



**Call for Concept Briefs  
for  
*PEPFAR HIV Care and Support Local Partners Initiative,  
Implemented and Managed by Pact Vietnam on behalf of USAID***

Pact Vietnam announces the availability of funding for approximately seven grants, ranging in value from \$60,000 to \$120,000 each, over a period beginning approximately May 2008 and ending 30-Sept-2009. This opportunity is provided under the PEPFAR HIV Care and Support Local Partners Initiative, which is implemented and managed by Pact Vietnam, with funding from the United States Agency for International Development (USAID) under the US President's Emergency Plan for AIDS Relief (PEPFAR).

The purpose of this initiative is to increase the access of people living with HIV/AIDS (PLHIV) and children orphaned or made vulnerable by HIV/AIDS (OVC), to community/home-based care and support, ensuring close linkages to existing HIV clinical care and other social support services in select PEPFAR focus provinces (Nghệ An, Quang Ninh, Hải Phòng, Cần Thơ and An Giang). Eligible applicants are Vietnamese and international non-governmental organizations (NGOs), including community-based organizations (CBOs). It is expected that at least half of the grants will be awarded to Vietnamese organizations. Vietnamese government agencies and mass organizations are not eligible to apply as prime applicants, but may be included as partners on the applications submitted by Vietnamese or international NGOs.

Pact Vietnam is currently seeking concept briefs on care and support programs for PLHIV and OVC that support the goals of this initiative in one or more of the above-mentioned provinces. More information on eligibility, program objectives and focus, review criteria and the submission process is provided below.

**Concept briefs must be submitted as part of the application form included as Attachment 1 (the concept brief portion is section II of the application form). Instructions are provided in the form.**

**I. Eligibility**

Any Vietnamese or international non-governmental organizations, including community-based organizations, engaged in HIV/AIDS prevention, care, support and treatment programming, or related fields in Viet Nam are eligible to submit concept briefs. Vietnamese government agencies and mass organizations are not eligible to apply as prime applicants, but may be included as partners on the applications submitted by Vietnamese or international NGOs.

**II. Program Objectives and Focus**

The goal of the PEPFAR HIV Care and Support Local Partners Initiative is to increase accessibility of PLHIV and OVC to community/home-based care and support, ensuring close linkages to existing HIV clinical care and other social support services.

Specific objectives are:

- For 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, protection, etc., and that OVC needs are met in a manner appropriate to their age, 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.

The provinces to be covered by this initiative include Nghe An, Quang Ninh, Hai Phong, Can Tho and An Giang. Nghe An and Quang Ninh will be given higher priority, but concept briefs for the other three provinces are also welcomed. There is a slight variation in focus depending on the province in which applicant activities are proposed, as follows:

- Nghe An: It is expected that this initiative will result in one project based in Vinh city, with close linkages to the CDC/LIFEGAP supported HIV adult and pediatric clinics in the provincial general hospital. This project(s) should provide community-based care and support to PLHIV and OVC in Vinh city, and also serve as a bridge for individuals or groups from rural districts who need to access care and treatment services in Vinh city.
- Quang Ninh: It is expected that funded project(s) in Quang Ninh will cover at least two districts where community/home-based care for PLHIV and OVC is absent or not sufficient, and will establish and maintain close, functioning linkages with PEPFAR-supported HIV clinics serving those areas. These clinics could potentially be CDC/LIFEGAP- or AHF-supported clinics funded under PEPFAR.
- Other provinces: 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.

Appendix 2 provides some information on existing and planned HIV clinics and community/home-based care services in these five provinces.

This call seeks concept briefs that address the diverse needs of beneficiaries through comprehensive services covering basic areas of care and support as defined by PEPFAR. For adult PLHIV, these are: health care and support, psychological care, social support, prevention for positives and spiritual care. For OVC, these are health care, nutrition, education, shelter and adult care, and psychosocial support.

It is also important to ensure that the most essential community/home-based services within each basic area are not missed. For example, within health care and support, essential services include basic symptom management; treatment adherence support; and referral to relevant health facilities for antiretroviral treatment, prophylaxis and treatment of opportunistic infections, and other medical care. Within prevention for positives, promotion of safer sex and other behaviors, condom promotion, and referral of partners for testing are essential.

Concept briefs must also describe plans to implement sound strategies for reaching targeted groups that (a) respect beneficiaries, potential beneficiaries and their families; (b) avoid breeches of confidentiality; (c) ensure voluntary choice; (d) serve the best interests of PLHIV and OVC; and (e) foster the involvement and leadership of PLHIV and OVC in design, implementation and evaluation.

Innovative and best practice care and support models are crucial to the success of this initiative. Pact Vietnam encourages the adoption of approaches proven effective, and/or the testing of new approaches.

### **III. Review Process**

The following requirements must be met in order for Pact Vietnam to review concept briefs for technical merit:

- Submitted by the deadline (17:00, Wednesday December 19, 2007)
- Submitted by an eligible organization (eligible organizations are Vietnamese and international NGOs and CBOs already established/operating in Vietnam);
- All parts of application form are completed;

- The proposed project will be implemented in one or more of the following provinces: Nghe An, Quang Ninh, Hai Phong, Can Tho, An Giang

Concept briefs that meet the above requirements will be reviewed and evaluated according to the criteria below:

No.	Evaluation Criteria	Points
1	Close, functional linkage with a PEPFAR-supported HIV clinic and other social services available in the local area	20
2	Identification of gap(s) in PLHIV and/or OVC care and support in targeted areas, and specific strategies proposed to fill such gap(s)	20
3	Strategies for reaching PLHIV and OVC while ensuring respect for, confidentiality of, voluntary choice by, and serving best interests of PLHIV and OVC	20
4	Excellence of the service provision structure, including service package, type and organization of community/home-based care providers, and strategy to build capacity of project staff and providers	20
5	Involvement and leadership of the targeted populations	20
6	The applicant's experience in HIV/AIDS care and support, care and support programming for other vulnerable groups, or related fields in Viet Nam	20
TOTAL POINTS		120

Eligible organizations that submit responsive and technically sound concepts will be informed by Pact Vietnam of their application status and will receive the full request for applications (RFA). A more detailed technical proposal, budget and other information will be required of applicants who advance to the next stage.

**Please note: Submission of a concept brief or an invitation to submit a full application does not in any way imply or promise that your organization will win an award.**

Organizations that do not pass the concept brief evaluation will not be invited to the next stage and will be advised accordingly.

#### IV. Submission Process

Organizations responding to this call for concept briefs can submit their completed application form (see attachment 1) in any of the following ways:

Email: [marypw@pactvietnam.org](mailto:marypw@pactvietnam.org)

Mail to: Ms. Mary Packard  
Pact Vietnam  
37A Xuan Dieu, Tay Ho, Ha Noi

Fax to: (04) 719.1260

If possible, please submit a copy in electronic format (either by email or by mail on CD-ROM).

Please do not make phone calls to Pact Vietnam related to this opportunity. In the interest of equity and transparency, no organization will be given any additional information than that which is already contained within this call for concept briefs.

Concept briefs and forms must be received no later than **17:00, Wednesday, December 19, 2007**. Responses received later than this time will be disqualified. **Concept briefs may be submitted in Vietnamese or English.**

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

**ATTACHMENT 1**

**PACT VIETNAM  
APPLICATION FORM AND CONCEPT BRIEF INSTRUCTIONS**

*PEPFAR HIV Care and Support Local Partners Initiative,  
Implemented and Managed by Pact/Viet Nam on behalf of USAID*

**Application Instructions:**

- Responses to all questions are mandatory.
- The form must be typed on a manual typewriter or by computer in a Microsoft Word compatible program. 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 NGO/CBO official.
- If possible, please submit a copy of the application in electronic format (either by email or by mail on CD-ROM).

Electronic copies (with scanned signatures, as needed) may be emailed to:

[marypw@pactvietnam.org](mailto:marypw@pactvietnam.org)

Alternatively, please send your completed and signed application form to:

Ms. Mary Packard  
Pact Vietnam  
37A Xuan Dieu, Tay Ho, Ha Noi, Viet Nam

The application can also be faxed to Pact Vietnam at (04) 719.1260.

**I. ORGANIZATIONAL INFORMATION**

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

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

- Local NGO
- Local Educational Institution
- Local Faith-Based Organization (FBO)
- Local Community Based Organization (CBO)
- International NGO
- International Educational Institution
- International Faith-Based Organization (FBO)
- Other

Please Explain \_\_\_\_\_

Does your organization have a board? Yes  No

What is the number of paid staff in your organization in Viet Nam? \_\_\_\_\_

What is your organization's approximate annual operating budget in Viet Nam?

\_\_\_\_\_ Local currency

\_\_\_\_\_ USD

Province/s and District/s in which you are currently operating:

---



---

**II. PROPOSED PROJECT INFORMATION (CONCEPT BRIEF)**

**A. Using the following categories, please describe the proposed project (*maximum 2 pages*) and attach to this form:**

- a.** Goal, objectives and intended results (per target population)
- b.** Target population(s)
- c.** Strategy for accessing target populations, and ways in which the principles of confidentiality, voluntary choice, respect, and best interest of beneficiaries will be adhered to
- d.** Proposed project activities to be implemented to achieve objectives/results (per target population, as relevant)
- e.** Proposed linkage mechanism with PEPFAR HIV clinic
- f.** Proposed linkage to other social services
- g.** Participation of the target population
- h.** Proposed sub-partners
- i.** Proposed staffing
- j.** Proposed budget (please provide total amount; budget details not required at this stage)

**B. Please fill out the following table:**

**Numbers of PLHIV and OVC to be reached:**

Province(s) in which you are proposing to operate	Districts/Wards in which you are proposing to operate	Number of individuals targeted, by target population, i.e. PLHIV, OVC
Total number of individuals targeted		

**III. PROGRAMMATIC EXPERIENCE TO DATE IN VIET NAM:**

Years of experience in HIV programming in Viet Nam: \_\_\_\_\_

Experience working in HIV care and support programming for past 1-3 years in Viet Nam:

<i>Program / Project Name</i>	<i>Start and end date</i>	<i>Target population and geographic coverage</i>	<i>Results achieved</i>	<i>Funder/donor</i>	<i>Total Funding in USD</i>

ATTACHMENT 1: APPLICATION FORM AND CONCEPT BRIEF INSTRUCTIONS


Experience working in other HIV-related programming for past 1-3 years in Viet Nam:

<i>Program / Project Name</i>	<i>Start and end date</i>	<i>Target population and geographic coverage</i>	<i>Results achieved</i>	<i>Funder/donor</i>	<i>Total Funding in USD</i>

Other donor-funded programming experience not listed above (maximum 3):

<i>Program / Project Name</i>	<i>Start and end date</i>	<i>Target population and geographic coverage</i>	<i>Results achieved</i>	<i>Funder/donor</i>	<i>Amount overall Total Funding in USD</i>

Your organization will be required to submit financial and programmatic data on a quarterly basis. For this, you will be given reporting templates and guidance.

Are you willing and able to comply with this requirement? Yes  No

Signed \_\_\_\_\_ Position in organization \_\_\_\_\_

Date \_\_\_\_\_

## ATTACHMENT 2

TREATMENT AND COMMUNITY/HOME-BASED CARE ACTIVITIES  
IN THE FIVE PROVINCES OF INTEREST

Below is a list of HIV treatment sites and community/home-based care activities at provincial and district levels in the five provinces of interest. Due to difficulty acquiring information and the changing nature of this kind of information, please do not consider any and all details in this list complete or accurate. Applicants are responsible for collecting their own information. Pact Vietnam shall not be held liable for any errors in this list.

Note: CDC-LIFEGAP, FHI and AHF HIV clinics are PEPFAR-supported clinics

Province and districts		Care, support and treatment services	
		HIV treatment sites (current or planned to start in next 6 months)	Community/home-based care
<b>Hai Phong</b>			
Provincial level		CDC-LIFEGAP (Viet Tiep hospital--adult & pediatric) located in Le Chan district	
District level	Do Son	CDC-LG	WV, NAV
	Hong Bang	FHI, Global Fund (GF)	FHI
	Le Chan	GF	FHI/NAV, GF
	Ngo Quyen	FHI, GF	FHI, GF
	Kien An	GF, CDC-LG	GF
	Hai An	FHI	FHI
	Thuy Nguyen	AHF	WV
	An Duong	GF	GF
	An Lao		
	Kien Thuy		
	Tien Lang		
	Vinh Bao		
	Cat Hai	GF	GF
Bach Long Vi			
<b>Quang Ninh</b>			
Provincial level		CDC-LIFEGAP (provincial hospital--adult & pediatric) located in Ha Long city	
City/district level	Ha Long City	GF	COHED (Cactus Club), Binh Minh Club, CARE/Bright Futures, GF
	Cam Pha	FHI, GF	FHI, GF
	Mong Cai	FHI	
	Uong Bi	GF	GF
	Ba Che		
	Binh Lieu		
	Hai Ha		
	Dam Ha		
	Tien Yen	CDC-LG	
	Van Don	FHI	FHI, CARE/Bright Futures
	Hoanh Bo	AHF	
	Dong Trieu		
	Co To		
Yen Hung	GF	GF	
<b>Nghe An</b>			

ATTACHMENT 2: LIST OF TREATMENT AND CHBC ACTIVITIES IN PROVINCES OF INTEREST

Provincial level		CDC-LIFEGAP (provincial hospital--adult & pediatric), GF (PMC) located in Vinh City	
City/district level	Vinh City	see above	Bright Futures
	Hung Nguyen	GF	GF
	Nghia Dan	GF	GF
	Nghi Loc	GF	GF
	Do Luong	GF	GF
	Quynh Luu	GF	GF
	Que Phong		
	Ky Chau		
	Tuong Duong		WB
	Ky Son		
	Quy Hop		WB
	Con Cuong		WB
	Tan Ky		
	Anh Son		
	Dien Chau		WB
	Thanh Chuong		
	Yen Thanh		
	Nam Dan		
Cua Lo town			
<b>An Giang</b>			
Provincial level		CDC-LG (provincial hospital--adult & pediatric), GF (PMC) located in Long Xuyen	
1	Long Xuyen	see above	
2	Chau Doc		
3	An Phu		
4	Tan Chau	FHI	FHI
5	Phu Tan	GF	GF
6	Chau Phu	GF	GF
7	Tinh Bien	FHI	FHI
8	Tri Ton		
9	Chau Thanh	GF, CDC-LG	GF
10	Cho Moi		
11	Thoai Son		
<b>Can Tho</b>			
Provincial level		CDC-LG (provincial hospital--adult & pediatric) located in Ninh Kieu district	
1	Ninh Kieu	GF	GF
2	O Mon	GF	GF
3	Binh Thuy	GF	GF, FHI, CARE
4	Cai Rang	GF	GF
5	Thot Not	FHI	FHI
6	Vinh Thanh		
7	Co Do	GF	GF
8	Phong Dien		