ANNEXURE A

KWAZULU-NATAL

PROVINCIAL TREASURY



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| COMPULSORY SERVICE PROVIDER INFORMATION  RFP: GF01/06/2016  APPOINTMENT OF SUB RECIPIENT/S OF THE KZN GLOBAL FUND SUPPORTED HIV AND AIDS PROGRAMME TO IMPLEMENT HIGH IMPACT HIV AND AIDS INTERVENTIONS THAT WILL CONTRIBUTE TO PREVENTION OF NEW INFECTIONS AND IMPROVED QUALITY OF LIFE FOR YOUNG WOMEN & GIRLS IN UTHUNGULU DISTRICT.  CLOSING DATE: 4PM, 20 JULY 2016 |
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All organisations interested in applying for the Global Fund Supported Programme Sub Recipient role are required to complete this template. This section consists of compulsory information required from the prospective sub recipient. The template is divided into the following sections:

**Section 1: Applicant Information, Mission and Vision**.

**1.2 Executive Summary**

**Section 2:** **Organisation Past experience**

**Section 3: Sources and duration of existing funding**

**Section 4:** **Global Fund project for adolescents Young Women and Girls**

**Section 5: Ensuring Value for Money in project Implementation**

**Section 6: Risk Assessment and Mitigation**

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| Applicant Information |

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| 1. ORGANISATION DETAILS | |
| Name of Organisation |  |
| Physical and Postal Address |  |
| Type of organisation (CBO,NGO, Consortium, foundation etc |  |
| Contact Person:  Designation |  |
| Contact person details:  Telephone (w)  Telephone (cell)  Email address |  |
| Company Registration Number |  |
| SA Tax Registration Number |  |
| VAT Number |  |
| Non-Profit Registration Number |  |
| BBBEE Certificate Number (*SANAS Approved Agency*/Accounting Officer/Auditor as required in terms of the BBBEE codes) |  |

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| SECTION 1: ORGANISATION MISION, VISION AND ROLES & RESPONSIBILITIES |
| This section requests information about the organization mission, vision and current roles and responsibilities. |

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| 1.1 Mission, Vision and Responsibilities/Functions |
| 1. Vision 2. Mission 3. Organisation Functions/Roles and Responsibilities |
| 1 and 1/2 PAGES suggested |

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| 1.2 Executive Summary of the Proposal |
| Please provide an executive summary of your proposal which should include key elements in this template. |
| 2 PAGES maximum |

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| SECTION 2: ORGANISATION PAST EXPERIENCE |
| This section requests information about the organization past experience in implementation of project targeting Young Women and Girls. |

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| 2.1 Organisations Past Experience in Implementation of Programmes relevant to Young women and Girls project |
| Describe your organisations’ past experience in the implementation of comprehensive HIV and AIDS, and Tuberculosis prevention programmes including Sexual and Reproductive Health (SRH) services for adolescents, and Young Women and Girls and other relevant related services.   1. Specifically describe the package of services delivered and the involvement of the target group and affected communities in the design, implementation and management of the projects/programmes. 2. Indicate where these programmes/activities have been implemented specifically which, districts, sub districts, wards and province. 3. State the period of time of implementation of the programmes/ projects(years and months) as applicable. |
| 3- 4 - PAGES suggested |
| 1. Describe the implementation and management arrangements of these projects/programmes targeting Adolescents, and Young Women and Girls. In the description indicate whether organization has residence in the district or area where activities were happening and how other partners have been engaged to facilitate effective implementation. |
| 3 pages suggested |
| 1. Describe how the organisation has involved local communities and other strategic institutions in the programmes. Indicate other organisations worked with, how and in what components of the programme in detail (examples of institutions, engagement include AIDS Councils, civil society organisations, government departments at ward, district, provincial and national level as relevant. |
| 3 pages suggested |
| 1. Describe and quantify the activities implemented, actual outputs, outcomes and impact of the interventions and provide in the annexes latest or the last organization’s programme performance report. |
| 2 – 3 pages suggested |
| 1. Was the programme evaluated by the donor or other external independent evaluators, if, so provide a summary of the evaluation findings and the full report in the annexes If not, please provide an explanation |
| 1-2 pages suggested |

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| SECTION 3: SOURCES OF FUNDING FOR THE ORGANISATION |
| This section request all applicants to provide summary of sources of funding for the organisation and duration of such funding including past (last 2 years) and present funding sources and amounts of funding |

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| 3.1 Overall Funding by Other Donors (Past and Present) |
| In order to understand the overall funding landscape of the organizations programmes please briefly describe:   1. The availability of funds for each programme area and the source of such funding (government and/or donor). Highlight any program areas that are inadequately funded and plans in place to close the gaps if any |
| 2-3 PAGES SUGGESTED   |  |  |  |  | | --- | --- | --- | --- | | Source of Funding/DONOR | Grant Award (ZAR) | Duration of funding (Start & End Dates) | Summary of Programme Areas Funded by the GRANT | |  |  |  |  | |  |  |  |  | |  |  |  |  |   *NB: If more sources of funding just insert additional rows to the table above*  Brief explanation |
| 1. Please list any special conditions or restrictions on the funding stated by any of the donors in the table above. |
| ½ - 1 page suggested |
| b) (1) Has the organization been a Global Fund Implementer before? If yes please describe any past experience and performance (If not answer b(ii) below). |
| 1 – 2 pages suggested |
| b) (2) Please describe any past experience and performance in being an implementer for any other development partner/donor, and provide evidence to that effect in your description and annexes. |
| 1-2 page suggested |

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| SECTION 4: GLOBAL FUND PROGRAMME FOR ADOLESCENTS, YOUNG WOMEN AND GIRLS |
| This section details the organisation’s response to the Terms of Reference for the Sub Recipient for Young Women and Girls programme |

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| 1. In response to the ToRs describe your organisation’s approach and methodology to deliver project activities to achieve targeted results |
| * 1. PAGES suggested |
| 1. Describe how the organisation will organise and structure the project team/personnel to implement the activities |
| 2-3 PAGES suggested |
| 1. Describe how monitoring and evaluation will be conducted and how quality assurance will be ensured in project data and implementation? |
| 1-2 PAGES suggested |
| 1. Describe the existing organisation’s staff capacity and skills relevant to young women & girls project | |
| 2-3 PAGES suggested | |

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| 1. Based on the annual indicator targets provided please indicate how you will break them down by quarter for the three years to enable you to achieve them and provide associated reasons/explanations to the breakdown |
| 2-3 PAGES suggested |
| 1. 4. 6 Based on the indicative budget provided in the RFP, please provide a quarterly project budget for the indicative grant amount in line with your proposed quarterly targets |
| 2-3 PAGES suggested |
| 1. One of the key principles of the country is involvement of small organisations or CBOs in implementation. Does the organisation envisage engaging /involving other lower level implementers as Sub-Sub Recipients in any of the project activities? If yes describe the approach to be employed in managing sub-grants including how many and what systems would be put in place to improve their implementation capacity. If not please provide solid reasons as to why? |
| 2 PAGES suggested |
| 1. Indicate and describe & justify all your organisation’s (1) training needs and (2) technical assistance requirements (3) other needs, to effectively implement the young women and girls project in the target district. |
| 2-3 PAGES suggested |

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| SECTION 5: ENSURING VALUE FOR MONEY IN PROGRAMME IMPLEMENTATION |
| This section requests information on how the organisation/applicant will ensure that there is value for money and efficiency in implementation of the Global Fund Supported Programme. |

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| 5.1 Value for Money |
| Provide a brief description/explanation of how your organisation will ensure that there is value for money (project produces desired results at the least cost) for the Global Fund programme on Young Women and Girls, in your description include an est*i*mate of the unit cost per person reached. (E.g. life skills or people tested). |
| 1 PAGE suggested |

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| SECTION 6: RISK ASSESSMENT AND MITIGATION |
| This section requests information regarding the possible risks as identified by the applicant and proposed mitigation measures. |

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| 6.1 Current or Anticipated Risks in Project Implementation and Sub Recipient and Sub-Sub Recipient(s) Performance |
| 1. Describe any major risks in the organization and implementation arrangements that might negatively affect the performance of the project (including external risks, and key implementers’ capacity, past and current performance issues, or anticipated). 2. Describe the proposed steps or measures to mitigate against these risks. The mitigation costs may be included in the proposed budget. |
| 1-2 PAGES suggested |
| 6.2 Describe your current organization’s strengthens and weaknesses. |
| 1-2 pages suggested |