

# TB REACH Wave 5

## Proposal Review Committee

### Terms of Reference

#### **1. Background**

The Stop TB Partnership's TB REACH initiative was established in 2010 with an initial five-year award from Global Affairs Canada (GAC). TB REACH provides grants to partners in lower-income and/or high TB burden countries to test innovative and well thought-out, yet unproven strategies and technologies for improving TB detection and service delivery on a large, programmatic scale. In line with the call to action outlined in the *Global Plan to End TB 2016-2020*, TB REACH grants aim to:

- Increase the number of people with TB who are diagnosed, treated and reported to National TB Programs (NTPs),
- Decrease the time it takes someone with TB to receive appropriate treatment, and
- Improve the outcomes of people started on anti-TB treatment.

The TB REACH initiative combines open, but targeted calls for proposals, fast-track financing and rigorous, external monitoring and evaluation (M&E) to rapidly produce results. Other donor agencies and/or national governments can then scale-up the successful approaches piloted by TB REACH to maximize their own investments and to accelerate progress in the fight against TB.

In 2016, Global Affairs Canada approved a second five-year grant for TB REACH. With co-financing from the Bill and Melinda Gates Foundation and the Indonesia Health Fund, the Stop TB Partnership will launch multiple calls for TB REACH proposals through 2020.

#### **2. Purpose and Scope**

The Proposal Review Committee (PRC) is an independent, impartial group of TB experts who review TB REACH grant applications and make recommendations for funding. The independent nature of the PRC (relative to the Stop TB Partnership / TB REACH), guarantees the integrity of an open and transparent application review and selection process. The TB REACH PRC will have the following functions:

- Remotely review Letters of Intent (LOI) and make recommendations on which LOIs to reject and which to invite to submit a Full Proposal;
- Provide recommendations to successful LOIs on how to strengthen their proposals and/or implementation plans for their Full Proposal submission;
- Participate in a meeting to review Full Proposals and to make final funding recommendations in line with the criteria and objectives of TB REACH Wave 5;
- Provide detailed feedback via a standardized PRC Review Form regarding the quality of each Full Proposal, including any clarifications or adjustments that are required for selected applications and the reasons for rejecting an application; and
- In collaboration with the TB REACH team, prepare a summary PRC report which will be sent to the Executive Committee of the Stop TB Partnership Coordinating Board for approval.

### **3. Composition**

- 3.1 Any individual who is engaged in the fight to end TB can apply to join the TB REACH PRC during a public call for PRC applications. The Stop TB Partnership Secretariat will review the applications and nominate individuals to join the TB REACH PRC. Technical expertise, strategic relevance, language proficiency, gender balance and geographic representation will be taken into account when appointing individuals.
- 3.2 Individuals from the Stop TB Partnership, UNOPS and/or TB REACH's external monitoring and evaluation team may participate in PRC meetings, but will not be considered PRC members (i.e. no decision making powers in the application review or selection process).
- 3.3 The TB REACH PRC will be re-constituted before the launch of each funding cycle. Existing PRC members may be reappointed by the Stop TB Partnership's Secretariat and may serve an unlimited number of terms.
- 3.4 The TB REACH PRC meeting will be led by a Chair, selected by PRC members.
- 3.5 TB REACH PRC members will serve in an individual capacity, not as representatives of any organization by which they are employed.
- 3.6 TB REACH PRC members are not at liberty to nominate a replacement if they are unable to accommodate to the PRC work plans and/or to attend PRC meetings.
- 3.7 The Stop TB Partnership's Executive Director may at any time end the term of a PRC member by giving advanced written notice.
- 3.8 All TB REACH PRC members must sign a UNOPS 'Confidentiality / No Conflict of Interest Affidavit' and declare any/all potential conflicts of interest before reviewing grant applications.
- 3.9 The working language of the TB REACH PRC will be English.

### **4. Operations**

- 4.1 TB REACH currently employs a two-step application process for regular calls for proposals.
  - 4.1.1 Interested organizations must first submit a Letter of Intent (LOI) which focuses on organizational capacity to implement TB-focused projects, the organization's ability and track record of delivering on fast-track timetables and a description of proposed activities. The TB REACH team will screen the LOI submissions for eligibility and completeness. The PRC will then review screened LOIs remotely. Two PRC members will be assigned to each LOI and will assess it according to a standard grading form. Teleconference calls will be organized to discuss and finalize the LOI reviews and selection. PRC members will describe the strengths and weaknesses of the successful LOIs and detail a list of clarifications in the hope that the Full Proposal submission is stronger and better thought out than the LOI.
  - 4.1.2 Full Proposal include a more detailed description of activities as well as setting targets for project yield and population-level impact. At this stage, the PRC will meet in person. Each Full Proposal will be reviewed by two PRC members, but not the two which read the LOI, as well as members of the external monitoring and evaluation team who advise the PRC on the feasibility of targets and impact measurement. Full Proposals will be ranked against a standard grading form and discussed by all PRC members. Final funding recommendations are made taking into account the quality of the submissions and the funding available.
  - 4.1.3 In collaboration with the TB REACH team, the PRC will produce and endorse a summary report which will include an analysis of the outcome of the two-step review process and a recommended list of proposals and their funding values. The Executive Committee of the Stop TB Partnership's Coordinating Board will then review and approve the PRC's funding recommendations.

- 4.2 TB REACH PRC members will receive an honorarium up to USD 4,999 (USD 2,499 for the LOI review and USD 2,500 for the Full Proposal review).
- 4.3 TB REACH will cover airfare and provide per diem for PRC members to attend in-person PRC meetings. PRC members will be responsible for obtaining any vaccinations and visas which may be necessary for this travel. The Stop TB Partnership will provide visa support letters as needed.