



CIVIL SOCIETY FUND

Strengthening civil society for improved HIV&AIDS
and OVC service delivery in Uganda



Request for Applications (RFA # 11-001) concept paper guidelines Reduction Of New HIV Infections Through Enhanced Community Engagement In Combination HIV Prevention

Call for Concept Letters

The Civil Society Fund (CSF) is calling for submission concept papers from Community Based Organisations (CBOs), Cultural & Religious Institutions, Non-governmental Organisations (NGOs), networks and National NGOs for the anticipated implementation of the Combination HIV Prevention. Interested institutions will submit a concept paper using the sample format below that describes proposed interventions to the Senior Grants Manager by 21st October 2011.

Following the submission deadline, the concept papers will undergo administrative compliance and technical reviews. Successful applicants will be invited to develop a full proposal by the 4th of November 2011. Unsuccessful applicants will also be informed by the 4th of November 2011. It is also anticipated that the full proposals will be requested for and received between the 4th -21st of November 2011. Feedback for both successful and unsuccessful applicants will be provided by the 3rd of December 2011.

What is the Civil Society Fund?

Specifically CSF was established in May 2007 to support the objectives of the National Strategic Plan (NSP) for HIV/AIDS. The goal of CSF is to streamline and harmonize civil society participation in the national response to HIV/AIDS and support for orphans and other vulnerable children (OVC) with a focus on underserved areas. CSF is currently supported by seven donor agencies namely; United States Agency for International Development (USAID), Department for International Development (DFID), Irish Aid, Danish International Development Agency (DANIDA), Italian Cooperation and the Swedish International Development Cooperation Agency (SIDA). It is governed by a Steering Committee of representatives from Uganda Aids Commission (UAC), Ministry of Gender, Labour and Social Development (MGLSD), Ministry of Health (MOH), USAID, Irish AID, Technical Management Agent (TMA), Monitoring and Evaluation Agent (MEA) and The Financial Management Agent (FMA). It is administered for the Steering Committee by Deloitte & Touche, the Financial Management Agent (FMA) and Chemonics International, the Technical Management Agent (TMA) and Monitoring and Evaluation Agent (MEA)

Who can apply?

The following institutions may apply:

- **Community Based Organisations (CBOs),**
- **Cultural & Religious Institutions,**
- **Non-governmental Organisations (NGOs),**
- **Networks and National NGOs that meet the criteria listed in the detailed Scope of work.**

Partnerships between two or more of these institutions are encouraged.

What is the allowed duration of projects?

Projects funded by the CSF must be completed within Three years but clear cascading of annual activities, work plans, budgets and results is mandatory. ***Please note that budgets and work plans are not needed at the concept paper stage.***

What interventions can be funded?

The RFA requires the applicants to develop innovative ways of addressing the structural and behavioral drivers of the HIV/AIDS epidemic to achieve the desired results with efficiency and cost effectiveness. The areas of focus for this RFA include but are not limited to the following thematic areas which reinforce and complement each other:

- **Communication for social and individual behavior change**
- **Gender norms and harmful social cultural practices**
- **Coordination, collaboration, strategic partnerships networks and referrals**
- **Capacity building interventions for communities and selected duty bearers**
- **Cross Cutting Issues**

Please note that a detailed breakdown and description of the thematic areas mentioned above are contained in the scope of work. The scope of work also provides details and guidelines on consortiums, procurement restrictions amongst others.

What is the expected size of the projects?

During this round, the CSF anticipates awarding grants totalling UGX 26 billion (approximately \$9.2 million US dollars) in a period of 36 months. This RFA will initially support civil society organizations in the six (6) focus districts of **Arua, Gulu; Kabale; Kasese; Mayuge and Rakai**. The CSF anticipates having approximately 40 awards with an indicative budget ceiling of UGX. 600 million for the stated three years. Kindly note that the ceiling and number of awards may be subject to waivers.

What is a concept Paper?

The CSF will use a two-step application process. This process is designed to reduce unnecessary work to the applicant institution.

Step One of the process is the Concept Paper.

In the concept paper, the Applicant Institution gives basic information in four areas:

1. Who are the applicant institution(s) and its/their partners (if any)?
2. What is the problem and the population the institution(s) wants to target?
3. What is the general approach that the institution is thinking of using to change or improve the existing situation?
4. What is the general objective that the applicant would like to attain?

The Concept Paper will be screened to determine if:

1. The applicant is the type of institution that the CSF can support and is compliant to administrative requirements,
2. The applicant is demonstrating overall compliance to RFAs objectives, outputs and long-term outcomes, and,
3. If the project idea is in its priority areas. If both the type of applicant and the project idea fall within the CSF's priorities, the applicant will be invited to develop a full proposal.

For the first CSF Call for Concept Papers, the deadline for submission is 21st October. Applicants will be informed of the decision on their concept paper by email and phone by 4th November 2011. It is thus important to register valid contact details at The Deloitte reception when picking the guidelines

Step Two of the process is the Full Proposal and its review by the CSF Steering Committee

Successful applicants will be invited to develop a full proposal, a set of guidelines will be sent to you by email. These guidelines will give blank forms to be filled, explain the rules for budgets and reporting, as well as other information needed to complete the proposal.

The deadline for submission of the full proposals will be 21st November 2011. Proposals will only be accepted from institutions that have successfully completed the Concept Paper step. The CSF Management Agencies will meet to review full proposals between 21st November and 2nd December in; decisions will be announced by the 3rd of December 2011.

Successful applicants will then undergo a pre award assessment before the final list of recommended applicants is submitted to The Steering Committee.

What information should be sent in the Concept Paper?

The concept Paper has two parts as follows:

1. Cover letter – this letter should be on the letterhead of your institution. It should contain the following information:
 - a. a brief description of your institution, its current activities and capacity
 - b. the name, address, phone number (cell and land line if possible) and email address of the contact person for this proposal
 - c. a brief description of its partners (if any)
 - d. A very brief description of the basic concept you wish to develop into a full proposal.
2. Concept Paper form – This form on the following page allows you to describe your idea more fully. All blocks on this form must be completed. You should copy this form electronically into your computer and complete it with your information. Please respect the number of words limit. Reviews will only be done up to the number of word limit.
3. Attachments will include the following;
 - a. Three (3) signed hard copies of the concept note.
 - b. A soft copy of the concept note on CD or flash disk
 - c. Proof of registration (e.g. NGO registration, Register of Companies Certificate, District CBO registration certificate) and existence in the district for three or more years.
 - d. Proof of at least five (5) years' experience in community based HIV interventions- may be demonstrated by previous project closeout certificates, references from previous donors/partners, CAO letter amongst others.
 - e. Commitment letters or better still Memoranda of understandings for consortiums and partnerships
 - f. Signed CVs of key staff and commitments therein confirming availability should the grant be successful
 - g. Latest program annual report
 - h. Annual audit report and signed management letters for at least FY ending 2010
 - i. Names and signed CVs of Board of Directors.
 - j. Provision of management, financial and operational policies (soft copies can suffice).*
 - k. Latest program annual report.*
 - l. Annual audit report and signed management letters for at least FY ending 2010*

*These may not be mandatory for non-prime registered CBOs but will be an added advantage. CBOs without them that apply solely will be disqualified.

Please note:

Concept Papers must be in English (MS word 1997-2003).

- ⇒ No budget information or formal work plan is needed in Step One.
- ⇒ No quantified objectives are needed in Step One; however you may submit them as attachments if they are available.

What happens next?

Deliver your concept cover letter, concept paper and attachments to the reception of Deloitte (U) Ltd/Civil Society Fund, on 1Lumumba Avenue, 1st floor Rwenzori house by 21st October 2011. Ensure that your parcel is registered and a receipt issued.No Concept papers received after the deadline.

For more information.

All requests for information should be directed to the Senior Grants Manager at imusiime@deloitte.co.ug.

We look forward to receiving your concept Paper.

DRAFT CONCEPT PAPER FORM

Name of applicant institution:	
Type of institution:	Year of registration:
Proposed institutional partners (<i>if any</i>):	
Experience in the last 3 years with donor funding – list names of donors and amounts of the grants:	
Proposed geographical location:	Target population (<i>describe</i>)
Problem: (<i>should be in conformity with the RFA’s objectives but should not exceed 200 words</i>)	
General objective(s): (<i>should conform to the RFA but should not exceed 200 words.</i>)	

Concept: (in 1 or 2 paragraphs not exceeding 1,000 words, should describe the concept which you propose to develop into a full proposal)

For use by Management:

Receipt Number and date of receipt.	Review FMA:
Review TMA:	Round MEA:
SGM	Decision (Proceed or drop)

1.