

## Call for Proposals

### TB REACH – Monitoring and Evaluation (M&E)

#### 1. Introduction

Tuberculosis (TB) is one of the world's deadliest infectious diseases, surpassing both HIV and malaria in combined deaths and a global health security threat. According to the World Health Organization (WHO) every year there are:

- More than 1.5 million deaths from TB;
- Nearly 10 million people falling ill with the disease; and
- Nearly 500,000 people developing multidrug-resistant TB (MDR-TB).
- 1/4 of the global population is infected with TB

The COVID-19 pandemic has reversed decades of global progress in addressing TB. For the first time in over a decade, TB deaths have increased, and fewer people have been diagnosed with TB or provided with TB preventive care compared with 2019

#### **United Nations Office for Project Services**

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian, and development projects around the world. UNOPS provides project management, procurement, and infrastructure services to governments, donors, and UN organizations. The UNOPS Geneva office is hosting the Stop TB Partnership Secretariat as of 1 January 2015 providing the full range of hosting services to the Stop TB Partnership.

#### **Stop TB Partnership**

The Stop TB Partnership (STBP) is a unique international organization at the forefront of the global TB response, bringing together expertise, innovation, medicines and diagnostics, and human rights-driven services from a broad range of partners with a shared vision to end TB by 2030. Founded in 2001, the organization takes bold and smart risks to serve and amplify the voices of the communities and people affected by TB, stakeholders, and partners from TB-affected countries. The Stop TB Partnership is guided by three strategic goals to (1) advocate, catalyze, and facilitate sustained coordination and collaboration among partners; (2) support the development, and replication of innovative approaches and tools; and (3) facilitate global, equitable access to TB diagnostics and medicines. The organization's strategic and technical expertise and its willingness to push boundaries are crucial factors in reaching the targets and commitments agreed at the UN High-Level Meeting on TB by Heads of State and the TB community-at-large to end TB by 2030.

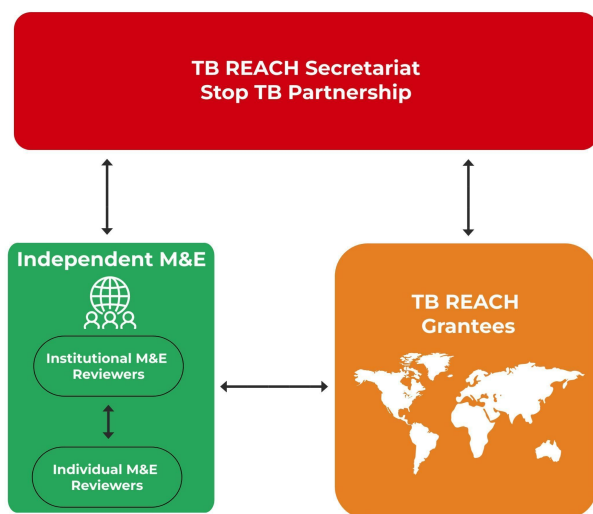
#### 2. TB REACH Overview and M&E Framework

The Stop TB Partnership's TB REACH initiative was established in 2010 with an initial five-year award from Global Affairs Canada. Since it began TB REACH has provided grants to partners in lower-income and/or high TB burden countries to test innovative and well thought-out, yet unproven approaches and technologies which aim to:

- Increase the number of people with TB (TB infection or active TB [drug-sensitive or -resistant]) who are diagnosed, started on treatment, and reported to National TB Programs (NTPs),
- Improve adherence and treatment success for people started on anti-TB treatment.

TB REACH combines open, but targeted calls for proposals, fast-track financing and rigorous, external monitoring and evaluation (M&E) to rapidly produce results. TB REACH projects are not designed to be research studies, but instead are focused on service delivery. However, because of the strong focus on M&E, many projects may present and/or publish their findings. The basic approach to TB REACH M&E for interventions designed to improve case detection is available in different publications in [peer reviewed journals](#) and on the [Stop TB website](#), and formed the basis of M&E for WHO’s screening handbook.

The TB REACH M&E is conducted by a group of individual consultants as well as an institutional M&E partner. Each project/grant is assigned a lead M&E reviewer and a peer reviewer to provide feedback on the lead reviewer’s work. Once a grant is signed, the M&E lead and the project work together to conduct a Baseline Validation of the project. The Baseline Validation includes information on where the project will be implemented and agreed upon targets and indicators that will be collected and reported quarterly. Projects [report](#) a mix of official TB program and project specific data on a quarterly basis to TB REACH for the duration of the project (usually 15-18 months). Quarterly data is collected online using TB REACH’s Grant Management System which is accessible to all reviewers.



Before activities start, all grantees are invited to a Grantee workshop to meet with their reviewers and the secretariat to understand the M&E process and finalize the baseline validation work. Each quarter, TB REACH holds a 2–3-day M&E meeting (usually in March, June, September, and December) at which the progress of projects is presented and discussed, and M&E issues are deliberated. Each TB REACH project also receives at least one site visit from the lead M&E reviewer as part of the M&E package to review data collection and quality and discuss potential course corrections. At the end of each grant, the M&E reviewer will work with the project on a grantee annual narrative report and prepare a final M&E project report. The TB REACH Secretariat assigns a Technical Officer to each project as well who works with both the M&E reviewer and the project to improve performance and provide guidance. At the end of each Wave, a summary report is prepared using collected data from all projects that includes a high-level database of project performance and analysis.

For recent funding Waves, TB REACH has expanded the scope of projects beyond improving case detection and treatment outcomes to target specific calls for private sector engagement and improving uptake and outcomes of all oral regimens for people with drug resistant TB. The M&E framework has changed with different thematic areas and calls for proposals. In the [Wave 10 call for proposals](#) there is an overarching theme of health systems strengthening (HSS) and two new focus areas: expansion of TB preventive treatment (TPT) and integrated service delivery (ISD). In addition to improved case detection and treatment for TB infection or TB disease, all

projects will have to contribute to health systems strengthening and aim to link to longer-term funding, particularly with the Global Fund.

### **3. Scope of Work**

The Stop TB Partnership is seeking to award a grant to a technical partner for M&E support associated with its TB REACH initiative in Wave 10 and beyond. Stop TB would like to provide a grant for Wave 10 services and as part of this call for proposals, this grant could be extended, or a new grant could be negotiated with the selected M&E partner in future Waves if resources permit and there is mutual interest.

The activities provided under this grant will complement the M&E consultants already engaged on an individual basis via UNOPS HR processes.

The below list provides a high-level summary of the grant's scope of work:

- Development of an M&E framework for TB REACH Wave 10 grants based on the current call for proposals which is outlined on the [Stop TB website](#).
- Provide M&E lead review support for 10-15 projects.
- Provide peer-reviews of above primary project reviews for quality assurance and participate in ad-hoc meetings as needed (i.e., to finalize reporting documents, preparatory meetings for grantee workshop, etc.).
- Identification of two individual reviewers to join TB REACH's *core M&E team (core-team members are expected to attend all Quarterly Review Meetings)*;
- Identification of additional reviewers as needed.
- Review and consultation for the development of the Wave 10 Stage 2 Application (time permitting).
- Participation in and coordination of a "Kick-Off" meeting for M&E reviewers who are new to Wave 10 (2-3 days), a TB REACH M&E Grantee Workshop (Late 2022 or January 2023 (5 days likely in Asia), and routine M&E Quarterly Review Meetings (2/3 days)
- Host 1-2 Quarterly Review Meetings in city where recipient is located (all members of the M&E team from the successful applicant are expected to attend these meetings).
- Maintaining a summary of all cleaned quarterly reporting data for all Wave 10 projects
- Writing mid-term and final Wave 10 reports after discussion with the TB REACH Secretariat and other reviewers on the content.
- Event-related support activities, including all travel arrangements for members of selected organization's team.

#### 4. Activities

Below are short descriptions of the general activities envisioned under this grant.

- **M&E Framework Development**

TB REACH seeks proposals for an M&E framework for TB REACH Wave 10 grants focused on TPT uptake and Integrated service delivery for TB and other diseases/conditions with a broader aim of health systems strengthening. Applicants should familiarize themselves with both the current TB REACH M&E approach, and the objectives of the Wave 10 call for proposals. A framework for monitoring Wave 10 projects should be described keeping in mind that TB REACH projects use a mix of official notification/outcome data and project specific data to evaluate progress. This Framework, once agreed upon with the TB REACH Secretariat and the other M&E team members, will form the basis of the M&E work for all reviewers and grantees in Wave 10. Current reporting templates for both the projects and the reviewers will have to be updated. Members of the core M&E team will continue to support the adaptation/evolution of TB REACH's M&E framework through the life of this award.

- **Project Review**

- a) Baseline Validation should begin once each project partner signs their grant. After project assignments are finalized, reviewers will start corresponding with the grantee to initiate the Baseline Validation Review. Beyond checking whether project targets and objectives are feasible with existing resources and timeline, the reviewer will ensure that enough baseline data are available, that these are as accurate as possible, and that the grantee has a sound understanding of the evaluation procedures. The reviewer will produce a Baseline Validation Report which should refer to these items and any risk or problems identified during the review process.
- b) Quarterly reviews of project data for as long as the project works (generally 15-18 months) and within the timelines of the Grant Support Agreement with Stop TB Partnership/UNOPS. Once projects start operations, reviewers will review data from each calendar quarter during which the grantee produces a technical report. Reviewers will produce a Quarterly Review Note (QRN) which analyses and synthesizes the data submitted by grantees.
- c) One Standard Project Visit (SPV) usually entails 5-6 days in country. Each project will receive at least one SPV, usually in the second or third quarter of active project activities. The SPVs will allow the M&E to see the project in action, assess data quality, and review and make recommendations on grantee progress. Reviewers will produce an SPV Report which will usually be merged with the corresponding quarterly review. TB REACH will provide an official UN Note Verbale to support visa applications, but all other costs and activities associated with planning travel will be covered using funds provided by this award.
- d) Final reports for the project: reviewers will produce a Project Annual Review (PAR) with their final conclusions about the processes, outcomes, effectiveness, challenges, and benefits of the project as soon as data from the last full quarter of activities are available (usually 6-8 weeks delay). Reviewers will also assist grantees in the preparation of their Grantee Annual Narrative Report (GANR) and will ensure data grantees use match with the reviewer's own understanding.
- e) The recipient will be responsible for conducting internal peer-reviews of all projects assigned for quality assurance.

The project review usually takes around 20 to 22 days to complete.

- **TB REACH M&E Meetings**

In addition to the routine project review, the individuals from the selected M&E partner will participate in several meetings for Wave 10.

- a) Working with the TB REACH Secretariat on the development of and participation in a ‘Wave 10 Kick-Off meeting likely tied to a Quarterly review meeting’ to orient new and existing reviewers on the M&E framework for Wave 10. The meeting will likely be in late September in Europe (if travel permits due to COVID-19 restrictions; otherwise, to be held virtually). Main objectives will be 1) to introduce reviewers (contracted from both UNOPS HR processes and this grant award) to each other and the TB REACH team; 2) to present the M&E Framework for Wave 10, 3) to discuss adjustments, corrections, and adaptations of the framework; and 4) to finalize reviewer project assignments.
- b) All reviewers are expected to attend a “TB REACH Grantee Workshop” (date to be determined, but likely late 2022 or early 2023 in Asia if in-person meetings are possible; otherwise, to be held virtually). The meeting is generally 5 days long. The purpose of this meeting will be 1) to introduce new grantees to their assigned M&E reviewers and the TB REACH team, 2) to train new grantees about TB REACH’s M&E framework, and 3) to discuss the baseline validation reports and implementation plans for each project. Reviewers are expected to take up active roles as trainers or facilitators beyond their role as individual reviewers to assigned projects.
- c) During the initiative, there will be regular Quarterly Reviewer Meetings (2-3 days usually) to discuss projects results and their context, as well as the overall status of the evaluation. Individuals recruited to join the core M&E team should join every Quarterly Review Meeting, regardless of the location. Additional reviewers should attend at least 2 quarterly meetings per funding cycle to facilitate communication and updates from all projects. The recipient will host one to two of the above Quarterly Review Meetings. This primarily entails organizing a meeting location of sufficient size to accommodate the M&E team (10-15 people) and TB REACH team (3-5 people) attending the meeting, coffee break refreshments including a light snack twice per day. The meetings may be hybrid events so conferencing facilities should be available. All members of the M&E team from the recipient of this grant shall attend these meetings.

- **Data Management**

The recipient will construct and maintain a TB REACH database with the most pertinent data submitted by all Wave 10 projects and reviewers. This activity will serve two purposes: 1) it will allow for easier reporting of results to TB REACH donors and interested parties, and 2) a ‘last-stop’ quality assurance check. The responsibility for this activity will fall primarily with the M&E grant recipient to coordinate, collect, and clean the data. The structure and analysis of this database should be part of the proposed M&E Framework for Wave 10 and will be discussed and agreed upon at the “Kick Off meeting” and revised as necessary after reviewing the quarterly reports at Quarterly Review Meetings with the core M&E team and TB REACH.

The recipient will participate in the drafting of a mid-term and final M&E report for all Wave 10 projects which summarizes the methodology used for the Wave and the main findings.

The recipient will support the dissemination of results, in collaboration with the larger M&E and TB REACH team. In the past, such efforts have included organizing symposia and workshops at the Union World Conferences on Lung Health, developing manuscripts about project results and impact, and organizing additional country missions.

Additional activities that are not captured in the original scope of work may be added through a grant amendment upon discussion and agreement between the TB REACH Secretariat and the M&E partner.

## 5. Minimum Eligibility Criteria

Please read carefully the following minimum eligibility criteria. Failure to meet any eligibility criteria will disqualify an applicant from participating in the Call for Proposals. Only audited financial statements will be accepted as supporting documents for financial data.

- Any not-for-profit organizations who are legally registered are eligible.
- For-profit organizations can apply BUT must adhere to the strict overhead cap rate of 12%, and will be subject to UNOPS review and approval

Please note that governmental-affiliated organizations or international organizations **are not eligible**. A copy of both the registration certificate and the latest available corporate audit report must be provided.

The selected organization will not be eligible to receive Wave-based grant funding from TB REACH for the duration of the M&E grant. Preference will be given to organizations based in low and middle-income countries.

Please ensure to include the following information in your proposal:

- i. A description of the nature of your organization and its legal status (**a registration certificate must be provided**).
- ii. A description of the purpose and core activities of your organization.
- iii. An organizational structure and governance (**the latest corporate audited statement must be provided**)

## 6. Minimum Technical Requirements

- A. **Demonstrated ability to conduct M&E for global health projects in a wide variety of settings and working with many different types of partners. Experience in conducting M&E for tuberculosis is preferred.**

Please ensure to address the following questions when submitting your proposal:

- i. Describe your organization and staff's past experience conducting M&E of health programs or projects (TB disease and preventative treatment, etc).
- ii. Describe any experience with M&E integrated service delivery or health systems and strengthening projects. Work with Global Fund-supported work is helpful.
- iii. Describe your organizational capacity to compile, clean, and analyze data sets.
- iv. Describe your organizational capacity to prepare high quality written reports based on analyzed public health data.
- v. Describe organizational experience in hosting virtual or in-person small meetings.

- B. The proposed team of experts should consist of a minimum of two (2) lead reviewers and must have at least 3 years of experience in similar work activities. Demonstrated knowledge in health system strengthening is desirable.**

The proposed M&E team should meet the following requirements:

Education:

An advanced university degree in public health, epidemiology, evaluation, medical statistics, or other relevant fields.

Experience:

- Minimum 3 years of experience in monitoring and evaluation in health programmes. In TB is a plus.
- Minimum 3 years of experience working in TB control/ epidemiology, preferably in TB high burden countries.
- Proven experience in desk research and other kinds of qualitative and quantitative data collection methods

**Please submit the CVs of the proposed reviewers.** You may provide copies or links to previous work done in TB or other diseases (optional).

**C. Proposed M&E Framework for Wave 10 projects**

Applicants are expected to design an M&E framework for the Wave 10 projects that focus on TB preventative treatment (TPT) uptake and Integrated service delivery (ISD) for TB and other diseases/conditions and be linked to Health system strengthening. Applicants should familiarize themselves with both the current TB REACH M&E approach, and the objectives of the Wave 10 call for proposals which will require a different M&E framework.

The selection committee will review and evaluate the proposed M&E framework based on the following criteria and the quality thereof:

- i. Relevance: whether the submitted proposal captures an understanding of the main deliverables
- ii. The suggested methodology relative to the outcomes and the project implementation period of 15-18 months for Wave 10 for both the TPT and ISD components.
- iii. The innovation and the feasibility of the proposal reflecting the contexts we work in and possible interruptions.
- iv. Knowledge and understanding of the context of the TB global environment and related to the Wave 10 funding objectives
- v. Consideration of possible ethical aspects that may arise with the data handling Activity descriptions should be as specific as necessary, identifying what will be done, who will do it, when it will be done (beginning, duration, completion), and where it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.

#### D. A reasonable grant budget

Please submit a detailed budget using the below format. Only costs which directly relate to the grant implementation activities shall be included. The budget for administrative costs (overheads) may not exceed 12% of the total budget.

Item no.	Description	MoU	Qty	Unit Price
<b>1</b>	<b>Project Review*</b>			
	<i>From 1 to 10 projects</i>	per project	1	XX
	<i>From 11 to 15 projects</i>	per project	1	XX
<b>2</b>	<b>TB REACH Meetings</b>			
	<i>Quarterly review meetings</i>	per meeting	8	XX
	<i>Wave 10 Grantee Event</i>	lumpsum	1	XX
<b>3</b>	<b>Wave 10 M&amp;E Framework Development</b>	lumpsum	1	XX
<b>4</b>	<b>Data Management</b>	lumpsum	1	XX
<b>5</b>	<b>Dissemination support**</b>	lumpsum	1	XX
<b>6</b>	<b>Direct Program Cost (max 12%)</b>	lumpsum	1	XX

\* this includes for each project: the baseline validation process, quarterly reviews of the project data, one field visit and preparation/finalization of final reports. Please provide a unit cost per project if you are awarded up to 10 projects and if you are awarded more than 10 projects.

\*\* please budget for 4 symposia/workshops development support at one UNION Conference

#### E. Risks to successful application

Identify and list any major risk factors that could result in the grant activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting in changes in the economics of the grant project).

Include in this section also the key assumptions on which the grant activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the grant activities depend.

#### 7. Data Use

The TB REACH team often collaborates with different members of the M&E team on various publications. UNOPS/Stop TB Partnership/TB REACH holds IP rights for any data that is collected as part of the M&E process and must be included and consulted on any dissemination of TB REACH-supported data.

#### 8. Selection criteria and scoring

In line with UNOPS evaluation principles of fairness, transparency and integrity, a Grant Evaluation and Selection Committee will be responsible for the review of proposals and the Grantee selection. The review is



based on the criteria outlined in this ‘Call for Proposals’ (CFP) and includes an assessment of the grant proposal’s formal, technical and financial aspects.

The review process will include:

- 1) Eligibility check (pass/fail)
- 2) Review and scoring of the eligible proposals based on the evaluation criteria outlined in the below table, and in responding to the minimum technical requirements outlined in section 6 and including related questions.
- 3) Proposals awarded 70 points or more may be invited to present their project in a video-conference call.

Evaluation criteria	Scoring (points)
<b>Organizational background and capacity</b>	<b>15</b>
<i>M&amp;E experience in global health projects</i>	10
<i>Proven records of health-related publications</i>	5
<b>Technical Expertise of the proposed profiles</b>	<b>30</b>
<i>M&amp;E Experience in health projects</i>	10
<i>Experience in high TB burden countries</i>	10
<i>Experience in TB</i>	10
<b>Proposed M&amp;E framework for Wave 10</b>	<b>40</b>
<i>Demonstrated knowledge of ISD and/or TPT and/or HSS</i>	20
<i>Methodology</i>	10
<i>Feasibility, innovation and risk mitigation</i>	10
<b>Cost effectiveness/Grant budget</b>	<b>15</b>
<b>TOTAL</b>	<b>100</b>

## 9. Timeline

Applications shall be submitted via STBP’s website [application portal](#) by no later than 17:00 Geneva time on June 1<sup>st</sup>, 2022. Please send any clarification requests by email to Mrs. Pauline Vandewalle at [paulinev@stoptb.org](mailto:paulinev@stoptb.org) and Mr. Philipp Hodel at [philipp@unops.org](mailto:philipp@unops.org). Proposals will be evaluated by a review panel, and applicants may be asked to prepare a presentation before final decisions are made.

The Stop TB Partnership/UNOPS expects to select a recipient by mid-July 2022 to allow for review and input on the Stage 2 application and work with the TB REACH team to prepare the M&E Framework for Wave 10. Wave 10 grants are expected to be announced in late September/early October 2022. The grant negotiation/signing process and baseline validation are expected to happen in late 2022. The Grantee Workshop will take place in late Q4-2022 or early 2023. Wave 10 projects are not likely to start implementation until Q1-2023, and Quarterly Review Meetings will likely commence in Q4-2022 and will continue until at least September 2024 but potentially longer.