



**Sub-Award for Civil Society Organizations to Strengthen Patient-Based Organizations Skill  
in Advocacy, Communications and Management in West Java  
USAID Cooperative Agreement No. AID-OAA-A-14-00029**

**Request for Proposal (RFP) no: RFP/CTB/II-010/2017**

RFA issuance date                      *June 6, 2017*  
Proposal due date and time        *June 12, 2017 at 5 p.m.*

KNCV/Challenge TB, on behalf of United States Agency for International Development (USAID) is seeking applications from Civil Society Organizations to strengthen the overall capacities and accountability of the Patient-Based Organizations for a sustainable role in TB control.

**The RFP has objectives as follows:**

1. To enhance the role of Patient-Based Organizations in strengthening the capacity of "*pendidik sebaya*" (PE or Peer Educators);
2. To increase and improve the programmatic capacity of Patient-Based Organizations in raising community awareness and TB stigma reduction;
3. To conduct training for the development of community-based TB management, SOPs on psychosocial support and implementation of community based interventions on case finding and case holding at Puskesmas level;
4. To develop useful and practical documents such as policies, communication and education tools in increasing the quality of service of Patient-Based Organizations;
5. To increase Patient-Based Organizations' organizational skills, especially in financial and project management.

Please contact the Sub-Award Coordinator by email at [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org) or phone at +62 21 837 93350/51/52 if you are interested in applying for this grant and would like to get further information on the grants application instruction and guidelines, eligibility criteria, selection criteria, as well as grants forms and templates. Your expression of Interest letter should include information as follows:

Subject: RFP/CTB/II-010/2017  
Name of organization:  
Name:  
Mobile phone number:  
Fax number:  
Email address:

Completed applications must be submitted in English and no later than 5:00 p.m. June 12, 2017, by email to [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org). Each application will be reviewed for responsiveness to the specifications outlines in the regulation and application format. Applications to be submitted are technical application and cost/management application will not exceed a total of five pages. Late or incomplete applications will not be accepted or considered.



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## ABBREVIATIONS

ATS	American Thoracic Society
CTB	Challenge TB
FHI 360	Family Health International
IRD	Interactive Research & Development
JATA	Japanese Anti Tuberculosis Foundation
MSH	Management Sciences for Health
PATH	Program for Appropriate Technology in Health
TB	Tuberculosis
The Union	The International Union Against Tuberculosis and Lung Disease
USAID	United States Agency for International Development
WHO	the World Health Organization



## INTRODUCTION

### **KNCV Tuberculosis Foundation**

KNCV Tuberculosis Foundation (KNCV) is an international non-profit organization dedicated to the fight against tuberculosis (TB), still the second most deadly infectious disease in the world. KNCV is an international center of expertise for TB control that promotes effective, efficient, innovative and sustainable TB control strategies in a national and international context. We are an organization of passionate TB professionals, including doctors, researchers, training experts, nurses and epidemiologists. We aim to stop the spread of the worldwide epidemic of TB and to prevent the further spread of drug-resistant TB.

Over the past century we have built up a wealth of knowledge and expertise, initially by successfully controlling TB in the Netherlands. Since the 1970s, we have also shared our knowledge and expertise with the rest of the world. We operate from a central office in The Hague in the Netherlands, a regional office in Central Asia and country offices worldwide. KNCV raises funds from private, institutional, corporate, and government donors.

### **Challenge TB**

KNCV is the lead partner in Challenge TB (CTB), the ongoing five-year global project funded by the United States Agency for International Development (USAID) to decrease TB mortality and morbidity in high burdened countries. We lead an international consortium with eight partner organizations: American Thoracic Society (ATS), Family Health International (FHI 360), Interactive Research & Development (IRD), Japanese Anti Tuberculosis Foundation (JATA), Management Sciences for Health (MSH), Program for Appropriate Technology in Health (PATH), The International Union Against Tuberculosis and Lung Disease (The Union), and the World Health Organization (WHO).

The overarching strategic objectives of CTB are to improve access to quality patient-centered care for TB, TB/HIV, and MDR-TB; to prevent transmission and disease progression; and to strengthen TB platforms. CTB project includes TB control activities in 23 countries and several overarching core projects in multiple countries. For more information, please visit [www.challengetb.org](http://www.challengetb.org).

### **Challenge TB in Indonesia**

Challenge TB in Indonesia is a project supporting the National TB Program with the implementation of the national strategic plan for TB by ensuring technical leadership. The project helps the National TB Program in making strategic choices for a sustainable difference, namely ensuring the highest impact with limited resources. Challenge TB Indonesia is led by KNCV which collaborates with two in-country coalition partners, FHI 360 and WHO. KNCV also receives short-term technical assistance from two external coalition partners, American Thoracic Society (ATS) and Interactive Research and Development (IRD). The overall aim of the project is to implement a broad range of (distinct financial and technical) sustainable interventions.

At national level, Challenge TB provides technical assistance to the Directorate of CDC within the Ministry of Health as the main beneficiary/partner. Additional recipients of technical assistance include other government institutes (such as medical, laboratory and pharmaceutical services), provincial and district health offices, professional societies, community organizations and other local partners in all supported provinces.

One of CTB Indonesia's priority activities is TB case management according to the National Standards (Permenkes No. 67 of 2016 and PNPk), and develop mentoring and monitoring mechanisms/systems for Professional Organizations members in TB treatment using the National Standards, including mandatory notification of cases, diagnosis, treatment and monitoring of treatment.

### **Purpose of Request for Proposals**

Purpose of this request for proposals is to expand and strengthen TB Patient-Based Organizations. The Ministry of Health sees an added value in engaging communities in its health programs as outlined in its National Strategic Plan (NSP). The plan particularly mentions empowering CSOs to increase community awareness, reducing stigma and involving communities in TB control in Indonesia. Therefore, in line with the Ministry of Health's agenda, Challenge TB will sub-award Civil Society Organizations to strengthen Patient-Based Organizations' skills in advocacy, communication and social to fight TB in West Java.

### **SCOPE OF WORK**

#### **Objectives**

1. To enhance the role of Patient-Based Organizations in strengthening the capacity of "*pendidik sebaya*" (peer educators/PE)
2. To increase and improve the programmatic capacity of Patient-Based Organizations in raising community awareness and TB stigma reduction
3. To conduct training for the development of community-based TB management, SOPs on psychosocial support and implementation of community based interventions on case finding and case holding at Puskesmas level
4. To develop useful and practical documents such as policies, communication and education tools in increasing the quality of service of Patient-Based Organizations
5. To increase Patient-Based Organizations' organizational skills, especially in financial and project management

#### **Deliverables**

1. Organizational capacity building module for former TB sensitive patients and TB RO
2. Activity reports, guidelines, training materials for the development of community-based organizations and the implementation of community based interventions on case finding and case holding
3. Guidelines, communication and education tools for integrated community based interventions on case finding and case holding at Puskesmas level
4. Documented SOPs as evidence of increased organizational capability in financial and project management
5. Final Report including lessons learned and recommendations for increased Patient-Based Organization engagement in the TB program

#### **Timeframe**

Implementation of this sub-award takes place from 16 June until 30 Sept 2017.

### **APPLICATION PROCESS**

The proposal must be prepared in accordance with the instructions provided in the section below. Each organization shall submit only one proposal.

Issuance of this RFP does not in any way constitute an award or commitment on the part of the CTB nor does it commit to pay for costs incurred in the preparation and submission of proposal.

### **GENERAL GUIDELINES FOR DEVELOPING REQUESTS FOR PROPOSALS**

Applicants shall consider the following guidelines for developing the proposal:

- The proposal should address all activities under section 'Scope of Work'.
- Proposed activities described in the proposal should be for the proposed geographic area, i.e. Indonesia.
- Applicants can receive funding for similar activities from other donors. However, proposed activities must not be duplication of activities that are covered or planned under the other

funding source, and the organization must make clear how the different funding sources will be used for distinct objectives or distinct geographic areas.

## ELIGIBILITY CRITERIA

The organization submitting the proposal should meet the following eligibility criteria:

- Legal organization;
- Organization with district and national networks that implement activities at community level;
- Organization works with specific targets, especially men, elderly and children;
- Organization experienced in working with international grants.

## BUDGET AND FUNDING PERIOD

A budget plan should be added in the attached format. The budget should specify all levels and numbers of staff needed both working in full-time and part-time (%), equipment, maintenance, consumables, communications, transportation, etc. The following categories of costs should be used: salary and wages, fringe benefits, travel and transportation, equipment, supplies, contractual, other direct costs, indirect costs.<sup>1</sup> All items should be specified and justified.

The funding period of the sub-award is 16 June to 30 September, depending on the signature date. Funding will depend on USAID support for this project and therefore funding commitments can only be given for one year period at the maximum.

## QUESTIONS AND ANSWERS

Any questions will be addressed to [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org) until a week before the application deadline. Responses will be provided within three work days to the organizations that have shown interest to apply.

## REQUEST FOR PROPOSALS FORMAT

The proposal should be prepared in English and formatted in Verdana (nine point size), single space and A4 paper size. The proposal should not exceed five pages, excluding the coversheet (see the attachment).

The organization will develop a proposal which describes:

1. Applicant information (name of organization, name and title of a contact person, postal and email addresses, as well as land and mobile phone numbers)
2. Number and names of staff involved. It may also include their CVs, not part of the five pages.
3. Past experience in managing project relevant to this RFP
4. Experience in working with the Ministry of Health
5. Specific proposal on:

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<sup>1</sup> For an indirect cost rate: In accordance with the provisional negotiated indirect cost rate agreement (NICRA), 1) allowable indirect costs shall be reimbursed on the basis of the negotiated provisional or predetermined indirect cost rates and the appropriate bases (NICRA) or 2) Sub-Recipient can budget an indirect cost rate which can be independent from KNCV's indirect cost rate provided the following is in place: a) Job cost or activity based accounting system which accumulates indirect costs by pool (e.g. fringe benefits, overhead, indirect, general and administrative); b) Timekeeping system which supports direct and indirect costs; c) Cost policy statement which identifies base and pool, direct and indirect functions/costs; d) Timely (monthly) closing of books and records; and e) Financial statement audit and/or independent review of rates annually to attest to compliance the relevant USAID cost principles. This indirect cost rate needs to be approved by KNCV. For budget purposes, Sub-Recipient shall submit a substantiated indirect rate calculation and a confirmation that the above is in place to KNCV. Reimbursements will be made based on actual rates determined by an audit, if budgets allow.

- a. Proposed strategy/approach  
Eligible organizations for this sub-award are official Civil Society Organizations with tuberculosis as their priority in West Java.
- b. Implementation plan and activities
  - i. Conduct training for the development of community-based TB management, SOPs on psychosocial support and implementation of community based interventions on case finding and case holding at Puskesmas level
  - ii. Develop useful and practical documents such as policies, communication and education tools in increasing the quality of services of Patient-Based Organizations
  - iii. Conduct training on financial and project management
  - iv. Provide mentoring to Patient-Based Organization members in terms of patient assistance as well as in organizing their visits
  - v. Prepare Final Report including lessons learned and recommendations for increased Patient-Based Organization engagement in the TB program
  - vi. Conduct monitoring and evaluation based on indicators and targets

### **SUPPORTING DOCUMENTATIONS**

Please attach a copy of applicant's organization registration to the application.

### **SUBMISSION OF APPLICATIONS**

Completed applications shall be submitted to [esa.muhamris@kncvtbc.org](mailto:esa.muhamris@kncvtbc.org) by June 12, 2017. If the submission is not being made electronically, the applicant is required to submit three hard copies identical to the soft copy stored on a CD/DVD/flash disk by mail or courier to the Sub-Grant Coordinator before the deadline at the following address:

**KNCV TUBERCULOSIS FOUNDATION**  
**c/o Sub-Award Coordinator**  
**Menara Bidakara 2, 7<sup>th</sup> Floor**  
**Jln. Jenderal Gatot subroto Kav. 71-73**  
**Jakarta 12870**

Late or incomplete applications may only be reviewed when authorized by the Sub-Award Coordinator and only if all such submissions are treated the same and are evaluated prior to award of any other agreements under this RFP.

### **EVALUATION CRITERIA**

KNCV will establish an Evaluation Panel to review and evaluate all proposals received before the deadline. Only proposals that meet the eligibility criteria will be considered. The Evaluation Panel will evaluate the proposals using the criteria and scoring as described below. The Evaluation Panel will assign 100 points at the maximum. Behind each item is the maximum number of points that can be obtained:

1. Experience and past performance (30 points)
2. Suitability of specific proposal/proposed approach (30 points)
3. Budget (30 points)
4. Implementation plan/timeframe (10 points)

The organization which has been selected to collaborate for developing a full proposal and budget based on its five-page proposal will be notified within one month after the closing date for submission.



## ANNEX 1 - PROPOSAL COVER SHEET

The following cover sheet should be submitted along with the application:

### CTB SUB-AWARD PROPOSAL SUBMISSION FORM

**Date:**

**FROM:**

<Name of Contact Person>  
<Name of Organization>  
<Street Address>  
<City> <Postal code> <Country>  
<Phone><Fax>  
<Website>

**TO:**

CTB Sub-Award Coordinator  
Menara Bidakara 2, 7<sup>th</sup> Floor  
Jln. Jenderal Gatot Subroto Kav. 71-73  
Jakarta 12870

**Subject:** Application titled "<*title of Application*>" under CTB Sub-Award Program.

We, the undersigned, offer to apply to undertake the Application titled "<*title of Application*>" in accordance with your Request for Proposal (RFP) no. RFP/CTB/II-010/2017 dated June 12, 2017. We are hereby submitting our Application.

The primary objective of the proposal is to <*in two lines*>.

The amount of funds requested from CTB Sub-Award Program is <*in local currency*> and the cost share provided by applicant and other partners is <*in local currency*>.

Duration of the project is <*months*>.

Yours sincerely,

(Signature & Organizational Stamp)

Name and Title of Signatory  
Phone number and email

**NOTE:**

Print the completed CTB Sub-Award Application Submission Form, put a signature and organizational stamp, then scan the document for submission.