

# **UNITAID PROPOSAL PROCESS**

## CONTENTS

<b>1. ABOUT UNITAID.....</b>	<b>3</b>
<b>2. GENERAL INFORMATION.....</b>	<b>3</b>
<b>3. UNITAID PROPOSAL PROCESS .....</b>	<b>4</b>
3.1. PROPOSAL PROCESS.....	4
3.2. GRANT AGREEMENT PROCESS .....	7
<b>4. GENERAL PRINCIPLES AND REQUIREMENTS.....</b>	<b>7</b>
4.1. NO OBLIGATION TO FUND.....	7
4.2. CONFLICT OF INTEREST .....	8
4.3. TRANSPARENCY.....	8
4.4. ETHICS, ANTI-DISCRIMINATION AND ENVIRONMENTAL POLICIES .....	8
4.5. TOBACCO ENTITIES .....	8

## 1. ABOUT UNITAID

---

UNITAID plays a unique and catalytic role in global health, turning game-changing ideas into practical solutions to accelerate the end of HIV/AIDS, TB and malaria. It does so by investing in innovative solutions so that partner organizations can then scale up these solutions and make them widely available.

UNITAID's mission is to maximize the effectiveness of the global health response by catalysing equitable access to better health products. UNITAID's projects work to fill the gap between late-stage development of health products and their widespread adoption. UNITAID ensures that innovative ideas come to fruition in the real world and in doing so, helps innovators to address the needs of underserved populations.

## 2. GENERAL INFORMATION

---

Applicants should take into account the following key features of the UNITAID operating model when developing a proposal:

- UNITAID only funds projects that target the achievement of the global goals for the three diseases and that are demonstrably complementary to existing initiatives, including those of UNITAID's partners in the response, such as countries themselves, the Global Fund, the United States President's Emergency Plan for AIDS Relief, President's Malaria Initiative, USAID, and others.
- UNITAID works through a Geneva-based Secretariat hosted by the World Health Organization. It has no in-country presence and does not implement interventions directly.
- UNITAID invests in time-limited projects. Ideally UNITAID projects will achieve their intended impact within a three year timeframe. The impact must, however, be sustainable beyond the end of the UNITAID investment.

The applicant(s) may be:

- **A public or private entity / institution / organization;** or
- **A consortium:** a group of public and/or private entities / institutions / organizations with one entity / institution or organization acting as the Lead Organization ("LO"), The LO shall assume responsibility, for the project presented in the proposal and shall be the sole signatory of any subsequent legal agreement with UNITAID setting out the terms and conditions of a grant. The LO will be exclusively responsible for undertaking all negotiations and discussions with UNITAID and shall ultimately

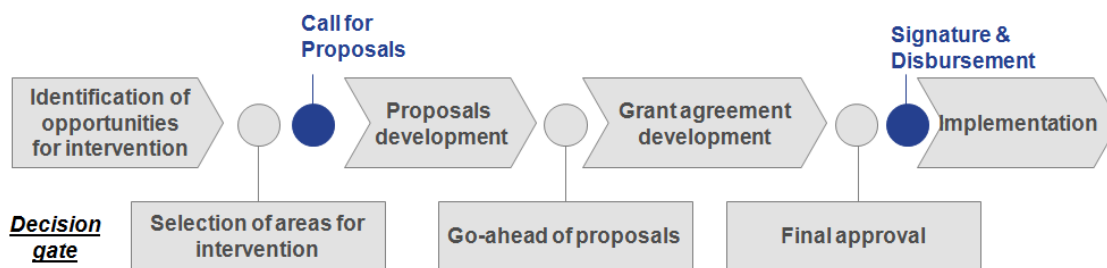
remain responsible for all results and deliverables under the legal agreement, including those to be accomplished by other consortium members.

Note: For the purposes of submitting a proposal, **consortium submissions should be represented by a single primary contact**. Formal written authorizations from additional consortium members will only be required of applicants invited to develop full grant agreement. UNITAID reserves the right to request additional information confirming the validity of consortium arrangements.

### 3. UNITAID PROPOSAL PROCESS

UNITAID’s operating model aims to make grant agreement development fast, focused and efficient, while ensuring that grant agreements are fully consistent with global health goals and help other global health partners in the response achieve more with scarce resources.

UNITAID identifies opportunities and areas for intervention, through internal analysis and engagement with partners and countries. Multiple targeted Calls for Proposals within selected areas for intervention are launched per year.



#### 3.1. Proposal process

##### 3.1.1. Intention to submit

Once a Call is issued, applicants may communicate their intention to submit a proposal (ISP) within 30 days of the launch of the Call. They can do so by filling in the electronic form, available on UNITAID’s web site at <http://www.unitaid.org/calls>. While submission of an ISP is not a mandatory requirement, it is highly recommended as it allows the UNITAID Secretariat to provide initial feedback on the fit of the suggested proposal within the intent of the call.

### 3.1.2. Proposal submission

Proposals must be submitted electronically using the UNITAID proposal form by the indicated closing date to the following address: [proposalsunitaid@who.int](mailto:proposalsunitaid@who.int) Applications received past the deadline indicated in the call for proposals will not be considered.

**N.B. Proposals are considered submitted only once proponents receive an e-mail message of confirmation of receipt from the UNITAID.**

The proposal, and all correspondence and documents relating to it shall be in English.

Complete proposals consist of the following documents:

- ✓ Proposal form with scanned version of signed Front page [template]
- ✓ Annex 1: Log frame [template]
- ✓ Annex 2: Timeline GANTT chart [no template]
- ✓ Annex 3: Budget details [template]
- ✓ Annex 4: Organizational details and CVs of key team members [no template]
- ✓ Annex 5: Support Letters (not mandatory) [no template]
- ✓ Annex 6: Declaration of relevant interest [no template]
- ✓ Annex 7: Applicable ethics, anti-discrimination and environmental policies [no template]
- ✓ Annex 8: Declaration regarding tobacco entities [no template]

The above templates are made available on the UNITAID website (<http://www.unitaid.org/calls>) together with the calls for proposals.

UNITAID's email system accepts messages up to 8 MB in size. For submissions exceeding this size, proponents are requested to consider splitting attachments in several messages.

### 3.1.3. Assessment of proposals

Proposals received are assessed by a Joint Review Committee (JRC), composed of representatives of the UNITAID Secretariat and the Proposal Review Committee (PRC).

The proposals will be assessed based on the following criteria:

- ✓ General fit
- ✓ Technical criteria
- ✓ Potential feasibility
- ✓ Rationale and strategic alignment
- ✓ Impact

- ✓ Organizational capacity
- ✓ Proposal design and alignment
- ✓ Budget
- ✓ Compliance
- ✓ Potential risks

Successful applicants will receive a formal “go-ahead” for their proposal and will be requested to develop it into a full grant agreement which includes, but may not be limited to, a Project Plan, Budget and Logical Framework.

#### **3.1.4. Communications during the Call for Proposals period**

Prospective applicants requiring any clarification relating to the Call for Proposals may contact UNITAID by email at the following address: [proposalsunitaid@who.int](mailto:proposalsunitaid@who.int). A consolidated document of UNITAID's responses to questions pertaining to the proposal process and requirements will be accessible on the UNITAID web site at <http://www.unitaid.org/calls>. (This document will include an explanation of each query but will not identify their source.)

#### **3.1.5. Applicant withdrawal of proposal**

The applicant may withdraw their proposal at any time, by sending an e-mail to: [proposalsunitaid@who.int](mailto:proposalsunitaid@who.int)

#### **3.1.6. Amendment of the Call for Proposals**

At any time prior to the closing date for submission of proposals, UNITAID may, for any reason, modify the scope or other aspects of the Call. Information on any amendments to the Call for Proposals will be posted on the UNITAID website and communicated to the applicants who have indicated their intention to submit.

#### **3.1.7. Clarification of proposal**

UNITAID may ask any applicant for clarification of any part of their proposal.

#### **3.1.8. Cancellation of Call for Proposals**

UNITAID reserves the right to accept or reject any proposal, and to cancel the Call for Proposals and reject all proposals received. UNITAID shall incur no obligations or liabilities to any affected applicants in this respect, and shall have no obligation to justify its action.

### **3.1.9. Costs associated with the preparation and submission of the proposal**

Applicants shall bear all costs associated with the preparation and submission of the proposal. UNITAID accepts no responsibility or liability for such costs.

### **3.2. Grant agreement process**

Following notification of the “go-ahead”, applicants will work with the UNITAID Secretariat to develop a grant agreement based on UNITAID’s Standard Terms and Conditions. A copy of the Standard Terms and Conditions is available on request. Applicants should note that the Standard Terms and Conditions are normally not negotiable and any departure from the standard terms must be justified on the basis of a clear and compelling reason and be in the interests of the project.

The Secretariat administers a Project Preparation Facility (PPF), which allows it to award funding support to applicants during the grant making process in exceptional cases. Awards will be based on the Secretariat’s assessment of the needs of the applicant, who will be requested to provide strong justification for a PPF request. The Secretariat’s determination will be final in this respect.

#### **3.2.1. Technical review of grant**

The finalized grant agreement will be submitted to UNITAID’s Proposal Review Committee (PRC) for review of the technical soundness of the project.

#### **3.2.2. Final Executive Board approval**

Once the grant agreement is reviewed by the PRC and finalized, it will be submitted to the Executive Board for final approval. Following Board approval, the Secretariat will be able to sign the grant agreement, disburse funds and implementation of the project can begin.

## **4. GENERAL PRINCIPLES AND REQUIREMENTS**

---

### **4.1. No obligation to fund**

A formal go-ahead and invitation to an applicant to develop a full grant agreement in no way guarantees that UNITAID will fund the proposed project. A final decision in this respect will be taken by the UNITAID Executive Board, which retains full discretion to determine this matter.

Applicants shall have no right of recourse, legal or otherwise, against WHO or UNITAID in the event that the project stemming from a proposal is not approved for funding by the UNITAID Executive Board.

#### **4.2. Conflict of interest**

As part of the proposal process the applicant will be asked to provide evidence that it has appropriate policies and practices in place for identifying and managing conflicts of interest, with a view to ensuring proper management of any potential conflicts with respect to the selection of the proposal, grant agreement development and/or implementation of the project. UNITAID expects that applicants will proactively disclose relevant interests in order to avoid any risk of real or perceived conflicts of interest.

#### **4.3. Transparency**

Subject to legitimate requests for confidentiality, UNITAID reserves the right to make details of the proposed projects it selects, publically available, in accordance with UNITAID's Board-approved Transparency Policy.

#### **4.4. Ethics, anti-discrimination and environmental policies**

The applicant shall inform UNITAID of any applicable ethics, anti-discrimination and environmental policies.

#### **4.5. Tobacco entities**

The grantee shall inform and keep UNITAID informed of any relationships that it has with tobacco entities or their affiliates.