UNITAID

Q&A for Intention to Submit Proposals (ISP) and Submission of Proposals

Question	Answer
What is the proposal process under the UNITAID Operating Model?	1) Once a Call is issued, applicants communicate their Intention to Submit Proposal (ISP) within 30 days of the launch of the Call. They can do so by filling in the form, available on UNITAID's web site at http://www.unitaid.org/calls. 2) Full proposals must be submitted electronically using the UNITAID proposal form by the indicated closing date. 3) Proposals received are then assessed and eventually submitted to a Review Committee, composed of representatives of the UNITAID Secretariat and the Proposal Review Committee (PRC). 4) The recommendations of the Review Committee must be endorsed by the UNITAID Board for a "go-ahead" to start developing a grant agreement. This endorsement does not mean and should not be perceived as involving any obligation on the part of UNITAID to fund the project. 5) Successful applicants receive a formal "go-ahead" for their proposal and will be requested to develop it into a full grant agreement. 6) The full grant agreement is screened by the Review Committee and submitted to the UNITAID Board for funding approval. For further details please refer to the UNITAID Proposal Process document that can be found at http://unitaid.org/calls
Can a proposal that includes middle-income countries in scope be submitted?	Across its portfolio of projects, at least 85% of UNITAID funds dedicated to commodity purchase interventions must be spent in low-income countries. While middle-income countries are not ineligible for inclusion in UNITAID-funded projects, there are overall limits on UNITAID funding that can be dedicated to commodity purchases in these countries. For any proposed project that includes a greater than 15% proportion of funding for commodity purchases in middle-income countries, this needs to be clearly justified in the proposal as being essential to the realization of the project objectives. Wherever possible, funding in middle-income countries should be used to increase access to commodities for vulnerable groups.
Can a proposal that focuses only on one or two countries be submitted?	UNITAID works through market-based interventions to have global market and public health impact. In general, this means that an intervention in a single country (or in a very limited number of countries) is unlikely to be supported by UNITAID funding. In the exceptional case that intervening in a single country would have global market impact, the proposal should include clear evidence to demonstrate this.
Who can submit a proposal?	UNITAID interventions are delivered through implementers; that is, UNITAID does not implement interventions directly and has no in-country presence. For proposals that include country implementation, proposal submitted should demonstrate that the organization has the capability and capacity to deliver the proposed work in project countries and that the intervention will have a global/regional effect.
Are NGOs eligible to submit a proposal?	UNITAID can provide grants to NGOs. All UNITAID implementers must demonstrate their established capacity to manage their project.

Can a consortium submit a proposal?	Yes, a consortium approach may be considered for the project implementation purposes. However any consortium approach should have strong lead organization with overall responsibility for project implementation.
What constitutes a consortium?	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. Entities or individuals providing services to the project on a commercial basis are service providers and not Consortium Members. Partners collaborating on the implementation of the project but that are not active part of the project design and execution are not to be considered members of the consortium but will be identified as collaborating partners.
Which organization would UNITAID prefer to have in the lead for a consortium project proposal?	Should the establishment of a consortium for the project implementation purposes be necessary and substantiated, the selection of the lead agency/ organization in a consortium application is at the discretion of the consortium members. It should be noted that the lead of a consortium has overall responsibility for project implementation, including coordination of consortium members and communications with/reporting to UNITAID. They are also often the main route of funding. In determining the most suitable lead, consideration should be given to each of these factors to identify which organization is best suited to deliver on each and assume overall responsibility for project activities. The capacity of the lead organization to manage the consortium and to report will be key at all stages of the project implementation.
Can an organization respond with more than one proposal in the capacity as lead organization?	Organizations can certainly respond with more than one proposal as lead organization. However, the organization must have the capability to deliver on any proposal they submit. Organizations must provide robust justification for the configuration of any consortium proposed, including the relative roles and responsibilities of members in achieving the goals detailed in each proposal.
Does UNITAID support R&D projects for pharmaceuticals and diagnostics?	UNITAID interventions typically enter the value chain at the formulation or final product field validation stage where a product is about to reach the market. However, UNITAID carefully monitors the pipeline for innovative new products that may be "game changers" in the market in order to support entry, enable future scale-up and have public health impact.
Does UNITAID provide samples of proposal submissions?	No; however, the submission form provides a useful guidance on how proponents should approach each section of the proposal form.
How can ISPs be submitted? By email, post or diplomatic pouch?	If you intend to submit a proposal, we invite you to complete and send the intention to submit form to proposalsunitaid@who.int. The form can be found on our internet site Call for Proposals (http://unitaid.org/calls)
Can proponents share ISP or proposal details with others while under review by UNITAID?	There are no UNITAID policies or rules that preclude a lead organization from sharing information on an ISP or proposal submitted to UNITAID while the ISP or Proposal is under review. As the owner of the ISP or proposal you are free to share ISP or proposal content both pre- and post-submission. However, when sharing ISP or proposal information, it is important to emphasize that there is no guarantee of funding at either the ISP or proposal stage.
Does the ISP submission form exist in French? If not, can the form be filled out in French?	The ISP submission form is only available in English, however the ISP can be prepared in English or French.
Should the ISP be submitted in English or in French?	ISPs are reviewed in either language. However, at the next stage, proposals would need to be submitted in English.
What is the typical timeframe for UNITAID projects?	The timeframe is 3 to 5 years, including transition and sustainability plan.
Is there a limited grant size?	UNITAID does not specify minimum or maximum grant sizes, nor does it specify the ceiling of funding available for a given Call. The UNITAID Board

	considers funding size in light of UNITAID's strategy and existing portfolio of projects, which are described on our website. Proponents are advised to consult these documents to have a sense of how their ideas for an intervention may fit with UNITAID's funding model and Strategy. As a general principle, UNITAID aims to fund projects that are 'lean' – that is, scoped at the minimum size required to achieve the desired market impact, public health effects and demonstrate value for money.
What level of detail should the budget contain?	There is no need to have budget at the ISP stage. At the stage of submission of a proposal an indicative but realistic budget estimate will have to be prepared using the budget template that can be found at http://unitaid.org/calls
What are the rules regarding the costs or estimates, indirects or overheads?	As general guidance, UNITAID does not support indirect costs in its grants but prefers to disaggregate these costs and include them as direct costs attributable to the grant. Where complete disaggregation of costs is not possible, UNITAID requires a clear description of the type of costs included, and how they directly relate to successful implementation of the grant.
What analysis on impact and value for money needs to be included in the proposal?	The proposal must plausibly demonstrate a clear analysis of the expected market and public health impacts and how the proposal would contribute to goals and targets set in respective disease strategies by WHO and other partner organizations.
Products must comply with UNITAID Quality Assurance Policy to be eligible for procurement. Are there any other conditions to be met?	Conditions on procurement within UNITAID grants may vary according to the commodity purchased, and detailed procurement conditions are typically finalized during grant development. Regarding quality assurance, as a general rule, UNITAID has harmonized its policy with the ones of other major Partners, such as the Global Fund or PEPFAR. As a result, UNITAID typically requires WHO Prequalification or Stringent Regulatory Approval as described in the UNITAID Quality Assurance policy.
A high-burden country makes and buys its own local medicine, which is not WHO-prequalified or registered by a recognized stringent regulatory authority (SRA). Would UNITAID require that any project work it funds be used to increase demand only for product that is WHO-prequalified or SRA-registered?	UNITAID welcomes efforts to improve access to better, quality-assured treatment. UNITAID requires that any product procured with its funds conform with the UNITAID Quality Assurance guidelines as stated in http://unitaid.org/images/events/UNITAID_grantee_forum-2014/UNITAID_QA.pdf - i.e., that products are WHO-prequalified or approved by a recognized SRA. In addition, in funding activities not directly related to product procurement, UNITAID still emphasizes the importance of quality assurance to 1) ensure that people in need receive appropriate, quality-assured medicines and diagnostics and 2) contribute to improving market health and stability for quality-assured health products.
What about rights-based projects, like patent law reform?	While UNITAID considers right-based approaches important, UNITAID works through a market-based approach. The two approaches are not mutually exclusive, but the language used, and the way to present the issues, is considerably different. One would need to take this into account when drafting the ISP. Nevertheless, one may wish to consider including elements related, for example, to the use of intellectual properties laws' flexibilities to bring down prices, since it may otherwise be quite difficult to argue that the intervention will have an impact on the market and to estimate how large that impact would be.
The goal and outcome in the log-frame template (Annex 1) is already pre-populated with a standard goal. Can this be changed?	Yes, proponents are free to change the goals and outcomes. The pre-populated goals and outcomes are only included to be a guide for the level and type of statements UNITAID is expecting.