

# TB REACH Wave 7

## Proposal Review Committee

### Terms of Reference

#### **1. Background**

The Stop TB Partnership's TB REACH initiative was established in 2010. TB REACH provides grants to partners in lower-income and/or high TB burden countries to test innovative strategies and technologies for improving TB detection and service delivery. 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 to end TB. The Stop TB Partnership is hosted by the United Nations Office for Project Services (UNOPS) in Geneva, Switzerland.

#### **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 funding recommendations. The PRC is independent from the Stop TB Partnership / TB REACH, guaranteeing the integrity of a transparent application review and selection process.

The TB REACH Wave 7 PRC members will serve a one-year term and have the following functions:

- Remotely review Stage 1 proposals and make recommendations on which ones to reject and which to invite to submit a Stage 2 proposal;
- Provide recommendations to successful Stage 1 applicants on how to strengthen their proposals and/or implementation plans for their Stage 2 submission;
- Participate in a in person meeting to review Stage 2 proposals and to make final funding recommendations in line with the criteria and objectives of TB REACH Wave 7;
- Provide detailed feedback via a standardized PRC Review Form regarding the quality of each Stage 2 proposal, including any clarifications or adjustments that are required for selected applications and the reasons for rejecting an application;
- Provide funding recommendations and feedback for Wave 6 Scale-Up grant applicants; 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.

Some PRC members will be used for the remote Stage 1 review only, and some will be selected to participate in both the Stage 1 remote review and Stage 2 in person review.

#### **3. PRC Eligibility**

- 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. Technical expertise, strategic relevance, language proficiency, gender balance and geographic representation will be considered when screening applications.

Individuals from the Stop TB Partnership, UNOPS and/or TB REACH's external monitoring and evaluation team are not eligible to apply for the PRC.

### 3.2 PRC members should be available for the following dates:

- from 15<sup>th</sup> April to 19<sup>th</sup> May for the stage 1 remote review. This will involve participation in at least 2 teleconferences plus reviewing applications.
- from 15<sup>th</sup> July to 5<sup>th</sup> August for the stage 2 remote screening to prepare for the in-person meeting.
- from 25<sup>th</sup> August to 9<sup>th</sup> September: in-person PRC meeting (location and exact dates to be confirmed)

## 4 **PRC Composition**

- 4.1 The TB REACH PRC is 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.
- 4.2 The TB REACH PRC meeting will be led by a Chair, selected by other PRC members.
- 4.3 TB REACH PRC members will serve in an individual capacity, not as representatives of any organization by which they are employed.
- 4.4 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.
- 4.5 The working language of the TB REACH PRC is English.

## 5 **Qualifications**

- 5.1 Advanced university degree (master's or equivalent) in public health, natural science, medicine, social science, political science, gender studies, international relations or relevant disciplines or a first university degree (bachelor's or equivalent) in the above subject areas combined with two additional years of relevant experience to substitute for the master's degree
- 5.2 A minimum of five (5) years of experience after achieving a master's degree or seven (7) years after achieving a bachelor's degree in delivering health services, support to patients, or technical assistance related to global health and development.
- 5.3 Significant experience in TB case detection, disease surveillance, monitoring and evaluation (M&E) of TB programs, TB/HIV, MDR-TB, patient support/advocacy, pediatric TB, mHealth/ICT, TB diagnostics and radiography, community engagement, laboratory systems, private sector engagement, gender and/or other similar/related disciplines.
- 5.4 The Wave 7 funding cycle will be more strenuously focused on empowering women and girls and as such, TB REACH is looking for experts with knowledge of TB, but also with a strong background in women's empowerment across multiple action areas, including health, community engagement, economic achievement, and organizational capacity development.

## 6. **Ethics and Conflict of interest**

- 6.1 All applicants will have to submit a declaration of interest at the time of the PRC call for nominations. In line with UNOPS Ethics Policy, all UNOPS personnel have the obligation to disclose actual or potential conflicts of interest.
- 6.2 All TB REACH PRC members sign UNOPS Confidentiality/No conflict of interest affidavits before reviewing any grant proposals.

## **7. Operations**

7.1 TB REACH currently employs a two-step application process for regular calls for proposals.

**7.1.1 Stage 1:** Interested organizations will submit a Stage 1 proposal which focuses on their innovative idea for improving TB service delivery, capacity to implement TB-focused projects, ability and track record of delivering on short timelines and a description of proposed activities. The TB REACH team will screen Stage 1 submissions for eligibility and completeness. The PRC will then review all complete Stage 1 proposals remotely. At least two PRC members will be assigned to each proposal and will assess it using a specially designed grading form. This grading form will be used to rate the success of Stage 1 proposals. PRC members will then participate in a teleconference call to discuss and finalize the Stage 1 process. Reviewers will describe the strengths and weaknesses of the successful applications and detail a list of clarifications to strengthen the Stage 2 proposal. This feedback will be communicated to applicants.

**7.1.2 Stage 2:** Stage 2 proposals will include a more detailed description of activities and budget and set targets for project yield and population-level impact. At this stage, the PRC will meet in person to review all proposals. Each Stage 2 proposal will be assigned to two reviewers, but not the same two who read the Stage 1 application. Proposals will be evaluated by reviewers. Each proposal will be discussed by all PRC members during a plenary session during the in-person meeting and as a result of these discussions, final funding recommendations will be made. The final list of grant recipients will be finalized taking into account the quality of the submissions, the funding available, geographical representation and the stated aims of the Stop TB Partnership / TB REACH.

In collaboration with the TB REACH team, the PRC will produce and endorse a summary report on this two-step review process, which will include the analysis of the review and a recommended list of proposals detailing the overall funding envelope and their target/expected impact.

The Executive Committee of the Stop TB Partnership's Coordinating Board will then review and approve the PRC's funding recommendations.

In addition, PRC members may be requested to review applications for current Wave 6 grantees who are applying for scale-up funding. The timing and review modality will be communicated at a later date.

## **8. Compensation**

8.1 Serving PRC Members will receive an honorarium for services provided (Wave 7 stage 1 & 2 plus Wave 6 Scale-up), in addition to travel expenses. The amount of honorarium will be determined in accordance with UNOPS policies (<https://jobs.unops.org/Pages/About/WhatWeOffer.aspx>)

8.2 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.

### **This call is open to 25<sup>th</sup> February 2019**

If your application has been positively reviewed, you will be welcomed to apply to the UNOPS Roster Vacancy announcement that will be published in March 2019. The link will be shared to successful applicants once available.



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