



## **KRCS GF HIV GRANT 2018 - 2021**

**CRITERIA FOR SELECTION OF NETWORK OF PEOPLE LIVING WITH HIV**

**TO IMPLEMENT COMMUNITY INTERVENTIONS THAT  
SUPPORT HIV TREATMENT CASCADE AND REDUCE  
HUMAN RIGHTS-RELATED BARRIERS TO HIV SERVICES  
IN SELECTED FIVE (5) COUNTIES IN KENYA**

**(LAMU, GARISSA, TANA RIVER, MANDERA AND WAJIR COUNTIES)**

**(CALL FOR APPLICATIONS FROM NON STATE ACTORS THAT ARE ALSO  
NETWORKS OF PEOPLE LIVING WITH HIV)**

**DECEMBER 2018**

**PLHIV - TENDER REF. NO: GF/EOI/0205/2018: CALL FOR PROPOSALS FOR  
NETWORKS OF PEOPLE LIVING WITH HIV ORGANIZATIONS.**

## INTRODUCTION

This document outlines the steps and areas to guide the review of the Expression of Interest (EOI) response and selection of the Non State actors/CSOs that will be contracted as networks of People Living with HIV organizations to implement specific HIV treatment, care and support interventions of the KRCS HIV GRANT.

The EOI response will be reviewed by the technical review committee in four stages as follows:

- a. Review of form A: Administrative compliance.
- b. Review of form B: Review of Application Form - Organizational Capacity
- c. Review of form C: - Review of Application Form – Technical Proposal
- d. Review of Form D: Attachments.

### STAGE A – Administrative compliance.

The Administrative compliance will be reviewed after the documents have been assigned Unique Codes. This stage of review is to ascertain whether the applicant meets the following basic criteria as outlined in the advertisement in the EOI.

- i Was the Proposal delivered on time?
- ii Was the Proposal delivered at the appropriate place (as clearly stipulated in the expression of interest document)?
- iii Was the Proposal delivered in Hard Copy and/ or on external media such as a flash disk, hard drive or other such medium?
- iv Was the proposal clearly labelled (as clearly stipulated in the expression of interest document)?
- v Are all the required attachments provided (as clearly stipulated in the expression of interest document)?

Only applications meeting all the above 5 components of admissibility of documents will move to stage B explained below.

### STAGE B – Review of the Organizational Capacity.

**Purpose:** To ascertain that the EOI adequately addresses the KRCS HIV GRANT capacity requirements, the Team will first examine whether the applicant meets minimum capacity, governance and experience requirements. The following describes the criterion for this assessment.

Criteria for assessment	
A	Area/s of focus of the proposal are within call for proposals
B	The organization is a legal entity registered in Kenya with the right to enter a contractual agreement with Kenya Red Cross Society.

C	Has a set of rules governing the organization (The Constitution or By laws).
D	Has local presence in the County. <b>Provide recommendation letter from the County / sub-County government structures e.g. the county department of health especially CASCO/SCASCO, health facility, social development office, CACC/SCACC.</b>
E	Has people living with HIV as members with two thirds of the senior leadership of the network being PLHIV. <b>This should be evidenced by a recommendation letter from any of the national PLHIV networks e.g. NEPHAK, WOFAK, KENEPOTE, MAC, ICWK, ITPC, KENERELA.</b>
F	Network's Information
G	Evidence of bank accounts and financial management capacity
H	Active local presence in the last one (1) year

**STAGE C - Review of Application Form – Technical Proposal**

**Purpose:** To transparently grade the application form – Technical Proposal received – as per KRCS HIV GRANT requirements and priority areas.

- a. Application Form: - Technical Proposal is completed in the required format.
- b. All the attachments to the proposal are included.

All applications to next stage must satisfy the above requirement.

	<b>Criteria</b>
1.	Application process fully complied with (check for completeness of and compliance to Technical proposal format).
2.	Has been in existence and active in HIV related activities for at least one year.
3.	The applicant must have the mandate to work in the geographical location applied for.
4.	Elements covered in the proposal are in line with the priority areas.
5.	Geographical areas of programme coverage are in line with the eligible areas of coverage.
6.	Problem statement is clear and in line with the priority areas.
7.	Implementation approach /strategies are in line with the priority areas.
8.	Target population/Sector are in line with the priority areas.
9.	Are the objectives realistic and achievable within the stipulated timeline?
10.	Logic flow of Inputs, Activities, Outputs and Outcomes.
11.	Monitoring and Evaluation plan is comprehensive and technical with clear indicators and reporting structures.

**STAGE D - Review of Attachments**

**Purpose:** To ascertain and confirm the information given in the capacity assessment and the Technical proposal and confirm the authenticity of the documents submitted.

All the applications MUST have the following attachments.

1. Copy of registration certificate
2. The Constitution or By laws
3. Recommendation letter from the County / sub-County government structures.
4. Recommendation letter from any of the national PLHIV networks
5. Certified copy of the Network's bank account details.
6. A copy of the Network's KRA PIN Certificate

**CONCLUSION**

This Selection Criteria will be used in line with the call for application and technical proposal documents that clearly stipulates the execution of the selection process, the tools to be used and the key areas of focus.