the 12-page limit:

- Cover Page (Annex 1)
- List of all staff and their positions in the organizations indicating key personnel who will be working on the project and their qualifications or relevant educational/work experience.
- Completed Budget Template (Budget Template Instructions are in Annex 3). The budget template itself is a separate Excel document.)
- Budget Notes
- Audited statements (3 years; 2017, 2018, 2019)

## Preparation Guidelines

Applications must include:

- **Cover Page:** This should have the program title, organization name, and contact information including address, telephone, fax, and email address using Annex 1 template to complete this information.
- **Organizational Background, Funding History, & Capacity to Implement the Project:** (*two pages*) This should demonstrate that the organization has the experience and capacity to deliver the proposed program. Among the issues to be covered are as follows.
  - The nature of the organization (NGO, FBO, CBO etc.)
  - Length of existence, legal status and registration with government approved authority
  - Vision and mission of the organization
  - Previous program implementation experience and donor history
  - A brief description of staff and volunteers in the organization, including proposed staff (include a separate staff list as described above)
- **Program Objectives and Expected Results:** This should include clear and specific statement of what the program will accomplish. (*two pages*)
  - The rationale of the project and the problem statement, what challenge/problem does the program intend to address. The program should show relevance to the country's needs. Proposals should demonstrate how their program is evidence based and how it will contribute to national objectives.
  - The specific objectives of the program. The objectives should be specific, measurable, attainable, and realistic and time bound and should relate to the stated expected results of the project.
- **Description of Proposed Project and Activities:** (*five pages*) This should state the key activities that will be implemented (i.e. what will actually be done). There should be a clear linkage between the objectives, expected results and activities. The activities should also clearly state the target audience and the target area of implementation and an explanation of how linkages, referrals and collaboration will be done with other interventions being conducted in the country by other Partners and The Government.
- **Implementation Plan:** (*two pages*). The implementation plan should include all major activities, beginning and start date of the activities and the person responsible for implementation of activities. The implementation plan should be presented on a table. The Implementation Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from beginning to end of the funding period.
- **Community Participation:** (*one page*) This should include how the program will involve communities at design and implementation stages of the program.
- **Budget and Budget Notes:** The budget should be created in the Excel template provided. The budget notes should be submitted as a Word document. Instructions for how to fill out the template are included in Annex 3. Budgets should be prepared in US dollars and Emalangeni using the Excel template provided and using conversion rates of E14.50: \$1.
  - Organizations are not authorized to include a flat percentage allocation for administrative costs in the budget submissions; administrative costs should be

- directly costed in the budget submitted.
- Budgets should be accompanied by **budget notes**, which explain the budgeted items in narrative format, including how calculations were made.

## 9. Evaluation Criteria

### Compliance Review

All Project Proposals received by the deadline will undergo a “compliance review”. The criteria for the compliance review are listed in the table below. Only applications deemed to be compliant will then be evaluated technically for their responsiveness to the program requirements. Program Proposals that do not meet the criteria laid out below may not be considered for further review.

1. Written in English.
2. Submission of Registration Certificate
3. Organisation has received donor funding of more than E500, 000 per year, per donor in the past 3 years. (Narrative and audited statements to be reviewed)
4. Submission of one (1) single sided original application and six additional (6) copies plus an electronic copy saved in PDF Format of the proposal, budget and all required documents (submitted on flash-disk or CD). <b>(Seven (7) hard copies received in total plus one electronic copy)</b>
5. Submitted between 1100hrs and 1630hrs <b>9 March 2021</b> to the CANGO office as per the address provided in this RFA.
6. Within the set 12 pages as described (excluding required attachments). Sections should not exceed the page limits as set out in the RFA.
7. Budget and Budget Notes completed in format provided and submitted with project proposal.

### Technical Review of Program Proposal

All applications deemed to be compliant, as laid out above, will be subject to a technical review by a technical review panel comprised of Government representatives, local UN Agencies, Technical Experts from local Partners and CANGO employees. All technical reviewers will be subjected to a screening process to eliminate conflict of interest. The technical review panel shall evaluate all applications according to the criteria established in this section and weighted as follows:

Technical Approach and Feasibility of Program Design	40 points
Community Participation Strategy	10 points
Organizational Capacity and Experience	25 points
Costing	25 points

<b>Technical Approach and Feasibility of Program Design</b>	<b>40 points</b>
---	------------------

Reviewers will evaluate overall technical soundness and quality of the application as it relates to the target population chosen, sequencing of interventions, selection of operational strategies and strategic linkages with other services. Reviewers will also evaluate the Applicant’s understanding of the required collaboration with existing efforts and coordination with HIV/AIDS and other relevant health and social initiatives already being conducted in the country by The Government, The Global

Fund, PEPFAR and other Implementing Partners and Donors. Applicants should clearly articulate how target beneficiaries will be identified, how interventions will be implemented and how various stakeholders will be engaged to avoid generalized programming.

#### **Community Participation Strategy**

**10 points**

Reviewers will assess the level of community participation in the project activities at the design and implementation phases of the project.

#### **Organizational Capacity and Experience**

**25 points**

Reviewers will assess the organization's capacity to implement the proposed project and their staffing, as well as past experience with the target population.

#### **Costing**

**25 points**

The Budget and Budget Notes will be reviewed for cost effectiveness including the level of proposed management costs. Other considerations will be the adequacy of budget detail and consistency with elements of the technical application. Budgets are to be developed using the template provided.

## **10. PRE-BIDDERS WORKSHOP**

There will be a pre-bidder's conference to allow interested applicants to meet directly with CANGO staff in virtually order to ask questions and get clarifications on the application process. The conference will be held on 4<sup>th</sup> March 2021, 900hrs-1100hrs. There is no registration fee for attendance. Interested organizations are encouraged to attend in order to gain insight into the process.

## **11. QUESTIONS AND ANSWERS**

Beginning on 8 February 2021 and ending 24 February 2021 (12mid-day), prospective applicants can ask questions or seek clarification about the RFA process. Questions must be submitted in writing to [procurement@cango.org.sz](mailto:procurement@cango.org.sz). All Questions and Answers will be posted on [procurement@cango.org.sz](mailto:procurement@cango.org.sz) or download it from the CANGO website at <http://www.cangoeswatini.weebly.com> and it is the prospective applicants' responsibility to check the website after 11 February 2021 for answers to submitted questions. All questions and answers will be posted on the website anonymously.

**\*No questions will be addressed through phone calls**



## 12. Annex 1: CANGO 2021 Proposal Cover Sheet

Organization Name: \_\_\_\_\_

Contact Name, Title: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

*Select one: Swaziland NGO, FBO, CBO*

Region (s) of Implementation: \_\_\_\_\_

**Implementing Partner Technical Area:**  
**(Select all applicable categories)**

- HIV prevention programs for Adolescent Girls and Young Women
- HIV prevention programs for Key Populations (Female Sex Workers, Men who have sex with men, people who inject drugs, transport operators)
- HIV Care and Support for people living with HIV (PLHIV)

**Total Funding Request:** USD \_\_\_\_\_

### 13. Annex 2: List of Tinkhundla

GLOBAL FUND		
REGION	INKHUNDLA	# OF CHIEFDOMS
<b>Manzini</b>	Mtfongwaneni	5
	Ntondozi	6
	Mahlangatja	11
<b>Hhohho</b>	Maphalaleni	11
	Mayiwane	5
	Ndzingeni	7
<b>Shiselweni</b>	Hhukwini	2
	Gege	11
	Matsanjeni	7
	Nkwene	5
<b>Lubombo</b>	Zombodze	4
	Somntongo	15
	Kubuta	5
	Mhlume	2

## 14. Annex 3: Budget Template Instructions