



Call for Concept Applications

PEPFAR Local Partnership Initiative:

“Increasing Access to Comprehensive HIV Care and Support Services for People Living with HIV/AIDS and Children Orphaned or Made Vulnerable by HIV/AIDS”

Implemented and Managed by Pact/Vietnam on behalf of USAID

Pact Vietnam announces the availability of funding for local non-governmental organizations to implement community/ home based care and support programs for people living with HIV/AIDS (PLHIV) and orphans and vulnerable children (OVC) affected or infected by HIV/AIDS. This initiative is to be supported by Pact Vietnam with funding from the United States Agency for International Development (USAID) under the President’s Emergency Plan for AIDS Relief (PEPFAR). It is grounded in the comprehensive HIV care and support/OVC strategies of both PEPFAR and the Government of Viet Nam and based on international best practices. Please see below for more information on program goal and objectives, eligibility, program expectations, review criteria and submission process.

Goal of program: To increase adult and child access to community/home-based care and support and ensure close linkages to existing HIV clinical care and other social support services in ten select PEPFAR focus provinces (Quang Ninh, Can Tho, An Giang, Hai Phong, Nghe An, Ho Chi Minh City, Hanoi, Lao Cai, Dien Bien and Son La).

Specific objectives are:

- For adult PLHIV: To provide comprehensive care and support addressing needs in the areas of: physical health care, psychological care, social support, prevention for positives, and spiritual care; and to promote PLHIV self-care and care by family members.
- For OVC: To ensure that OVC enjoy their basic rights to health care, nutrition, education, shelter and adult care, protection, psychosocial care, and that their needs are met in a manner appropriate to their age, sex, HIV status, orphan status, and other factors.
- For both adult PLHIV and OVC: To integrate community/home-based care with existing HIV clinical care and other social support services.

Who is eligible to apply? Registered Vietnamese non-governmental organizations (NGOs), community-based organizations (CBOs), and faith-based organizations (FBOs) **that are not currently receiving direct funding from Pact.** Non-registered organizations are eligible to apply only as partners of organizations who may legally receive funds on their behalf. Mass organizations are eligible to apply only in funded partnerships with other eligible organizations. Organizations must have **demonstrated** capacity to implement proposed programs, including a minimum of three years experience implementing HIV-related programs.

Funding: Pact Vietnam expects to award 2-3 grants, with value ranging from \$50,000 to \$75,000 per grant.

Time period for implementation: From November 1, 2009 – September 30, 2010. Funding for implementation beyond this period is contingent on availability and performance and should not be requested as part of this submission.

Only applicants who submit proposals for funding of up to \$75,000 over an eleven month period will be considered.

Targeted groups:

- People living with HIV (PLHIV) and family members
- Children affected and infected by HIV/AIDS

Targeted geographic areas: Underserved areas of the following ten PEPFAR focus provinces: Quang Ninh, Can Tho, An Giang, Hai Phong, Nghe An, Ho Chi Minh City, Hanoi, Lao Cai, Dien Bien and Son La. **Applicants must provide evidence of service gaps in the targeted geographic area for the proposed target group (PLHIV/OVC).** It is expected that funded projects will help fill current gaps in community/home-based care for PLHIV and OVC, and establish and maintain close, functioning linkages with at least one PEPFAR-supported HIV clinic.

Anticipated care and support programming for PLHIV/OVC will:

- Provide a comprehensive care and support package addressing the targeted groups needs.
 - **For PLHIV, the service package will address PLHIV needs in the following areas:** Physical health care, psychological care, social support, prevention for positives and spiritual care¹
 - **For OVC, the service package will address OVC needs in the following areas:** Clinical, psychological, spiritual, social and prevention services. Services are to address OVC needs in a manner appropriate to their age, HIV status, orphan status, and other identified factors²
- Provide referrals to relevant services, as needed, including the following:
 - Referrals to relevant facility-based care and treatment services, including antiretroviral treatment, prophylaxis and treatment of opportunistic infections. PEPFAR supported treatment centers should be prioritized.
 - Sexual/reproductive health services, including family planning
 - Voluntary counseling and testing (VCT) services
 - Prevention of Mother to Child Transmission (PMTCT) services
- Provide health care and support services that include basic symptom management and treatment adherence support through home-based care teams

¹ Details of the comprehensive PEPFAR PLHIV C&T package can be downloaded in PDF format at: <http://www.state.gov/documents/organization/64416.pdf>

² Details of the comprehensive PEPFAR OVC C&T package can be downloaded in PDF format at: <http://www.pepfar.gov/documents/organization/83298.pdf>

- Create linkages with organizations, facilities and companies to help provide social support services, i.e. nutrition and education
- Provide training to family members of targeted group on PLHIV/OVC care

Additionally, programs will:

- Develop and strengthen the quality and reach of community and home based care teams
- Supplement and coordinate with (and not duplicate) existing care and support programs
- Involve members of the target group (PLHIV or OVC) actively in the design, implementation, and evaluation of activities

HOW TO APPLY:

Eligible applicants are requested to submit a completed application form. Instructions and the application form are included below.

Complete applications must be submitted by: July 23, 2009.

Applications may be submitted in Vietnamese or English.

Requirements: Pact Vietnam will not review applications unless they meet the following requirements:

- Submitted by the deadline (July 23, 2009)
- Submitted by an eligible organization, as specified above
- Complete – with **ALL** portions of the form filled out
- Targets a PEPFAR priority province (as specified above)

Evaluation Criteria: Applications that meet the above requirements will be evaluated based on how well they:

- Document the needs of the proposed target group
- Document service gaps for the target group in the proposed location
- Respond to these service gaps and the needs of the proposed target group
- Draw upon best practices
- Demonstrate successful experience in HIV/AIDS programming
- Demonstrate organizational capacity to carry out proposed program
- Coordinate with existing programs and structures
- Include active participation of members of the target group
- Propose appropriate, feasible activities that include referrals to relevant services

Eligible organizations that submit responsive and technically sound applications and are able to demonstrate their management and implementation capacity will be given the opportunity to submit a full proposal and will be invited to participate in a capacity building workshop (in late July or early August) that will provide an orientation to relevant aspects of project design and full proposal development. Concept applications that do not pass the concept application review successfully will not be invited to submit a full proposal or to participate in the workshops and will be advised accordingly.

SUBMISSION OF APPLICATIONS:

Applications should be submitted by email to Nguyen Minh Hien at: nmhien@pactvietnam.org.
If email is not possible, they can be mailed or faxed to:

Nguyen Minh Hien
Grants Officer
Pact Vietnam
37A Xuan Dieu
Hanoi
Fax: (3719-1260)

Please do not call. In the interest of equity and transparency, no organization will be given any additional information, except through emailed questions **for clarification only** that will be answered and posted on the Pact web site. This ensures that all applicants have access to equivalent information about this call for concept applications. Questions may be addressed to Pact Vietnam by email, fax, or letter. **THE DEADLINE FOR SUBMITTING ANY QUESTIONS IS: July 16, 2009.**

For updates, please visit our website: <http://www.pactworld.org/cs/asia/vietnam/rfas>

APPLICATION FORM:

Pact Vietnam/PEPFAR Local Partners Initiative
APPLICATION FORM AND INSTRUCTIONS

Application Instructions:

- Responses to all questions are mandatory.
- The form must be completed electronically (in a Microsoft Word compatible format, or as PDF file) or typed on a manual typewriter. Handwritten applications will not be accepted.
- Please provide information in the space given.
- Answers may be submitted in Vietnamese or English.

Submission Checklist:

- Form is filled out completely.
- Form is signed by authorized official of the applicant organization.
- If possible, please submit a copy of the application in electronic format (either by email or mailed on CD Rom).

Electronic copies (with scanned signatures, as needed) may be emailed to: Nguyen Minh Hien at: nmhien@pactvietnam.org
The application can also be faxed to Pact Vietnam at: (3719-1260) (to the attention of Nguyen Minh Hien, Grants Officer).

I. ORGANIZATIONAL INFORMATION

Name of Organization:	
Address:	
Name of Contact Person:	
Position/Title:	
Phone:	
Fax:	
E-mail address:	

Please indicate type of Organization (please select one only):

Local NGO

Local Faith-Based Organization (FBO)

Local Community Based Organization (CBO)

Mass Organization If Mass Organization, specify partnership with legally registered Vietnamese NGO/CBO/FBO

Other Please explain _____

Is your organization legally registered? Yes No

Please fill out the following registration information. If your organization is not legally registered, please provide the registration information of the organization you propose to partner with.

Type of registration (VUSTA, or other): _____

Date of registration: _____

Registration number: _____

Does your organization have a governing board? Yes No

List of positions and names of board members or other advisory body:

How many paid staff work in your organization? _____

List positions and qualifications of key staff:

How many volunteers work in your organization? _____

What is your organization's current approximate annual operating budget?

_____ VND

_____ USD\$

What was your organization's approximate annual operating budget for 2007-2008?

_____ VND

_____ USD\$

What is your main sectoral or technical focus?

RELEVANT EXPERIENCE TO DATE:

Years of experience in HIV programming: _____

List **HIV programming experience** of your organization for past 3 years:

Project Name	Time period	Target group	Geographic coverage	Funder/donor	Funding Amount in USD

Has your organization received **USAID funds** directly or through another NGO (e.g., through INGOs such as Pact, FHI, CARE, etc.) in the past five years?

Yes No

If yes, please list the three most recent USAID-supported grants, with dates, specific donor (USAID or via other INGO) and funding amounts:

Project Name	Time period	Source of funds (USAID direct or specify other NGO)	Funding amount (in USD)

Has your organization received **funds from other international donors** (e.g., ADB, World Bank, DfiD, UN agencies, private foundations) in the past five years?

Yes No

If yes, please list the three most recent grants from international donors, with dates, donor and funding amounts:

Project Name	Time period	Donor	Funding amount (in USD)

II. INFORMATION ON PROPOSED PROJECT

Please use space provided. You may expand the space as needed, but **may not exceed a total of 4 pages** in 12 point font, 1.5 spacing, for Section II.

Target population(s)

Who will your project will serve?

Explain and document why this group needs the services you propose:

How the project will identify and reach targeted populations

How will you involve the target population in the design, implementation, and evaluation of the project?

Geographic Focus

Where will your project be implemented?

Explain and document your choice of geographic target area with a focus on the service gaps you intend to fill:

To what extent the related programs/projects are present in the target area and what is the proposed strategies to establish linkages and collaboration

Goal and Objectives

What is your overall project goal?

To:

What objectives will help you reach that goal?

a.

b.

c.

(add more as needed)

Activities

What activities will you implement to achieve these objectives?

a.

b.

c.

(add more as needed)

Project Management

Will you work with sub-partners? Y N

If so, identify the organization(s) and briefly describe their role and qualifications.

Staffing: List **key** staff members who will manage and implement the project and summarize their qualifications.

Name	Position	Qualifications

Organizational Capacity

Please explain why your organization is well suited to implement this project? Refer to past projects, lessons learned, and relevant staff expertise.

Signed Date

Position in organization.....