# TB REACH

## Guidelines for TB REACH Letters of Intent (LOI) Wave 4

This document provides instructions to applicants for filling out the letter of intent (LOI) for TB REACH Wave 4 Funding.

For Wave 4 there are two changes that have been made to the application process.

The first change is that TB REACH is now instituting a two-step application process. The first step is a letter of intent (LOI) which is a shorter version of the application outlining the main approaches and settings for the proposed intervention. **This LOI is due on November 8th, 2013**.
All LOIs that meet the basic criteria for completeness and eligibility will be reviewed by the TB REACH Proposal Review Committee in December and a few of them will be asked to submit complete applications at that time. These will be reviewed again in February with final decisions being made in March 2013 for funding.

The second change being instituted is that now **all LOIs must be written and submitted online though our application page**. There is no MS Word document to be submitted and all interested parties must complete the process online. All LOIs will be submitted via the Stop TB Partnership's applications tracking system at http://www.stoptb.org/global/awards/tbreach/loi. If you have poor internet connections, it is highly suggested that you write the answers out on a computer beforehand and then cut and paste the answers into your LOI form. **The online system will be closed at 5 PM Central European time on November 8th.**

- You do not have to complete the form in one session. All progress will be saved each time you click the 'Submit Your Changes' button in a section. Note that all sections have strict character limits.
- The LOI has 6 sections and a general information tab. All sections of the LOI need to be completed.
- Note that you will not submit a final version nor receive email confirmation of your submission. Please ensure that all sections are complete by the November 8th deadline as your LOI will be reviewed with only the information provided by November 8th.
- Once you have completed your application, you should save the completed LOI as a webpage or pdf for your records. Do this by clicking the 'View My LOI' link at the top of the page.

Please, carefully read all the background documents provided on the webpage – for eligibility criteria, how proposals are reviewed, and the focus of TB REACH.

Incomplete applications will not be considered and will be screened out by the TB REACH Secretariat. Multiple applications from one country are accepted and encouraged; however, each applicant cannot submit more than one application per country.

**For questions and clarifications email tbreach@who.int**

**General Information**

In the General Information Section, complete the basic information on the country, the title of the proposed project, name of applicant organization, type of organization, total budget requested, contact information of the focal points for communication about the LOI.

**Ensure that your country is one of 78 eligible countries for the General Funding Track.** Eligible applicants are NTPs, various partners, including but not limited to government and non-government organizations, affected communities, civil society organizations, and universities. "For-profit" entities are not eligible to apply. Check only one box that best represents the primary applicant's organizational type.

The total budget mentioned in the General Information section should be the same as that mentioned in the Budget section and should not exceed US $1,000,000.

**Important Note:**
**TB REACH has a separate funding track for CSOs and small NGOs in Wave 4. For the "CBO/CSO/Small NGO Track" budget of LOIs should be from USD $80,000 up to USD $200,000. The CSO track is a special track of funding for small and local organizations and is NOT for NGOs that have an international presence, or organizations whose core operations are mainly biomedical in nature (e.g. laboratories/technical institutes/universities). Annual budget turnover of applicants in this track of funding must not exceed USD $500,000. Applicants to this track should propose local innovative approaches to address local TB case detection barriers in underserved, at-risk and vulnerable populations.**

**If you are applying for the CSO/Small NGO track please ensure you have filled out the form and selected the correct Funding Track in the drop down menu. In the *Instructions* tab at the top of the page you can read about the eligibility and restrictions for funding in each track.**

All projects should plan to start the proposed project in the second quarter of 2014. If there are expected delays that will inhibit the start of the project later than June 30, 2014 you should explain them in the LOI.

Contact information: In this section fill in the details of the applicant (both the director/manager and the responsible officer or focal point for implementation).

The information provided in the IMPORTANT INFORMATION link at the top of the page should be carefully read as it provides further instructions and guidance on the completion of the form.

Please ensure that you complete the questions on registration certificates and signed audited financial statements. All interested parties must upload the required documents in the system. Interested parties are limited to apply for TB REACH funds up to a maximum of 3 times their annual budget, and this should be clear in the audited financial statements.

**Ensure that you are uploading all documents required as incomplete LOIs will be screened out and not reviewed. To upload documents: Go to the 'Home' link at the top of the page.**

**On the right side of the screen there are instructions about uploading financial documents as well as other LOI documents. Please upload all documents for the LOI on this screen.**

**Section 1 – Summary Information**

This section describes how you can meet the requirements of TB REACH to implement quickly (within 6-9 months of submitting an application and 3 months of project approval) and how local capacity will be strengthened through your proposal.

1. Describe your organization's experience on TB in the field in your country.
2. One of the principles of TB REACH is to build local capacity for sustaining the interventions. If the principle applicant is not a NTP or a national/local organization, then it is a requirement that you must work with local partners and demonstrate in this section how you will build the capacity of the local partners.
3. TB REACH projects are expected to start quickly and deliver results within a short timeframe. If your project needs more time to start activities the reasons need to be explained. This means describing the MOUs that may need to be signed for permissions to operate, describing any ethical clearances that may be needed, and presenting other permissions or agreements that will need to be signed for the project to begin. **Please note that in case the project is approved and unable to start activities within a reasonable period of time the grant may be rescinded.**

In order to ensure that organizations can rapidly implement the project and responsibly manage the funds it is important that the principle applicant has experience managing large budgets with processes in place for disbursement and rapid implementation. For smaller NGOs or other organizations it may be advisable to form a consortium, or collaborate with other larger organization(s) if they want to apply in the General Track or they can apply through a separate funding track for local and community based organizations – see the *Important Information* tab about the different tracks and earlier guidance in this document.

**Please note that at the LOI stage of the process, no NTP 'letter of support' is required. If the project is selected to present a full application a letter of support for the NTP will be required for all applicants.**

**Section 3 Background Information**

This section is for **background information on TB in the population you propose to address** and how the current approach for case detection works.

<u>TB REACH will give priority to projects that are focusing on a larger scale impact (national/regional and multiple districts to have a greater impact on case notification)</u>

In this section:

1. Describe in general terms the target population in your intervention. Refer to the concept note on how TB REACH projects are monitored and evaluated on the website which has definitions of the target and evaluations populations.
2. TB REACH focusses on the poor and vulnerable and populations that have limited or on access to TB care. It is important for applicants to describe in this section how their target population is focused on such populations. The target population should have **"limited access to TB services"** (please download and use the document "*Limited access to TB services criteria*" of TB REACH from the website). In addition, eligible countries that have per capita GNI exceeding US$ 2000 are required to focus their application to populations that can be considered as "Poverty Pockets". For this purpose please download and use the document **"Guidance to applicants on targeting poverty pockets".**
3. Explain the current approaches to case detection in the proposed area including other initiatives for active case finding and the bottlenecks and constraints for increasing the TB case detection in that population/area. Note that the proposed interventions included in the LOI section 4 should address some or all of these bottlenecks.

**Please check <u>all of the groups</u> which your proposed intervention will focus in the check boxes so your proposal can be properly classified.**

**Note: Case detection rate (CDR) should be used as an estimate only at country level and this is available at the WHO website. Estimating CDR for sub-national, or local areas, can be quite unreliable, unless there is a good estimate of the incidence of TB in that area. It is therefore important to focus on <u>the absolute numbers</u> of cases while setting targets although national CDR may be indicative of issues at a local level.**

## Section 3 - Interventions

Section 3 is a crucial part of the LOI and describes the **planned interventions and activities.**

**3.a**. In this section you should succinctly describe the interventions you propose in enough detail that a reviewer can follow the logic of your proposed additionality targets in Section 4 and the targets table which comes later in the LOI. List and describe the interventions and specific activities that are proposed to achieve the planned outcome. Please note that the **interventions should include innovative approaches for early and increased case detection**. Proposals aiming at further expansion and implementation of tested interventions proven to be efficient in detection of additional TB cases should be submitted as well.

TB REACH is a results based financing mechanism and the results should lead to the detection and treatment of additional TB cases. One of the key outcomes should be the expected additional TB cases that would be detected and additional cases that would be treated successfully. Additional cases detected and treated successfully are those that would not have occurred in the absence of the TB REACH project. The methodology to calculate this is described in the concept note on how TB REACH projects are monitored and evaluated on the website. **Note that direct yield is not the same as additional cases and that your project should not necessarily propose that all TB cases found by your project will be additional.**

**If your organization is an international organization please mention who will be the local partner organization(s) and during the project period how you plan to build the capacity of the local partner. Please note that if you do not work with a local partner your application is unlikely to be reviewed favorably.**

You may annex diagrams, images or flowcharts in this section to show the screening and testing approaches but additional text will not be considered. Please upload any graphics using the upload images button on the right side of the Home screen as described in at the end of the General Information Section in this document.

**Please check all of the proposed interventions on which your proposal focuses in the check boxes so your proposal can be properly classified.**

TB REACH promotes innovative approaches in TB case finding. In this section list the innovations being proposed in this application.

**3b) Xpert Testing**:
For those projects using Xpert MTB/RIF testing and planning to procure GeneXpert machines and/or Xpert TBB/RIF cartridges from TB REACH funds, please complete section 3b on Xpert testing.

If your proposal includes co-funded Xpert equipment, please make a note of it here and explain the agreement.
**This section will only appear if you have checked the box stating you are using Xpert MTB/RIF in your intervention. If you have checked the box for Xpert use in the General Information section, you must complete section 3b.**

**Section 4 - Quantitative baseline, targets and additionality**

This section should briefly describe the population in which you propose to work. The **evaluation population** (see the concept note on how TB REACH projects are evaluated on the website) needs to be as well defined as possible in the application to ensure that the project can begin and monitor activities quickly.
The **evaluation population** is generally comprised of one or more Basic Management Units (BMUs) for which you should be able to get historical data. Please use 2012 annual data for this population and be sure to list the BMUs here by name.

TB REACH requests all grantees to have a control population which you should identify. It should have similar characteristics as your evaluation population, and with case notification data that you can access without problems. It is important that the intervention planned for your evaluation population will not affect the case notification in your control population. Please see the concept note on how TB REACH projects are evaluated for more information on control populations.

**All TB REACH grantees must be able to report quarterly on case notification data in their evaluation and control populations, so it is critical that evaluation and control population data be available during the proposal process.**

**Additionality Table**

This is a critical table for proposal review and M&E, and it is used for evaluating the proposal and setting project targets.

When filling in the Additionality Table, some required information should be available with the national TB programme, with national data found on the WHO website (www.who.int/tb).

This table will automatically calculate some of the cells for you as you complete the table.

Completing the Table:

Fill the number of people living in the **evaluation population**, and control populations (see the concept note on how TB REACH projects are evaluated). Above the table there is also a required field for your target population. Evaluation and Control Populations are generally comprised of one or more BMUs for which you should be able to get historical data. Please use 2012 annual data for this population and be sure to list the BMUs above the table in section 4a.

Provide as baseline the data for the evaluation population area (from the latest available annual TB cohort notification data – should be 2012).

- Provide the target figures expected at the end of Year 1 – these targets should be logical, based on the interventions proposed and size of the evaluation population, and realistic.
- The additional numbers as a result of this project (target minus baseline) are calculated automatically.

The LOI budget that you have entered in the General Information section appears automatically in this table, and the table automatically calculates the cost per additional bacteriologically positive TB patient detected.

To minimize the cost per case it is advisable to work in a larger population with higher rates of TB with low baseline case detection – places where services are needed and the reach of traditional services is poor. Select case finding interventions that yield higher numbers of additional TB cases and keep the budget as low as possible. Increasing the targets for case detection without demonstrated logic to achieve them using the interventions proposed will be viewed as a weakness of the proposal.

**Section 5 - Budget**

A basic budget outline is requested at the LOI stage. Interested parties do not need to present a detailed budget until the LOI has been reviewed and a full application is requested.

Note that over-head costs, operation research and internal programme monitoring costs can be included, only subject to the respective limits mentioned in the LOI budget table. The applicant must have existing in-country presence (no funding will be provided to set up new project office in-country) and must provide convincing evidence of having capacity to implement the activities, administer the project and manage the funds.

**The cost of participation in the global meeting on TB REACH M&E should be budgeted in under activity costs.**

**All final proposals accepted for funding will have an amount (to be determined) included in the grant for external M&E cost**

**Section 6 - Sustainability**

TB REACH only provides one year of funding with a possibility of a second year, but places a strong importance on a project's ability to remain sustainable with other funding support. Explain how the proposed activities will be sustained beyond the TB REACH project period.

1. If a high proportion of the cost of the project is on management and the budget for human resources (other than field level workers) is very high it makes the project harder to sustain. Please provide a justification if human resource costs other than field workers are over 15% of the total budget in section.
2. If procurement of non-medical equipment is needed, please explain all costs for these, why these items are needed, and why they cannot be supported by other donors or projects.
2. TB REACH welcomes co-financing of projects in order to have additional impact. If your project will be supported by other outside funds please state the conditions and amounts here and provide supporting documentation as needed. Projects that show co-funding in their proposals, especially for mining related work and Xpert testing will be given extra consideration.

**TO SUBMIT YOUR LOI**

Go to http://www.stoptb.org/global/awards/tbreach/loi

1. Click on the Start your online LOI tab on the left side of the screen if you have not yet registered, or login with your username and password.
2. Complete the General information with country and grant amount requested. If the proposal is in more than one country, select the country the primary applicant has the administrative offices.
3. Enter the USD amount without , or . (commas or periods)
4. **Select the funding track you are applying for (TB REACH General Wave 4 Track or CBO/CSO/Small NGO Track) This is critical for proper evaluation of the proposal.**
5. Ensure emails are correct as the system will email you a confirmation email to access the system.
6. The names of the manager and focal point for communication should be the same as in the LOI as should be the amount requested in the Budget section.
7. Ensure you have read the *Important Information* about the approval process.
8. Once you have completed the form, click on the Start Your LOI button and check the email account you entered for a confirmation of your LOI account.
9. You will then be able to access your account at step one on the right hand side of the screen.
10. **Click on the Submit Changes button in each section to frequently save your work**. **You do not click a submit button at the end of the entire process, rather all information entered by 5pm November 8th 2013 will be stored and used for the review process.**
11. Use a word processing program to write and copy and paste your text into the LOI form to avoid web page time out problems or loss of progress due to internet failures.
12. Ensure that all sections of the LOI are marked 'complete'.
13. To upload supporting documents you can do so on the Home screen by following the instructions.
    a. Select the file type of the file you are uploading (financial documents etc.)
    b. You can upload files on different days and you can delete and upload updated files if you choose.
    c. DO NOT upload files under different accounts for the same application.

You can contact tbreach@who.int with any questions or queries.