

United Nations Development Programme (UNDP)

Call for Expression of Interest from Pacific Civil Society Organizations (CSO) to participate in a Pilot initiative for reducing HIV risk in Sexual Minority communities in Fiji, Papua New Guinea and Samoa.

I. Background

UNDP has recently launched a global initiative to strengthen programming support in the area of HIV vulnerability reduction amongst Sexual Minorities-Men who have sex with men in particular. This initiative in the Pacific is primarily targeting community based interventions (intervention designed and implemented by the MSM communities).

The UNDP Pacific Centre in close coordination with UNDP country offices is accepting expression of interest from eligible CSOs from Fiji, Papua New Guinea and Samoa to undertake research-action pilot initiatives for HIV risk reduction in targeted sexual minorities – Men who have sex with men in particular. One CSO proposal per country will be selected in 2009.

II. Eligibility

To be eligible, CSOs must:

- be registered in the country either directly or through an umbrella organization.
- be currently actively engaged in the national HIV response at community level
- be committed to human rights and gender equality
- submit a concrete proposal with accompanying narrative and budget in line with the instruction provided below
- possess the requisite governance and financial accountability capacity and structure required to successfully manage funds, implement monitor and evaluate activities, and deliver results.

Eligible CSOs are invited to submit an expression of interest (EOI) by:

1. Completing the attached questionnaire and
2. Submitting a proposal for a research-action project complete with a costed action plan with narrative in line with the instruction provided below.

II. Evaluation of EOI and proposals

EOI submitted will be evaluated on merit, based on the criteria contained in the EOI questionnaire, reflecting the skills and relevant experience of the organization in the area of HIV response for marginalized and sexual minorities. Moreover the proposals will be specifically **evaluated according to the following criteria:**

- A. Technical quality of the proposal and degree of **innovation**
- B. Ability to carry out the proposed activities with a **result focus** and to ensure their **efficient management** assessed in terms of resources and competences and including the organisational modalities proposed;
- C. **Relevance to the objectives** of the specific scope for which the funds have been earmarked
- D. **Quality** of the plan for using and disseminating the knowledge, potential for promoting innovation, and clear plans for the monitoring and evaluation
- E. **Value for money**

III. Grant agreement

UNDP will enter into a grant agreement with each successful CSO. The Grant agreement is a legally binding document. The grants monies must be directed at implementing the approved proposal and action plans only. The funds will be transferred in tranches specified and agreed upon between the parties in the grant agreement and conditioned by the timely reception of deliverables (i.e narrative and financial reports).

INSTRUCTIONS FOR SUBMISSION OF EOI

1. **submit the completed questionnaire (SEE ANNEX 1 below)**
2. **Submit a costed action plan/ proposal not exceeding USD \$25,000 in total in line with the following guidelines below and in the format provided in (ANNEX 2 below)**

SUBMISSION DEADLINE: Expression of Interest (e-copies) from CSOs shall be received by June 21st 2009 at the following address: registry.pacificcentre@undp.org

General guidelines for the preparation and submission of CSO proposals as part of this EOI for piloting HIV risk reduction activities amongst targeted MSM communities in Fiji, Papua New Guinea and Samoa.

A. Situation analysis and rationale

The rationale of the proposals should be developed around the fact that a significant proportion of the reported HIV infections in the Pacific Islands are “MSM transmissions”. However, there are few strategic interventions that specifically address male-to-male sex and related risks and vulnerabilities to HIV and STIs. It is suggested to:

- refer to available data or alternatively data gaps related to risk behaviors, poor knowledge of basic preventions means and, high rates of STIs among men who have sex with men.
- refer to the lack of or insufficient understanding of the context, networking and diversity of MSM identities in the Pacific where male-to-male sex is not associated with gender or sexual identity in the same way it is in other regions.
- refer to specific country issues pertaining to the social milieu and the legal framework that contribute to various forms of discrimination and violence against sexual minorities that magnifies vulnerabilities and makes outreach difficult.
- refer to opportunities, i.e nascent sexual minority networks in the Pacific as an opportunity for the development of sound, owned and strategic interventions to reduce HIV and STI risk among this most at risk group.

B. Objective

The objective of the proposal should be primarily articulated around HIV risk reduction in the targeted sexual minority communities. Objective must be specific. Secondly it is also anticipated that the results will contribute to better inform policies and programmes pertaining to HIV prevention within sexual minorities. Explain how.

C. Guiding principles for project approach

The scope of work needs to be grounded in research and not assumptions. Therefore a research-action approach with concrete outputs at community level is highly encouraged/preferred. The work should focus on developing capacities within the MSM community to identify, conceptualize, implement and evaluate simple but effective risk reduction interventions.

C1. Proposed activities are based on research on specific MSM related HIV risk vulnerability in the country and targeted community. The research part will also provide information on how the diversity of MSM identities in the Pacific implies varying degrees of risk vulnerabilities. The research will be conducted by the MSM networks themselves. A research training (refresher) on data collection, parameters selection and the development of a research protocol and questionnaires can be organized separately by UNDP if required (in that case specify so). Note: It is possible that in certain countries / communities the research required has already been done and / or is ongoing. In that case the proposal should clearly specify so and explain how the research was conducted and how the findings are going to be used.

C2. Activities focus on the development, implementation and monitoring and evaluation of key risk reduction interventions that are simple, have most chances to be effective (based on the research), are manageable and measurable. The proposal could for example include Behavior Change Communication; support to peer educators and any other legitimate interventions based on the research findings. It is important that these risk reduction interventions are piloted in the MSM communities and evaluated against a set of key behavioural and knowledge indicators taken from the research component within a sample of the same target group (pre and post intervention).

C3. Results of the project will be linked to policy and strategy formulation for better addressing MSM (and MSM associated communities) risk vulnerabilities. The proposals should highlight in the narrative, briefly, how the expected results of the research and the piloting of prevention compact will be used for example to contribute to improve the national HIV strategy in each country vis a vis addressing the MSM specific vulnerability to HIV and STIs.

D. Proposals and action plans should be developed towards contributing to or achieving the following results focus:

1. Improved specific knowledge on MSM related risk vulnerability in the targeted country
2. Increased knowledge and practice of safer sex practices amongst targeted MSM communities
3. Capacity of three MSM networks to conduct research-action developed
4. Evidence informed policy recommendations to better address MSM related risk vulnerability developed, communicated, piloted and evaluated by MSM

E. Monitoring & Evaluation

The proposal should clearly specify activity and results indicators, how the research-action will be monitored and evaluated and how the lessons learned will be utilized.

F. Format

The proposals shall be submitted in the following format provided in **ANNEX 2:**

ANNEX 1 EOI Questionnaire:

(Please complete all questions and use additional space if required)

A General

1. Please describe your organizations' **mandate, objectives and constituency.**

2. Is your organization **legally registered**? Please provide relevant details.

3. Please provide concrete organizational and/or programmatic details that reflect **your organization's commitment to and involvement in the national HIV response with a particular focus on sexual minorities needs (MSM in particular).**

4. Please provide details on your organisations' **leadership and management structure and system**

5. Please provide details on your **financial and accounting management systems in place (existence of transparent auditing arrangements and regular financial statements)**

6. Please provide details on your organization's **experience in procuring goods and services through a transparent and competitive process.**

7. Please provide details on your organization's **existing operational Procedures (i.e. appropriate tools and methodology) for Monitoring & Evaluation (M&E) or M&E Plan in Place.**

B. for proposal submission

8. Please describe **who will be responsible for implementing the proposed activities?**

9. Who will provide supervision/management of this person(s)

10. **What sources of funding does your organization have for 2009 / 2010?** Please list specific donors and the 2009 operating budget (including specifically funded projects).

11. Has your organization **ever received a grant or funding from a UN agency?** If so when, from which agency and for how much?

12. Please provide the names, positions and qualifications of your organization's finance and accounts staff, and/or those of staff responsible for submitting financial or narrative reports to donors/funders/development partners.

13. Who are the signatories to your bank accounts?

14. Have any of your accounts, **grants or projects been audited**? Please provide details of which accounts, grants or projects have been audited (copies of the audited accounts are not required).

Signed on behalf of the organization by

Name and title

Signature

Date

Contact Person's Details – Postal, telephone/fax or email

ANNEX 2 –RECOMMENDED PROPOSAL FORMAT

Section I—elaboration of the narrative

Part I. Situation Analysis – minimum one paragraph, suggested maximum one page

State the problem to be addressed usually in terms of needs for capacity development. Explain the framework and the intended beneficiaries.

Part II. Strategy – minimum one paragraph, suggested maximum one page

This section should detail how the outputs will support achievement of the outcome. Explain in particular how building of capacities will ensure lasting results (sustainability), the rationale for assistance by UNDP and your organization comparative advantage to carry the project.

Part III. Management Arrangements - minimum one paragraph, suggested maximum one pages

Explain the roles and responsibilities (including clarification on the accountability for resources) of the parties in carrying out the project activities.

Part IV. Monitoring and Evaluation - minimum one paragraph, suggested maximum one pages

Describe briefly how monitoring, measurement and evaluation will be applied for the project or outcome.

Part V. Legal Context

Standard text below, do not modify.

“The project document shall be the instrument envisaged in [reference to the grant agreement between the CSO and UNDP that will be signed].

The following types of revision may be made to this project document with the signature of the UNDP Resident Representative only, provided he/she is assured that the other signatories of the project document have no objections to proposed changes:

- Revision in, or addition of, any of the annexes of the project document and the agreement, which is a precondition for UNDP assistance;
- Revision, which do not involve significant changes in the immediate objectives, outputs and activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation;
- Mandatory revisions, which re-phase the delivery of agreed project inputs or increased expense of other costs of which take into account agency expenditure flexibility.”

Section II - Results and Resources Framework (RRF)

Describe concisely the desired outcome (with outcome indicator), and outputs to be produced and related activities and inputs. Include annual output targets where necessary to clarify the scope and timing of the outputs. The RRF template is given in Appendix 1 below.

Section III—The total action plan and budget

The Annual Work plan is produced for each year. Total Budget will use the similar format, as RRF except that timeframe will be blank. Use template in Appendix 2 below.

APPENDIX 1

RESULTS AND RESOURCES FRAMEWORK

Complete the table below for the outcome that the project is designed to address.

<i>Overall objective: A BROAD “Goal” type that each immediate objectives listed below contribute to</i>				
<i>Overall indicators</i>				
a. H				
b. H				
<i>Partnership Strategy IF APPLICABLE</i>				
<i>Immediate Objective One:</i>				
<i>STATE OBJECTIVE HERE i.e “ PDA HAS INCREASED CAPACITY TO FORMULATE PROJECTS AND SECURE FUNDING”</i>				
<i>Achievement indicators WHAT WOULD YOU USE AS INDICATOR TO MEASURE HOW OBJECTIVE IS REACHED</i>				
<i>Examples:</i>				
a)				
b)				
<i>Intended Outputs</i>	<i>Outputs Indicators</i>	<i>Indicative Activities</i>	<i>Inputs</i>	<i>TOTAL</i>
<i>Consider the use of “deliverables</i> <i>(MUST BE MEASURABLE, SPECIFIC and TIME BOUNDED)</i>	CONSIDER BOTH QUALITATIVE AND QUANTITATIVE INDICATORS SPECIFIC TO THIS OUTPUT Examples: <ul style="list-style-type: none"> ▪ Numbers and people involved in what manner ▪ Number and Type of new skills acquired ▪ Etc... 	Group activities under A BROAD HEADING i.e Research Activity – Training & Capacity Development– Prevention Package development – outreach work – Advocacy, etc...	Explain briefly the nature of inputs here (i.e training cost, material...) (actual listing of input type will be provided in ANNEX4)	\$XX
				\$XX
				\$XX
				\$XX
Total				\$ XXX

APPENDIX 2

-ANNUAL WORKPLAN and BUDGET

Expected Outputs	Key Activities				Planned Budget		
		T1	T2	T3	Responsible party	Budget Description (budget Line)	Amount
Ex. OUTPUT 1 (i.e research on MSM HIV risk conducted)	Group ACTIVITIES IN CLUSTERS i.e: LIKE in RRF ABOVE					LIST HERE COSTS TO PRODUCE ACTIVITY CLSUTER 1 ETC...TRY TO MINIMIZE NUMBER OF LINES Staff costs Workshop costs Document production Services Supplies Etc...	
						SAME AS ABOVE	
Sub Total Output 1							
Ex. OUTPUT 2 (i.e research based prevention package developed and tested)	SAME PRINCIPLE AS ABOVE					...	
	SAME PRINCIPLE AS ABOVE					...	
Sub Total Output 2							
Project Management & Implementation You Can group under this activity costs related to the coordination of the project.						BEWARE NOT TO CHARGE TOO MUCH HERE TO THE DETRIMENT OF THE ACTIVITIES UNDP USES OUTPUT BASED BUDGETING AS YOU CAN SEE	
US\$ TOTAL (max USD 25,000)							