



Small Grants Project

Mpumalanga Province: Gert Sibande and
Nkangala Districts

Submission date:
28 March 2024

TO Community Based Partners in Mpumalanga
FROM BroadReach Health Development
DATE 22 March 2024

SUBJECT **Small Grants Project**

Dear Sir or Madam

BroadReach Health Development (Pty) Ltd is pleased to invite you to apply for an award to assist us with community services in selected facilities and communities in Nkangala or Gert Sibande district.

- To increase identification and linkage of TB, HIV and Non-communicable diseases (NCDs) clients from surrounding communities through screening and linkage to services to supported health facilities.
- To increase patient retention on TB and HIV treatment through community tracking and tracing when the facility is unsuccessful to retain the patients through telephonic tracing.

The guidelines in this Request for Proposal (RFP) will help you to understand the purpose of the project; the requirements that should be met; the solicitation, application, award and implementation processes and procedures. Please note that incomplete and late applications will not be considered.


To submit your application, or if you have any additional questions regarding the RFP, please send an e-mail to proposals@brhc.com. The application must be submitted by 17:00 on 28 March 2024.

We are looking forward to receiving your application with great anticipation.

Kind regards

DocuSigned by:

D01992A99B454EA...
Dhirisha Naidoo
Chief of Party

			
CBO Sub-recipient Award Period	Mpumalanga Province	Estimated budget total per CBO	Programme Focus
1 April – 30 September 2024	Districts Gert Sibande or Nkangala	R350,000	HIV & TB

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1 Definitions

Awardee	Recipient of the Award
AIDS	Acquired immunodeficiency syndrome (AIDS) is a term that applies to the most advanced stages of HIV infection.
Direct/Operational Costs	Minimum direct programme costs to implement the programme. Operational costs can consist of Salaries, Fringe benefits, Transport, Telephone, Data Services etc. A monthly programme report of a minimum of three pages must be submitted with the invoice.
Indirect Costs	Activity costs all other costs that does not form part of operational costs. This could include a portion of office administrative costs. Activity costs must be linked to a deliverable/ activity which will be paid monthly with the submission of the appropriate supporting documents.
HIV	Human immunodeficiency virus (HIV) is an infection that attacks the body's immune system, specifically the white blood cells called CD4 cells.
Hypertension	Hypertension, also known as high or raised blood pressure, is a condition in which the blood vessels have persistently raised pressure.
Mandatory Standard Provisions	The set of rules and regulations that must be followed by recipients of United States Government (USG) funds.
Non-communicable disease (NCD)	NCDs refers to a group of conditions that are not mainly caused by an acute infection, result in long-term health consequences and often create a need for long-term treatment and care.
Pre-Award Assessment	An assessment to determine the applicant's ability to complete the work on time, on budget, and in compliance, as defined in the proposal or application.
Prior Approval	Written authorisation from the United States Government (USG) Agreement Officer prior to a procurement or other action for activities which are not covered in the written programme workplan but are deemed essential to achieving programme goals.
Programme Description	A document that outlines what the aim is of a programme, what it is designed to do, how it works, and its goals. The programme description outlines the programme activities for assistance awards.
Tracking and Tracing	To physically look for and find clients in the community with the aim of returning them to care and treatment.

Awardee	Recipient of the Award
Tuberculosis (TB)	TB is an infectious disease that most often affects the lungs and is caused by a type of bacteria. It spreads through the air when infected people cough, sneeze or spit.
Scope of Service	Outlines the milestones to implement the programme activities. The milestones are broken down into specific tasks, activities, deliverables, timeline and payment.
USAID	United States Agency for International Development (USAID), an independent United States Government (USG) agency that supports long-term and equitable economic growth and advances U.S. foreign policy objectives.
VTP	Vertical Transmission Prevention, which was previously referred to as Prevention of Mother to Child Transmission (PMTCT)



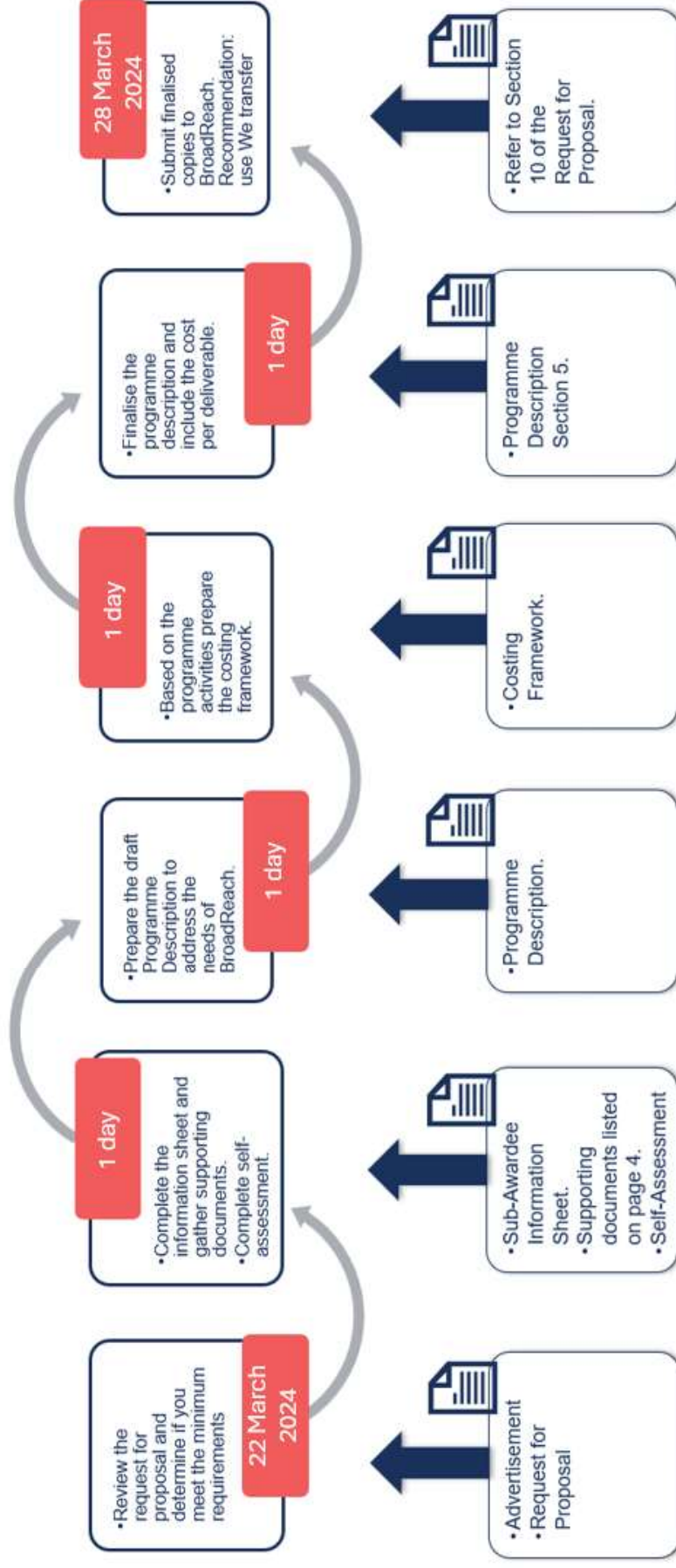
2 Overview

BroadReach Health Development is part of BroadReach Group – a global social enterprise whose mission is to harness health technology and innovation that empowers human action.

What we value as an organisation defines who we are and what we stand for. Our values define our inner character and manifest themselves in how we conduct ourselves to the outside world. Over the past 20 years, these attributes were and still are recognisable in our behaviours – by our partners, peers and the communities we serve.

In preparation for your application, review the following guideline for a successful application.

2.1 Process guide to prepare for your application





3 Project Objectives

3.1 Programme overview

The Accelerating Program Achievements to Control the Epidemic (APACE) programme is a PEPFAR-funded USAID program that improves and expands comprehensive clinical and non-clinical HIV care and treatment services to accelerate and sustain HIV epidemic control in South Africa. BroadReach Health Development is one of the prime implementing partners in South Africa with the aim to achieve the NSP 2023-2028 and 95-95-95 targets.

In pursuit of the above mandate, BroadReach has partnered with the South African Government (SAG) to expand HIV/AIDS and TB services in Mpumalanga (Gert Sibande and Nkangala Districts).

BroadReach works with the Department of Health (DoH) at all levels to implement program and management strategies to initiate, improve, and scale up vertical transmission prevention, TB, HIV Testing Services (HTS), management of Opportunistic Infections, and clinical care services for people living with HIV/AIDS (PLHIV), including adult and paediatric ART.

3.2 APACE Programme Goal

- Reach those identified as most in need of HIV services and/or most at risk for HIV with high impact, high yield, high quality, comprehensive HIV services.
- To support a comprehensive continuum of services between communities, each level of the public sector (i.e., primary care and hospitals) within specific high HIV burden districts.
- Support will be provided at the district, provincial, and national levels to support an enabling environment for the comprehensive HIV and TB continuum of care.
- Increase Return to Treatment (RTT) rate to achieve the NDoH facility LTFU rate target of < 5%, as detailed in the NDoH National Strategic Plan.

3.3 Project outline

One organisation per District will be selected to support BroadReach in achieving the above programme goals.

The successful organisation will play a critical role to identify new TB and HIV patients through screening in supported communities, as well as provide community tracking and tracing services for TB and HIV patients that have missed appointments. Close collaboration will be required between the organisation and Department of Health and BroadReach facility staff to successfully identify, link and retain patients.

3.4 Project objectives

The project will aim to achieve two main objectives:

- Firstly, to increase identification and linkage of TB, HIV, and non-communicable disease (NCD) patients from surrounding communities through screening and linkage to services to supported health facilities,

- Secondly, to increase patient retention on TB and HIV treatment both through community tracking and tracing when the facility is unsuccessful in bringing patients back through telephonic follow-up and through delivery of messaging encouraging patient retention.

3.5 Project targets

For this project the organisation will collaborate with facilities to obtain missed appointment clients to be tracked and traced in the surrounding communities. The organisation should maintain proper documentation of all tracking and tracing, as well as screening and linkage activities. Data resource(s) should be allocated to collate, verify, and report data in a timely manner to BroadReach. Paper-based tools will be used, but the organisation should have capacity to scan and submit specified operational documents as a portfolio of evidence (POE).

The table below outlined the preliminary targets for the project:

Indicator	Target
# of patients tracked & traced	342 per month
# of patients successfully tracked & traced (reached)	171 per month
# of patients returned to care	153 per month @90% Linkage rate
# of clients screened for HIV	1 368 per month
# of clients screened for TB	1 368 per month
# of clients screened for Hypertension	1 368 per month
# of clients screened for Diabetes	1 368 per month
# of clients linked to care (of screened positive)	90% Linkage rate

To support monitoring of the targets, the organisation will be expected as a minimum to report on the indicators listed below. Note that more process indicators might be added if closer monitoring is identified as a need.



- # of TB and HIV patients received from each facility to track and trace in communities (recorded in the facility Linkage register)
- # of TB and HIV patients successfully tracked and traced (reached)
- # of TB and HIV patients returned to care
- # of clients screened for HIV
- # of clients screened for TB
- # of clients screened for Hypertension
- # of clients screened for Diabetes
- # of clients screened positive for HIV
- # of clients screened positive for TB
- # of clients screened positive for Hypertension
- # of clients screened positive for Diabetes

- # of clients linked to care at the facility (recorded in the facility Linkage register)
- All clients received from facilities should be outcomed (recorded in the facility Linkage register)

Routine operational and data quality assessments will be conducted by BroadReach. Quality improvement plans (QIPs) should be developed, implemented and monitored to address any gaps identified. Major findings can result in reduction of termination of funding.

3.6 Areas of Implementation

In each District the project will be implemented in two or three facilities in close proximity and will be confirmed during the proposal evaluation stage. Each selected organisation will only be required to implement in one of the Districts. The organisation will be responsible for supporting communities in the catchment areas of the facilities, which will be selected from the sub-districts listed in the table below:

	District	Sub-district
	Nkangala	Emalahleni
	Gert Sibande	Msukaligwa



4 Award Amount

The total Award Amount will be to a maximum of R350,000 per partner for a District.

The Award Amount must be broken down per activity/deliverable in the scope of service. A monthly direct programme cost can be included which can consist of the following costs. Please note that the Operational/Direct Costs cannot exceed 70% of the total project cost and must be costed to a milestone over the total implementation period.



5 Grant Period

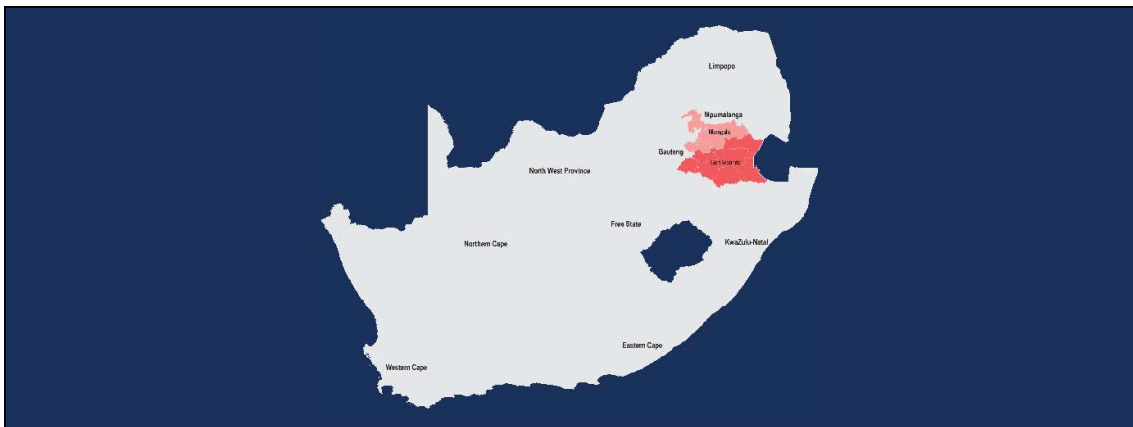
The period of performance will be from 1 April 2024 until 30 September 2024. However, the start date will depend on USAID approval.



6 Eligibility

Organisations based in South Africa can apply. The geographical area for this project is limited to the Gert Sibande and Nkangala Districts in Mpumalanga.

It is preferable that the organisation has experience in implementing USG funded programmes, especially those funded by USAID.



BroadReach requires organisations that fulfils the following requirements:

A BroadReach Request for Proposal: Small Grants

- Organisations must be a Non-Profit Organisation registered under the NPO Act 71 of 1997, Section 21 Company or Trust.
- Only organisations that have been in operation for a minimum of two years will be considered for funding, but current operations are not required.
- Registered with SARS for income tax.
- Community Based Organisations operating in Nkangala or Gert Sibande.
- Required experience in implementing HIV/Aids and TB activities, with preferred experience in:
 - Tracking and tracing
 - Screening for HIV and TB
 - Mobilisation
 - Patient education.



7 Grant Regulations

USAID [Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#) will be applicable to the Award and must be adhered to by the Awardee.



8 Payment of Grant Funds

Payments for fixed-amount awards are tied to reaching specific milestones and follow a predetermined schedule. When milestones are achieved and the Awardee submits satisfactory deliverables, as defined in the Scope of Service, along with payment reports, payments will be processed.

The pre-award assessment will determine if the potential awardee has the capability to manage the project and its costs effectively. This involves verifying that their accounting system and processes comply with standards and regulations and that their auditing records do not consistently indicate issues. Based on the risks and gaps identified in the pre-award assessment, a decision will be made regarding whether to use an advance or reimbursement method.



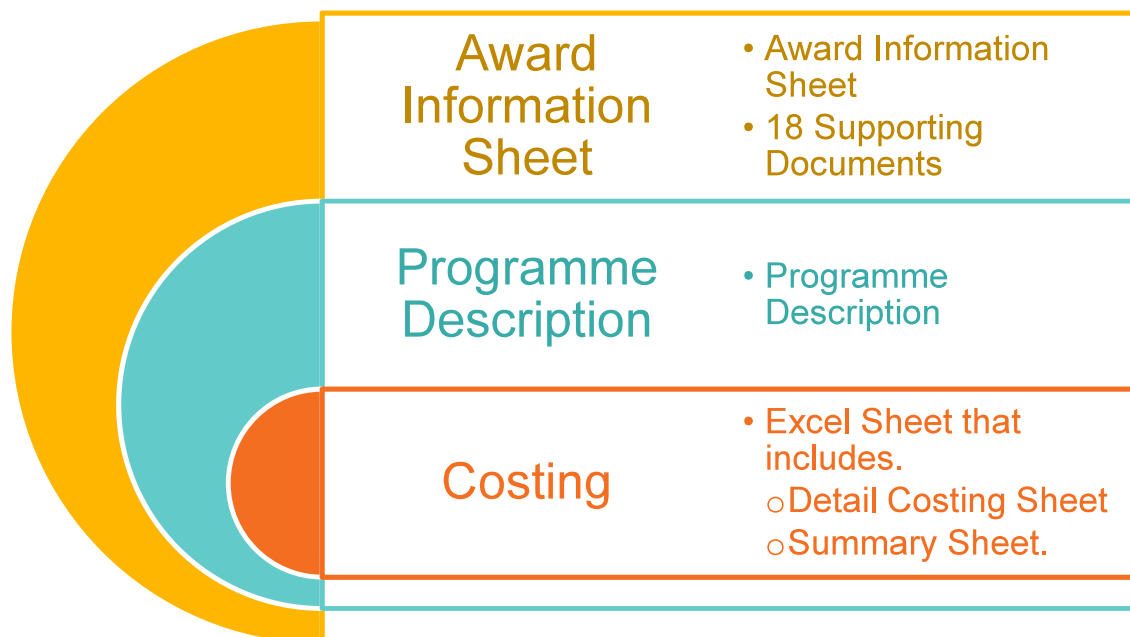
9 Technical Assistance

Depending on the assessment before the award, BroadReach will provide technical support to the Awardee. This assistance will be determined by the gaps identified during the assessment and the resources available for the project. The support could include programme

implementation, data management, human resources, financial or any other that might be needed.



10 Award application format and instructions



10.1 Award Information Sheet (Attachment A)

Make sure to complete the Award Information Sheet (Attachment A) thoroughly and submit it, along with all the following supporting documents, to proposals@brhc.com by 28 March 2024. Upload the Information Sheet, Programme Description, Costing and all 18 annex documents to We Transfer (<https://wetransfer.com>). Failure to follow these instructions may result in disqualification of your application.

Submit the following documents with your proposal. The documents should be clearly marked and numbered in the following order:

1. Non-profit organisation (NPO) or public benefit organisation (PBO) documents
2. Trust – Deeds of trust and letter of authorisation from the courts
3. Section 21 – Certificate of incorporation and memorandum and articles of association
4. NPOs constitution signed by board members
5. Last board meeting agenda and minutes
6. Annual DSD Report (if required)
7. Audited Financial statements and/or annual reports
8. References of programmes implemented in the last two years
9. Certified copies of ID/passport of board members
10. Tax clearance certificate
11. Proof of banking details

12. Proof of address
13. CV of key personnel including Finance Lead or equivalent
14. Organisational structure
15. Delegation of authority letter
16. Workers Compensation Assistance (WCA) Letter of Good Standing
17. Completed Self-Assessment with policies (Appendix 1)
18. Completed Prohibition on certain telecommunications services or equipment (Appendix 2)

10.2 Programme Description (Attachment B)

Please use the provided template to submit your project proposal (Attachment B). The document should cover project activities, including goals, strategies to achieve them, reporting, cost per deliverable, an implementation plan, and reasons why your organization is well-suited for this (limit to ten pages). Ensure to include all the required details in each section of the template.

- A problem statement, showing that you have a deep understanding of the problem you seek to address or the opportunity you plan to seize.
- A clear, strategic and specific approach to tackling this problem.
- A strong implementation plan for delivering this strategy.
- Your plan for analysing and adjusting your approach as you learn along the way.
- Workplan with list of activities matched to milestones, reports and payment schedule.

10.3 Costing (Attachment C)

Please use the provided template (Attachment C) to submit your costing calculations. Work as a team, involving both program and finance staff to ensure a thorough evaluation. Make sure the costing is clear, and all calculations are explained. Add notes to clarify any estimates or assumptions made during the process. This collaborative approach ensures a comprehensive and transparent assessment of the project's costing.

Provide a detailed breakdown of the program expenses based on the costing calculations. Include a comprehensive list of all anticipated costs, such as personnel, transport, communication, administrative and other relevant expenditures. Outline a clear payment schedule specifying when payments will be made. Tie payment milestones to specific project deliverables or phases.

Include a provision for a monthly administrative cost to ensure the program's ongoing operational needs are met. Clearly state the purpose and components of the administrative cost. A detailed program report, a minimum of five pages in length, can serve as the supporting document for the administrative payment.



11 Selection and Award process

11.1 Evaluation criteria

The Compliance, Contracts, and Grants department, along with the project Technical Lead, Finance and Key Programme staff, will assess the application using weighted technical criteria. The evaluation will consider the following set of criteria and their respective importance (weights):



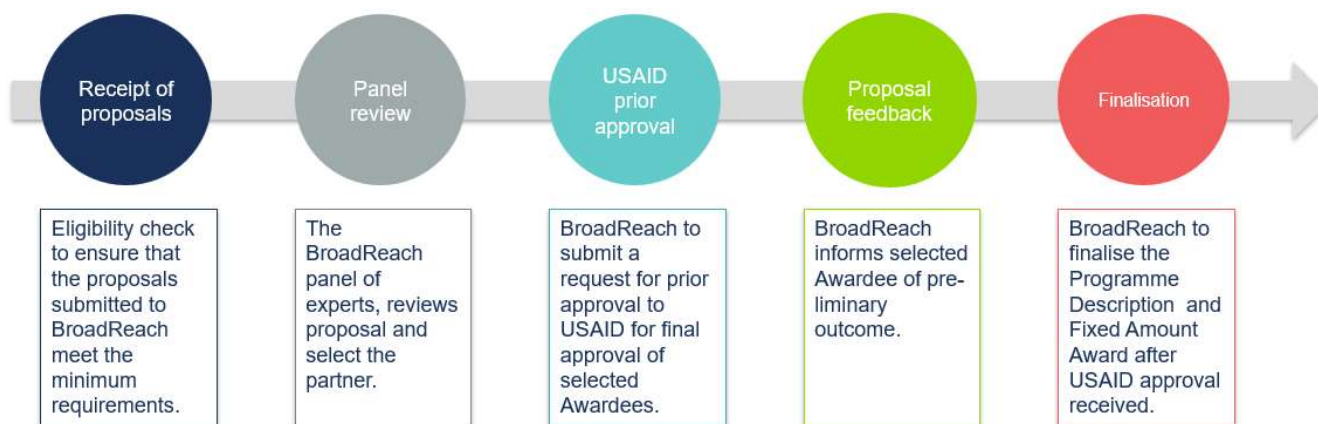
11.2 Pre-award review and negotiations

Applicants must complete a pre-award risk assessment questionnaire. This assessment will check the Grantee's ability to handle project tasks, meet donor requirements, adhere to cost principles, manage finances, and maintain good governance.

11.3 Decision and notification

We will assess award applications, suggest a decision for USAID approval, mainly focusing on the technical quality of the proposed project.

The partner identification process should be completed within three weeks of receiving the grant application. All applicants will be informed of the pre-liminary results after the BroadReach review. Only once BroadReach receives approval from USAID will the final negotiations and signature of the Award be completed.



11.4 Implementation

After both parties sign the Award, we'll have a meeting to introduce and explain the processes BroadReach will use to handle the grant. We'll also discuss next steps to kick-start implementation, minimum data tools to be used and reporting requirements, and how BroadReach can support staff capacitation.

Attachment A – Awardee Information Sheet

Link to [Attachment A](#)

Link to [Appendix 1](#): Pre Award Assessment

Link to [Appendix 2](#): Prohibition on certain telecommunications services or equipment

Attachment B – Programme Description

Link to [Attachment B](#)

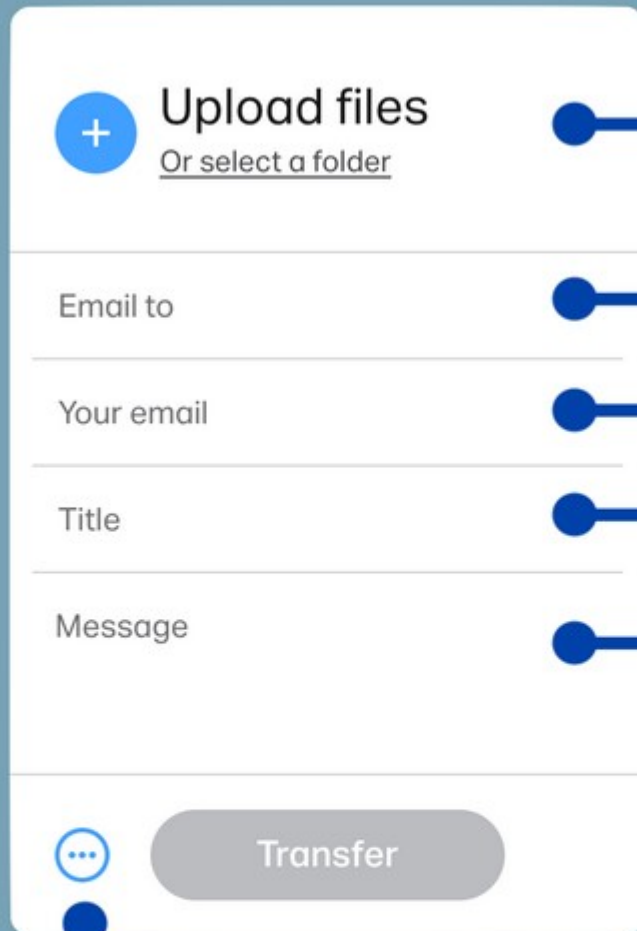
Attachment C – Costing Calculations

Link to [Attachment C](#)

Attachment D – Guidance on how to use WeTransfer.

Follow the below instructions on how to send all the proposal documents as outlined in Section 10 to proposals@brhc.com.

Go to wetransfer.com



The image shows a white rounded rectangular form on a blue background. At the top left is a blue circle with a white plus sign. To its right is the text 'Upload files' in bold, with 'Or select a folder' below it. Below this are four input fields: 'Email to', 'Your email', 'Title', and 'Message'. At the bottom left is a blue circle with three white dots. To its right is a grey rounded rectangular button with the text 'Transfer'.

Click on the + sign and add the file(s) you want to send, or click 'select a folder' to upload a folder

Type in the email address(es) of your recipient(s)

Type in your own email

Give your transfer a name or title

Write a short message if you'd like!

Then just hit 'Transfer'!

If you do not have a WeTransfer account, then a verification email will be sent to you. Copy the verification code, paste it in the transfer window, and hit verify!

Click on the three dots (• • •) to open up the option to change from an email to link transfer. Or to adjust your subscription settings (for WeTransfer Pro or WeTransfer Premium subscriptions).