

# COUNTRY COORDINATING MECHANISM OF PAPUA NEW GUINEA

## CALL FOR PROPOSALS

### PRINCIPAL RECIPIENT/S AND SUB-RECIPIENTS FOR THE MANAGEMENT AND IMPLEMENTATION OF SPECIFIC ACTIVITIES FOR THE NATIONAL HIV, TUBERCULOSIS AND MALARIA PROGRAMMES

The Country Coordinating Mechanism (CCM)\* is assisting to strengthen the National Disease Control Programmes of the National Department of Health (NDOH), Provinces and Districts through secured funding from the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) under their New Funding Model.

The CCM is looking for organisations or agencies that are willing to be a Principal Recipient (PR) to work with government health authorities and undertake the project management and financial and administrative management as well as a number of specific implementation activities and/or management of sub-recipient grants to research/training institutions, NGOs/CBOs/FBOs involved in the implementation of HIV, Tuberculosis, Malaria and Health and Community Systems Strengthening activities.

The CCM is also looking for local organisations that are willing to be involved in HIV, TB or Malaria implementation or research activities as Sub-Recipients.

NDOH will remain responsible for health policy, standards, national health information and the overall technical programmatic decisions that affect the national programmes.

Submissions are welcome for either HIV, and/or Tuberculosis and/or Malaria, and/or Health Systems Strengthening.

#### Key Functions of the Principal Recipient would be:

- Responsibility for all areas of financial management for the grant/s including disbursement of funds to agencies and Sub-recipients, management and monitoring of approved budgets, auditing, acquittals, financial reporting and disbursement requests to the Global Fund.
- Oversight and monitoring of programme activities to ensure they are implemented according to the work plan and contract agreements.
- Provision of HR services, such as recruitment, contract management, performance management and payroll of a number of local contract staff and international technical assistance.
- Provision of logistic support services such as travel, accommodation, workshop & training logistics and administration and acquittal of travel allowances and fuel advances.
- Responsibility for the monitoring and reporting of programme activities linked to related indicators; provision of quarterly programmatic updates to the Global Fund in GFATM templates; and development of a Monitoring and Evaluation plan in line with GFATM requirements, based on the relevant National Monitoring and Evaluation plans.
- Procurement and Supply management, where required, for any major procurement under principal recipient and sub-recipient contracts, including tendering. This would involve production of a Procurement and Supply Monitoring plan in line with GFATM requirements and adherence to stringent quality assurance instruments as required by the GFATM.
- Willingness to enter into an agreement/contract with the National Department of Health on roles and responsibilities related to Health Department activities and functions.

- Specific implementation activities as outlined in the EOI Information Documents for HIV, Tuberculosis, Malaria and Health Systems Strengthening.
- Other functions as required.

The CCM would like to stress that interested parties should submit an EOI if they are willing to undertake this role, mainly on a cost recovery basis. The Global Fund does not support profit making ventures and has stringent guidelines on overhead costs and capping of these costs.

**Criteria for inclusion in proposals from organizations:**

- Must be a registered body in PNG that can demonstrate management capability
  - Organization/ entities must provide their organization profiles/charters
- Detailed outline (1pg) of management strategy and proposed activities
- Referees
- Most recent Annual Audit Report
- Demonstrated track record in similar work in PNG, including at least 5 years' experience in the implementation of development partner projects and management (e.g. Australian AID, USAID, Global Fund or others)
- Existing or planned staffing capacity to undertake this activity
- Demonstrated ability to write a detailed proposal according to guidelines

Additional inclusion criteria can be obtained from the EOI information pack - details below.

**Contact:**

**Please contact the CCM Secretariat for an Information Pack to guide your EOI application.**

On email: [timothym@unaids.org](mailto:timothym@unaids.org) Ph: 3217999 Fax: 3213968

Please submit EOI by Friday 27 January 2017 by 4:06pm

**An information session will be held on 11 January at 10am in the Level 1 Conference Room of the National Department of Health, Aopi Building Waigani.**

**Addressed to:**

Martin Timothy, CCM Secretariat, P O Box 1041, Port Moresby, National Capital District or Fax: (+675) 321 3968 Or Email to the CCM Secretariat at: [timothym@unaids.org](mailto:timothym@unaids.org) Or Drop off to the EOI box Level 1, Ela Beach Tower, Bramwell Street, Port Moresby .

*\* The Country Coordinating Mechanism is a partnership comprising of representatives from both the public and civil society sectors who coordinate the submission of national proposals to the Global Fund, and are responsible for overseeing the progress of program implementation.*