



Sub-Award for Professional Organization / Health Education University-Institution on TB Care and Services according to the TB National Guidelines for All Care Providers and Quality Assurance of TB Care and Services in Public and Private Sector in Surakarta, Central Java

USAID Cooperative Agreement No. AID-OAA-A-14-00029

**Request for Proposal (RFP) no: RFP/CTB/III-11/2017**

RFA issuance date *Date: June 15, 2017*  
Proposal due date and time *June 19, 2017 at 5 p.m*

KNCV/Challenge TB, on behalf of United States Agency for International Development (USAID), is seeking applications to succeed implementation of mandatory notification policy and implementation of PPM strategy in Surakarta municipal, Central Java, as an effort to eliminate TB.

**The RFP has objectives as follows:**

- a. To map all health facilities and providers working in TB care and service provision (primary health care providers, hospitals, clinics, private practitioners, pharmacies, laboratories), and CSO's in Surakarta municipality.
- b. To facilitate implementation of the mandatory notification system, using the Smartphone Application called Wajib Notifikasi (WiFi TB) among all private practitioners
- c. To implement the PPM strategy in selected sub districts, in Surakarta municipality
- d. To record and report all TB cases in Surakarta municipality to the NTP

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/III-11/2017  
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 19, 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 to support and strengthen provision of TB services according to the TB national guidelines for all care providers and to ensure quality of TB care and services in the public and private sector.

## PURPOSE OF REQUEST FOR PROPOSALS

Professional Medical Organizations play a significant role in the notification of TB cases. Increasing TB notifications is part of the NTP strategy for eliminating TB in 2035, which also includes improving access

to diagnosis for children (including rapid molecular testing), building the capacity of providers through collaboration with local professional organization and creating strong system and leaderships at district level and improving the role of professional medical organization in the discovery and reporting of TB cases in implementation of Mandatory Notification in Surakarta municipality, Central Java Province.

## **SCOPE OF WORK**

### **Objectives:**

- a. To map all health facilities and providers working in TB care and service provision (primary health care providers, hospitals, clinics, private practitioners, pharmacies, laboratories), and CSO's in Surakarta municipality.
- b. To facilitate implementation of the mandatory notification system, using the Smartphone Application called Wajib Notifikasi (WiFi TB) among all private practitioners
- c. To implement the PPM strategy in selected sub districts, in Surakarta municipality
- d. To record and report all TB cases in Surakarta municipality to the NTP

### **Expected Outcomes/Deliverables**

1. All health facilities and health care providers mapped, results analysed and reported.
2. Mandatory Notification implemented through Wajib Notifikasi (WiFi TB) among all private practitioners
3. PPM strategy implemented in selected sub districts, in Surakarta municipality
4. Activity and expense reports submitted complete and on time, according to reporting schedule
5. Progress report, which includes: lesson's learned, description of process, concepts, challenges and solutions, recommendations, submitted complete and on time, according to reporting schedule and per key activity
6. Final report, which includes: lesson's learned, description of process, concepts, challenges, solutions, recommendations, and expenses, submitted complete and on time, according to reporting schedule and per key activity

### **Timeframe**

Implementation of this sub-award takes place from 10 July - 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. Surakarta.
- 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 10 July 2017 to 30 September 2017, 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. Applicants are requested to use A4 size paper, with single space, 9 point font Verdana. The proposal should not exceed 5 pages excluding the coversheet (see *attachment*).

The organization will develop a proposal which describes:

1. Applicant information (Name of Applicant Institute, Name and title of contact person, Mailing Address, Telephone (including mobile), Email address)
2. Number and names of staff involved [optional: including their CVs, not part of the 5 pages]
3. Past experience in managing project relevant to this RFP
4. Experience in working with the Ministry of Health

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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.

5. Specific proposal on:

a. Proposed strategy/approach

- Increase the role of a professional medical organization in the discovery and reporting of TB cases in Surakarta municipality
- Actively involve in TB control in Surakarta municipality
- Establish collaboration with Surakarta Health Department and other professional organizations.
- Develop a mandatory notification system for all members of professional medical organizations

b. Implementation plan and activities

- Conduct mapping of all health facilities and providers associated with TB care and services (primary health care providers, hospitals, clinics, private practitioners, pharmacies, laboratories), and CSO's in Surakarta municipality
- Implementation of the mandatory notification system using Smartphone Application Wajib Notifikasi (WiFi TB) among all private practitioners
- Implementation of the PPM strategy in selected sub districts, in Surakarta municipal

## SUPPORTING DOCUMENTATIONS

Please attach the following documents to the application to be submitted:

- A copy of Applicant's organization registration

## SUBMISSION of APPLICATIONS

Completed applications must be received by June 19, 2017, by email (preferable) to [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org). If the submission is not being made electronically, the applicant is required to submit three identical hard copies and soft copy on a CD/DVD/flash disc by mail or by courier to the Sub-Award Coordinator before the deadline at the following address:

**KNCV TUBERCULOSIS FOUNDATION**  
**c/o Sub-Award Coordinator**  
**7th Menara Bidakara 2**  
**JL. GATOT SUBROTO KAV. 71-73**  
**Jakarta Selatan, Indonesia 12870**

Late or incomplete applications may only be reviewed if 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 proposal papers received before the deadline. Only proposals that meet the eligibility criteria will be considered. The Evaluation Panel will evaluate the proposal using the following criteria and scoring as described below. The Evaluation Panel will assign maximum 100 points. 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 that has been selected to collaborate for developing a full proposal and budget based on their proposal will be notified within 1 month after the closing date for submission.



## ANNEX 1- PROPOSAL COVERSHEET

The following cover sheet should be submitted for all applications:

### 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, Lantai 7  
Jl. Jend. Gatot Subroto Kav. 71-73  
Jakarta Selatan - 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/III-11/2017 dated June 19, 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 e-mail

**NOTE:**

Print the completed CTB Sub-Award application submission form, put signature and organizational stamp, then scan the document for submission.