

**Sub Award for Professional Organizations for District Based PPM for *Puskesmas* and Hospitals in DKI Jakarta**

**USAID Cooperative Agreement No. AID-OAA-A-14-00029**

**Subject: Request for Application (RfA) Fiscal Year 4 No: CTB-RfA-14-2018**

RFA issuance date *April 6, 2018*  
Application due date and time *April 20, 2018 at 5 p.m.*

KNCV/Challenge TB, on behalf of United States Agency for International Development (USAID), seeks applications from interested and capable professional organizations to increase TB notification rates and access to diagnosis for children (including rapid molecular testing, capacity building for the providers through collaboration with local professional organization, as well as creating strong system and leadership at district level), as an effort to eliminate TB.

**The RFA has general objectives as follows:**

Improving the implementation of the District Based PPM approach in *Puskesmas* and Hospitals in DKI Jakarta, through integrated technical TB Workshops for primary and secondary health facilities and strengthening PPM network at district level in collaboration with coalition of professional organization (KOPI TB).

Please contact the Subaward Coordinator by email at [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org) or phone at +62 21 837 93350/51/52 if you are interested in applying for this grant and would like to get further information on the grants application instruction and guidelines, eligibility criteria, selection criteria, as well as grants forms and templates. Your expression of Interest letter should include information as follows:

Subject: CTB-RFA-14-2018  
Name of organization:  
Name:  
Mobile phone number:  
Fax number:  
Email address:

Completed applications must be submitted in English and no later than 5:00 p.m. April 20, 2018, by email to [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org). Each application will be reviewed for responsiveness to the specifications outlines in the regulation and application format. Applications to be submitted are technical application and cost/management application will not exceed a total of five pages. Late or incomplete applications will not be accepted or considered.

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## ABBREVIATIONS

ATS	American Thoracic Society
CTB	Challenge TB
FHI 360	Family Health International
IRD	Interactive Research & Development
JATA	Japanese Anti Tuberculosis Foundation
MSH	Management Sciences for Health
PATH	Program for Appropriate Technology in Health
TB	Tuberculosis
The Union	The International Union Against Tuberculosis and Lung Disease
USAID	United States Agency for International Development
WHO	the World Health Organization

## INTRODUCTION

### **KNCV Tuberculosis Foundation**

KNCV Tuberculosis Foundation (KNCV) is an international non-profit organization dedicated to the fight against tuberculosis (TB), still the second most deadly infectious disease in the world. KNCV is an international center of expertise for TB control that promotes effective, efficient, innovative and sustainable TB control strategies in a national and international context. We are an organization of passionate TB professionals, including doctors, researchers, training experts, nurses and epidemiologists. We aim to stop the spread of the worldwide epidemic of TB and to prevent the further spread of drug-resistant TB.

Over the past century we have built up a wealth of knowledge and expertise, initially by successfully controlling TB in the Netherlands. Since the 1970s, we have also shared our knowledge and expertise with the rest of the world. We operate from a central office in The Hague in the Netherlands, a regional office in Central Asia and country offices worldwide. KNCV raises funds from private, institutional, corporate, and government donors.

### **Challenge TB**

KNCV is the lead partner in Challenge TB (CTB), the ongoing five-year global project funded by the United States Agency for International Development (USAID) to decrease TB mortality and morbidity in high burdened countries. We lead an international consortium with eight partner organizations: American Thoracic Society (ATS), Family Health International (FHI 360), Interactive Research & Development (IRD), Japanese Anti Tuberculosis Foundation (JATA), Management Sciences for Health (MSH), Program for Appropriate Technology in Health (PATH), The International Union Against Tuberculosis and Lung Disease (The Union), and the World Health Organization (WHO).

The overarching strategic objectives of CTB are to improve access to quality patient-centered care for TB, TB/HIV, and MDR-TB; to prevent transmission and disease progression; and to strengthen TB platforms. CTB project includes TB control activities in 23 countries and several overarching core projects in multiple countries. For more information, please visit [www.challengetb.org](http://www.challengetb.org).

### **Challenge TB in Indonesia**

Challenge TB in Indonesia is a project supporting the National TB Program with the implementation of the national strategic plan for TB by ensuring technical leadership. The project helps the National TB Program in making strategic choices for a sustainable difference, namely ensuring the highest impact with limited resources. Challenge TB Indonesia is led by KNCV which collaborates with two in-country coalition partners, FHI 360 and WHO. KNCV also receives short-term technical assistance from two external coalition partners, American Thoracic Society (ATS) and Interactive Research and Development (IRD). The overall aim of the project is to implement a broad range of (distinct financial and technical) sustainable interventions.

At national level, Challenge TB provides technical assistance to the Directorate of CDC within the Ministry of Health as the main beneficiary/partner. Additional recipients of technical assistance include other government institutes (such as medical, laboratory and pharmaceutical services), provincial and district health offices, professional societies, community organizations and other local partners in all supported provinces.

## PURPOSE OF REQUEST FOR APPLICATION

Challenge TB will provide a sub-ward to organizations to accelerate the case notifications and quality of TB care in all health providers. One of the strategies to do so is the district based Public Private Mix (DPPM) and strengthening the role of PPM team including the professional organizations.

The District PPM model will strengthen the capacity of the district PPM team to guide and monitor TB control implementation, especially at public and private hospital and strengthening PPM *Puskesmas* network.

The district PPM approach (to be applied in over 80% of class A,B and C hospitals and over 90% of the *Puskesmas* Kecamatan in all 16 CTB supported districts) will be central to achieving the objectives by overall capacity building at secondary and primary care level for good quality TB care, by integrating all aspects of TB diagnosis (including notification, referrals, PMDT, TB/HIV, Childhood TB, TB/DM, A/ICF), treatment and care in the technical updates for Hospital TB teams and *Puskesmas* TB networks (which includes GPs, pharmacies, stand-alone physicians, small clinics).

## SCOPE OF WORK

### Objectives:

Improving the implementation of the District Based PPM approach in *Puskesmas* and Hospitals in DKI Jakarta, through integrated technical TB Workshops for primary and secondary health facilities and strengthening PPM network at district level in collaboration with coalition of professional organization (KOPI TB).

### Deliverables:

1. Integrated technical TB workshops at selected *puskesmas* and hospitals in collaboration with professional societies conducted
2. PPM network in *puskesmas* area established and work closely with sub recipients on PKM-CSO network to collaborate and synchronize activities
3. Internal and external Linkage/Network in assisted Hospital are established
4. Document process and results on strengthened capacity of district level (for instance PPM team) to guide and monitor implementation of DPPM, including facilitate supportive supervision to the trained staff of *puskesmas* and hospitals
5. Document other approaches/innovations to accommodate on strengthen the DPPM approach

### Timeframe

Implementation of this sub award takes place from **1 May 2018 till 31 October 2018 (Six Months)**

## APPLICATION PROCESS

The application must be prepared in accordance with the instructions provided in the section below. Each organization shall submit only one application.

Issuance of this RfA does not in any way constitute an award or commitment on the part of the CTB nor does it commit to pay for costs incurred in the preparation and submission of application.

## GENERAL GUIDELINES FOR DEVELOPING REQUESTS FOR APPLICATIONS

Applicants shall consider the following guidelines for developing the application:

- The application should address all activities under section 'Scope of Work'.
- Proposed activities described in the application should be for the proposed geographic area, i.e. Indonesia.
- Applicants can receive funding for similar activities from other donors. However, proposed activities must not be duplication of activities that are covered or planned under the other funding source, and the organization must make clear how the different funding sources will be used for distinct objectives or distinct geographic areas.

## ELIGIBILITY CRITERIA

The organization submitting the application should meet the following eligibility criteria:

- Legal Professional or Civil Society Organization
- Having a legal establishment
- Experienced with implementation of TB programs at district level
- Experienced in working with international grants.

## BUDGET AND FUNDING PERIOD

A budget plan should be added in the attached format. The budget should specify all levels and numbers of staff needed both working in full-time and part-time (%), equipment, maintenance, consumables, communications, transportation, etc. The following categories of costs should be used: salary and wages, fringe benefits, travel and transportation, equipment, supplies, contractual, other direct costs, indirect costs. <sup>1</sup> All items should be specified and justified.

The funding period of the sub award is from 1 May 2018 to 31 October 2018 (Six Months), depending on the signature date. Funding will depend on USAID support for this project and therefore funding commitments can only be given for one year period at the maximum.

## QUESTIONS AND ANSWERS

Any questions will be addressed to [esa.muhamis@kncvtbc.org](mailto:esa.muhamis@kncvtbc.org) until three days before the application deadline. Responses will be provided within three work days to the organizations that have shown interest to apply.

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<sup>1</sup> For an indirect cost rate: In accordance with the provisional negotiated indirect cost rate agreement (NICRA), 1) allowable indirect costs shall be reimbursed on the basis of the negotiated provisional or predetermined indirect cost rates and the appropriate bases (NICRA) or 2) Sub-Recipient can budget an indirect cost rate which can be independent from KNCV's indirect cost rate provided the following is in place: a) Job cost or activity based accounting system which accumulates indirect costs by pool (e.g. fringe benefits, overhead, indirect, general and administrative); b) Timekeeping system which supports direct and indirect costs; c) Cost policy statement which identifies base and pool, direct and indirect functions/costs; d) Timely (monthly) closing of books and records; and e) Financial statement audit and/or independent review of rates annually to attest to compliance the relevant USAID cost principles. This indirect cost rate needs to be approved by KNCV. For budget purposes, Sub-Recipient shall submit a substantiated indirect rate calculation and a confirmation that the above is in place to KNCV. Reimbursements will be made based on actual rates determined by an audit, if budgets allow.

## APPLICATIONS FORMAT

The application should be prepared in English and formatted in Verdana (nine point size), single space and A4 paper size. The application should not exceed five pages, excluding the coversheet (see the attachment).

The organization will develop a application which describes:

1. Applicant information (name of organization, name and title of a contact person, postal and email addresses, as well as land and mobile phone numbers)
2. Number and names of staff involved. It may also include their CVs, not part of the five pages.
3. Past experience in managing project relevant to this RFA
4. Experience in working with the Ministry of Health
5. Specific application on:
  - a. Proposed strategy/approach  
Target for this subaward is an official local organization which is identified to play a significant role in TB Program in CTB Areas.
  - b. Implementation plan and activities

The activities will be implemented in CTB Supporting districts: DKI Jakarta

Sub Recipient will work closely with District Health Officer (DHO) and CTB team to improve implementation District Base PPM approach in *Puskesmas* and Hospitals including:

1. To establish a PPM team.
2. Conduct coordination and induction meeting with DHO to introduce capacity building for hospital to strengthen DPPM approach
3. To organize and facilitate integrated technical TB workshops at selected *puskesmas* and hospitals in collaboration with coalition of professional societies (KOPI TB).
4. To establish PPM network in *puskesmas* area and work closely with sub recipients on PKM-CSO network to collaborate and synchronize activities
5. To establish internal and external Linkage/Network in assisted Hospital
6. To strengthen capacity of PPM team to guide and monitor implementation of DPPM, including facilitate supportive supervision to the trained staff *puskesmas* and hospitalas
7. Other approaches/innovations to accommodate strengthening the DPPM approach.

## SUPPORTING DOCUMENTS

Please attach the following documents to the application:

- A copy of applicant's organization registration

## SUBMISSION OF APPLICATIONS

Completed applications shall be submitted to [esa.muaharmis@kncvtbc.org](mailto:esa.muaharmis@kncvtbc.org) by April 20, 2018. If the submission is not being made electronically, the applicant is required to submit three hard copies identical to the soft copy stored on a CD/DVD/flash disk by mail or courier to the Subaward Coordinator before the deadline at the following address:

**KNCV TUBERCULOSIS FOUNDATION**  
c/o Subaward Coordinator  
Menara Bidakara 2, 7<sup>th</sup> Floor  
Jln. Jenderal Gatot subroto Kav. 71-73  
Jakarta 12870

Late or incomplete applications may only be reviewed when authorized by the Subaward Coordinator and only if all such submissions are treated the same and are evaluated prior to award of any other agreements under this RfA.

## **EVALUATION CRITERIA**

KNCV will establish an Evaluation Panel to review and evaluate all applications received before the deadline. Only applications that meet the eligibility criteria will be considered. The Evaluation Panel will evaluate the applications using the criteria and scoring as described below. The Evaluation Panel will assign 100 points at the maximum. Behind each item is the maximum number of points that can be obtained:

1. Experience and past performance (30 points)
2. Suitability of specific application/proposed approach (30 points)
3. Budget (30 points)
4. Implementation plan/timeframe (10 points)

The organization which has been selected to collaborate for developing a full application and budget based on its five-page application will be notified within one month after the closing date for submission.



## ANNEX 1- APPLICATION COVER SHEET

The following cover sheet should be submitted along with the application:

### CTB SUBAWARD APPLICATION SUBMISSION FORM

**Date:**

**FROM:**

<Name of Contact Person>  
<Name of Organization>  
<Street Address>  
<City> <Postal code> <Country>  
<Phone><Fax>  
<Website>

**TO:**

CTB Subaward Coordinator  
Menara Bidakara 2, 7<sup>th</sup> Floor  
Jln. Jenderal Gatot Subroto Kav. 71-73  
Jakarta 12870

**Subject:** Application titled "<title of Application>" under CTB Subaward Program.

We, the undersigned, offer to apply to undertake the Application titled "<title of Application>" in accordance with your Request for Application (RFA) no. CTB-RfA-14-2018 dated April 20, 2018. We are hereby submitting our Application.

The primary objective of the application is to <in two lines>.

The amount of funds requested from CTB Subaward Program is <in local currency> and the cost share provided by applicant and other partners is <in local currency>.

Duration of the project is <months>.

Yours sincerely,

(Signature & Organizational Stamp)

Name and Title of Signatory  
Phone number and email

**NOTE:**

Print the completed CTB Subaward Application Submission Form, put a signature and organizational stamp, then scan the document for submission.