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| Proposal form cover page |

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| **Title of proposal:** |  |
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| **Lead Organization legal name:** |  |
|  |  |
| **Consortium organization(s) legal name(s), if any:**  *If more than one partner, list on separate lines* |  |
|  |  |
| **Primary contact person for the proposal:** |  |
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| **Primary contact postal address:** |  |
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| **Primary contact e-mail address:** |  |
|  |  |
| **Primary contact telephone number:** |  |
|  |  |
| **Total budget including co-funding (in USD):**  *As per section 6.1*  *Enter whole numbers* |  |
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| **Budget to be funded by UNITAID (in USD) :**  *As per section 6.3*  *Enter whole numbers* |  |
|  |  |
| **Target countries:**  *If applicable* |  |
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| **Proposal timeframe:** |  |

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|  |  |
| Signature of duly authorized party to validate submission of proposal | *Enter full name, date and signature* |

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Annex 1: Log frame [template]

Annex 2: Timeline GANTT chart [template]

Annex 3: Budget details [template]

Annex 4: Organization details and CVs of key team members [no template]

Annex 5: Support Letters *(not mandatory)* [no template]

Annex 6: Declaration of relevant interests [For instructions please refer to the Annex 6 below]

Annex 7: Applicable ethics, anti-discrimination and environmental policies [For instructions please refer to the Annex 7 below ]

Annex 8: Declaration regarding tobacco entities [For instructions please refer to the Annex 8 below]

*Instructions:*

*Please note the specific character limitations indicated for each section requiring a narrative response.*

*Please provide the list of* *abbreviations (especially those used for your organization internally).*

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| Executive Summary |

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| **Please provide a summary of the proposal.**  *(Max. 750 words)* |
| (Arial 11pts) |

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| Section 1: Rationale and strategic alignment |

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| **1.1 Please articulate the problem being addressed, including the scope, history and cause(s), and how it impedes reaching the goals or targets set by WHO and /or UNAIDS.**  *(Max. 500 words)* |
| (Arial 11pts) |

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| **1.2 Please describe the goal, outcome and outputs of the proposed project, how they will address the problem specified in section 1.1, and why it represents an innovative approach.**  *(Max. 1000 words)* |
| (Arial 11pts) |

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| **1.3 Please describe how the proposed project will contribute to greater equity for key and vulnerable populations in lower income countries, and gender equality in the response to the three diseases.**  *(Max. 500 words)* |
| (Arial 11pts) |

| **1.4 Please describe how the proposed project fits with existing or planned efforts by other partners (including other UNITAID projects), how it will avoid duplication of other initiatives, and how it would be unique or complementary.**  *(Max. 500 words for the summary)* | | |
| --- | --- | --- |
| (Arial 11pts) | | |
| Organization name | Programme name | Description of how the proposed project relates/complements |
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| Section 2: Impact and value for money |

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| **2.1 Please describe the expected market and public health impacts of successful implementation**  *(Please add rows as appropriate)* | | | |
| Impact type | Description | End of project target(s) | Long-term target(s) |
| Market impact | Price |  |  |
| Volume / demand |  |  |
| Competition |  |  |
| Quality |  |  |
| … |  |  |
| Public health impact |  |  |  |
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| **2.2 Please describe the preliminary estimate of value for money.**  *(Relative to the total project cost, please make a rough estimate of the potential cumulative economic impact as well as public health impact of the project and outline key assumptions used. Note, the objective of this exercise is to better articulate the cost-benefit of the proposed project.)*  *(Max. 750 words)* |
| (Arial 11pts)  *Market impact:*  *Evaluate the potential value for money by estimating the economic impact of the proposed project, e.g.: price decrease, demand increase, treatment costs averted, productivity increase, etc.*  *Relative to the project cost, estimate the US$ saved per US$ spent. This can be a range depending on the assumptions made.*  *Please list all the assumptions made in this evaluation.*  *Example…*  *(1) [price savings x increased volume] + [cost savings due to public health impact of proposed project] = direct measurable impact ($)*    *(2) Direct measurable impact ($) / project cost ($) = a conservative estimate of cost/benefit*  *Public health impact:*  *Estimate the final public health impact using key assumptions, e.g. number of cases averted, number of lives saved, DALYS and QALYS, etc. Here again, this can be a range depending on the assumptions made.*  *Please list all the assumptions made in this evaluation.* |

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| Section 3: Proposal design, implementation and sustainability |

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| **3.1 Please describe the proposal design, outlining the activities as well as the major assumptions required to achieve the outputs stated in section 1.2.** *(Max. 2000 words)* |
| (Arial 11pts) |

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| **3.2 For the goal, outcome and outputs, please specify the key indicators that would be used to measure progress and the baseline or counterfactual against which these would be measured.**  *(Max. 500 words; please indicate further details in the log frame template, annex1)* |
| (Arial 11pts) |

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| **3.3 Please describe in which locations the proposed project will be performed and why; describe the discussions that have been conducted with national level stakeholders, including civil society.**  *(Provide for each country: the rationale, relevant pre-conditions for implementation and overall assessment for readiness; add rows as appropriate) (Max. 200 words per country)* |
| **Country 1:** *(indicate the name)* |
| **Country 2:** *(indicate the name)* |
| **Country 3:** *(indicate the name)* |
| **Country 5:** *(indicate the name)* |
| **Country 6:** *(indicate the name)* |

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| **3.4 Please describe the expected duration of the proposed project. Provide a clear timeline, indicating who is responsible for which activity, when it would be implemented, and what key milestones would be used to measure progress.**  *Please note that the achievement of milestones will be used as a basis to evaluate project performance. Funding disbursements will be linked to achievement of specific milestones.*  *(Max. 500 words; please include a GANTT chart as annex 2).* |
| (Arial 11pts) |

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| **3.5 Please indicate if other implementing partners will be involved as consortium members and if so, their name and role.**  *(Please add rows as appropriate)* | |
| Organization name | Role |
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*Please note the following definitions used for the UNITAID application process:*

* *A Consortium is a group of partners who have agreed to implement the project together on the basis of clearly defined agreements, which set out the basis on which all but the lead implementer is a sub-grantee with no direct legal relationship to UNITAID. The lead implementer is ultimately responsible for all project outputs implemented under the project by the consortium.*
* *Entities or individuals providing services to the project on a commercial basis are service providers and not Consortium Members.*

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| **3.6 Please describe the comparative advantage of your organization or consortium vs. other potential implementers; describe why the proposed organization or consortium is the best fit for delivery of the project.**  *(Max. 750 words; please indicate e.g. experience working in the selected countries, disease area, type of project, etc.)* |
| (Arial 11pts) |

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| **3.7 Please describe how the proposed project might be sustained and/or scaled-up in the future; what coordination is needed with other major stakeholders and funders to ensure long-term success, including plans to engage Civil Society.**  *( Max. 250 – 500 words)* |
| (Arial 11pts) |

| **3.8 For the key partners/ funders needed to ensure scale-up/sustainability after the period of funding ends, please outline who the key contacts might be and whether any discussions have already taken place with them.**  *(Please add rows as appropriate)* | | |
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| Organization name | Key contacts | Type of discussion |
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| Section 4: Potential risks |

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| **4.1 Please articulate the risks that could inhibit success of the proposed project and the strategies your organization will use to mitigate the risks.**  *(Please describe up to five key risks)* | | |
| Type of risk | Risk description | Mitigation strategy |
| Strategic risks  *(What key assumptions related to the relevance of the public-health market problem and/or the articulation with other interventions could change and put at stake the relevance of the proposed project ?)* | *e.g. Changing market assumption affecting relevance of identified market problem* |  |
| *e.g. Duplication of intervention with other stakeholder* |  |
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| Implementation risks  *(What key assumptions related to the project design and/or external environment could change and put at stake the implementation of the grant?)* | *e.g. Delays or shortage of supply for procurement* |  |
| *e.g. Delays due to technical failure* |  |
| *e.g. Political instability* |  |
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| Sustainability risks  *(What key assumptions related to the sustainability plans could change and put at stake the transition & scale-up (where applicable)?)* | *e.g. Non-identification of transition partner* |  |
| *e.g. Lack of funding* |  |
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| Section 5: Organizational capacity |

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| **5.1 Please provide, for the lead organization only, a brief description of its mission and structure.**  *(Max. 500 words)* |
| (Arial 11pts) |

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| **5.2 Please provide a summary of current operations, staffing levels and financial information for the lead organization only.**  *(Max. 250-500 words)* |
| (Arial 11pts)  The answer should include but not be limited to the following elements:   * *Please attach the latest audited financial statements for the last three years including audit reports (please give a reason, if not provided).* * *Please list the historical funding sources for the past 3 years (donor, public, private, other;),including breakdown by key source and whether funding was restricted or unrestricted.* * *Please indicate the forecast of known funding sources (donor, public, private, other) for the current year and the duration of the proposed project, whenever available, including breakdown by key funding source and whether the forecasted funding is restricted or unrestricted and secured vs anticipated.* * *Please list the number of grants in your current portfolio and the value of the biggest grant in the portfolio. Indicate the portfolio budget managed per year during the last three years.* |

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| **5.3 Please describe, for the lead organization only, previous experience in developing, implementing and managing projects in the geographical and technical areas proposed, including measures of success and lessons learned.**  *(Max. 250-500 words)* |
| (Arial 11pts) |

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| **5.4 Please indicate, for lead organization only, the key team members proposed for managing and administering the project.**  *(Please add rows as appropriate; CVs of key team members should be included in annex 4)* | | | |
| Name | Title | Role | % full time equivalent |
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| Section 6: Proposal budget summary |

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| **6.1 Please provide financial information on the proposed project**  *(Please use this section and the Annex 3 - Budget details, to provide information on the proposal budget. Please add lines as appropriate;* | | | | | |
| *Please provide below a budget breakdown per consortium member adding lines to add additional outputs as appropriate* | | | | | |
|  | **Total budget** | **Member 1** | **Member 2** | **Member 3** |
| **Output 1**  **Output 2**  **Output 3**  **Staff costs**  **Common costs**  **Audit costs** |  |  |  |  |
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| **TOTAL** |  |  |  |  |

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| **6.2 Please describe key cost assumptions.**  *(Max. 250-500 words)* |
| (Arial 11pts)  *Please describe all key budget assumptions that will help the Secretariat understand the budget: major cost elements of outputs and basis of determination; staffing needs and basis of cost determination; common costs assumptions; audit cost assumptions; high level assumptions for distribution of funding among consortium members; information on co-funding and the status of co-funding.*  *Please refer to the Annex 3- Budget details for additional Guidance and Instructions. Whenever possible, please ensure the information provided in this section is consistent with the information outlined in the Log frame.* |

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| **6.3 Please indicate if other organizations (including your own and UNITAID) are co-funding the proposed project.**  *(Please add rows as appropriate)* | | | | |
| Organization name | Amount in USD | % of proposal funded | Committed | Potential |
|  |  |  | ☐ | ☐ |
|  |  |  | ☐ | ☐ |
|  |  |  | ☐ | ☐ |
|  |  |  | ☐ | ☐ |
|  |  |  | ☐ | ☐ |
| TOTAL |  |  |  |  |
| (Arial 11pts) | | | | |

Annex 6: Declaration of relevant interests

*Please confirm that the applicable policies and practices within your organisation would enable the identification and management of relevant interests which may have an impact on the integrity of any decision by UNITAID to provide funding for the proposal, the development of a grant agreement for the proposal, or the implementation of the project once the grant agreement has been signed.*

*Please declare and provide full details of any relevant interest identified in accordance with the policies and practices referred to above.*

*A relevant interest means any direct or indirect financial, personal or professional interest that may affect or be reasonably perceived to affect the independence of a covered person or may or may be perceived as benefitting the interests of immediate family members of the covered person.*

*For these purposes please consider relevant interests with respect to all directors, officers and members of the governance organs of the Lead Organisation and any Consortium Members, together with any employees involved in the submission of the proposal or who will be involved with the development of a grant agreement or implementation of the project.*

*The Lead Organisation will be expected to update this information in the event that any relevant interest arises during the development of the grant agreement with UNITAID (should UNITAID approve development of a Grant Agreement for the proposal) or later during the implementation of the project.*

Annex 7: Applicable ethics, anti-discrimination and environmental policies [no template]

*Please confirm that your institution/entity will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.*

*Please indicate whether your institution/entity has ethics and environmental policies.*

Annex 8: Declaration regarding tobacco entities [no template]

*In compliance with the World Health Assembly resolution WHA54.18 on transparency in tobacco control process, please confirm that your institution/entity has not entered and is not planning to enter in a partnership or cooperation with tobacco industry and does not have any commercial or vested interests in the tobacco industry.*