



GAVI HEALTH SYSTEM STRENGTHENING (HSS) SUPPORT PROJECT REQUEST FOR PROPOSALS

ELIGIBILITY CRITERIA AND DETAILED INSTRUCTIONS TO APPLICANTS

Introduction

KANCO is the primary recipient of the GAVI HSS funding to be implemented by the Civil Society from November 2017 to October 2020. The project will be implemented in partnership with the Ministry of Health in seventeen high priority counties in Kenya. The seventeen counties were identified through Kenya country criteria that reviewed immunization coverage, equity issues and other performance indicators.

The focus of the civil society led activities is to reduce barriers of access to immunization services in the seventeen Counties. The implementation of this grant will contribute to the reduction in infant and under-five mortality morbidity and mortality rates in line with the Kenya Vision 2030 by 2020.

Part I: About KANCO

KANCO is a premier membership organization of Non-Governmental (NGOs), Community Based Organizations (CBOs), Faith based Organization (FBOs), PLHIV support organizations, learning institutions, public and private organizations responding to HIV & AIDS, TB and other public health concern in Kenya.

Established in 1990, KANCO currently has a cumulative membership of over 1200 organisations across Kenya. Headquartered in Nairobi, KANCO has seven regional offices based in Nairobi, Mombasa, Kitui, Rongai, Nakuru, Nyeri and Kakamega. In 2009, KANCO was accredited as a Linking Organization (LO) for the International HIV and AIDS Alliance (the Alliance – www.aidsalliance.org) in Kenya.

KANCO's Vision is to see a Healthy People and Empowered Communities in Kenya and beyond with the mission to improve health and well-being among communities through capacity building and promotion of innovative leadership. To achieve this, KANCO has four strategic areas of focus that form the strategic directions upon which its actions are guided. This includes; -

- i. Improving Access to Health
- ii. Health Policy Advocacy
- iii. Institutional Strengthening and Developing Strong Unified Membership
- iv. Research Learning and Innovation.

Part II: The Call - GAVI Health System Strengthening Support

This is a RFP to CSOs registered and working in Kenya that have local presence and technical capacities to implement immunization advocacy actions at the County and national in the 16 priority counties in Kenya. The project aims at achieving the following objectives that will contribute to improved immunization outcomes:

- i. To accelerate strong political engagement, improve governance and financial sustainability for immunization outcomes in line with devolution by 2020
- ii. To achieve equitable access to and utilization of routine immunisation services in 17 focus counties and in special populations in Nairobi County by 2020

The project shall be operating in Seventeen Counties, suggested clusters as below. The focus of Nairobi County will be in the informal settlements only.

<p>CLUSTER 1</p> <ol style="list-style-type: none"> 1. Meru 2. Isiolo 3. Laikipia 	<p>CLUSTER 2</p> <ol style="list-style-type: none"> 1. Nakuru 2. Bomet 3. Nandi 4. Baringo
<p>CLUSTER 3</p> <ol style="list-style-type: none"> 1. Garissa 2. Wajir 3. Mandera 4. Tana River 5. Kitui 	<p>CLUSTER 4</p> <ol style="list-style-type: none"> 1. Kakamega 2. Bungoma 3. Tranzoia 4. Homa Bay
<p>CLUSTER 5 Nairobi's Informal Settlements</p>	

Applicants are invited to cover multiple counties as per the above clustering or specific counties where they have a comparative advantage. Applications can be made to carry out activities in several clusters or one cluster. Some counties have been classified as hard to reach and these include Wajir, Mandera, Garissa and Tana River. CSOs working in these hard to reach areas are strongly encouraged to apply. Priority shall be given to CSOs that have technical capacity in child and maternal health advocacy activities as well as local and physical presence in the applied counties. The scope of work is as outlined below:

Objective 1: To accelerate strong political engagement, improve governance and financial sustainability for immunization outcomes in line with devolution by 2020.

Proposed Activities

- Educate and empower policy makes at the county level with current knowledge and evidence on immunization to make informed investment decisions.
- Organize county child health/ immunization CSOs pre-budget meeting and develop memorandum to county budget committee.
- Support CSOs to participate in the budget public hearing at the county level.
- Support quarterly CSOs networking and learning meetings at County level.
- Educate and engage political aspirants at county level to make commitments on child health/immunization in 2017 and hold them accountable thereafter.

- Organize grassroots citizen’s advocacy days to engage MCAs and MPs on immunization during WIW.
- Support pre- budget analysis forum at the national level to discuss immunization financing.

Intermediate Results

- Increased political support for immunizations and budget lines for immunisation.
- Each of the 16 focus counties have CSOs actively engaged in EPI related activities.
- Sufficient funds for immunization at the county level.

Objective 2: To achieve equitable access to and utilization of routine immunization services in 17 focus counties and in special population in Nairobi County by 2020.

Proposed Activities

- Facilitate the adaptation of immunization promotion materials and messages together with the county EPI-local languages.
- Printing of referral forms/Booklets for CHVs to do referrals to care givers for Immunizations to health facilities.
- Organise CSOs/ grassroots meetings with elected/opinion leaders from informal settlements in Nairobi
- Support Community Health Dialogues Days to restore confidence in the EPI program.
- Sensitization meetings of religious leaders on immunization.
- Capacity building and media engagement at the county level.
- Support county EPI to place TV/Radio spots in local media during World immunization week.
- Develop community level immunization scorecards to promote demand for vaccines and accountability
- Pilot Leap concept in one of the county.
- Facilitate annual county child health and immunization stakeholders’ forum - CSO, private sector, Health officials.
- Identify, train and mentor county immunization champions.

Intermediate Results

- 1) Caregivers in the 16 focus counties are aware of and adhere to the national immunization schedule.
- 2) Implementing micro plans to reduce numbers of unvaccinated children.
- 3) Religious leaders and CSO support immunisation activities in 16 counties
- 4) Increased demand for immunisation services in the 16 counties
- 5) Media engagement on immunisation services increased.
- 6) Immunization champions groomed.
- 7) Improved immunisation coverage.

Part III: GUIDELINES FOR APPLICANTS UNDER THIS RFP:

1.0. Proposal area of interest

This request for proposal is a restricted call on immunizations Health System Strengthening in 16 Counties of Kenya and is supported by GAVI - the Vaccine Alliance and coordinated by Ministry of Health Kenya for the period 2017/2020.

2.0. Proposal format

All proposals should be developed in accordance with the guidelines provided below.

Applicants are advised that all proposals must be typed; font Times New Roman, Font size 12, margin 1-inch round, 1.5 spacing; should be paginated and should not exceed 5 pages (i.e. 1,500 words in total excluding annexes). Hand written proposals will not be reviewed. The proposal review team will not read pages beyond the 5-page limit. The proposal should have a cover page, main body and annexes as described below. Proposals that will not follow the guidelines and use the provided formats will not be reviewed.

2.1. Description of Proposal Contents

The following is a description of each of these components:

2.1. The Proposal Cover Page (1 page)

The cover page should capture the following information:

- i. Title of the Proposal.
- ii. Duration of the project in months.
- iii. Name of Organization.
- iv. Physical Address, Telephone and Email.
- v. Contact Person.
- vi. Counties of Operations
- vii. Amount requested in Kenyan shillings.

2.2. The main body of the proposal should include the following elements:

- i. **Introduction and Institutional capacity:**
 - Information of the organization applying for the Grant **(1-page maximum)**
 - When the organization was registered, its mandate.
 - Applicant's relevant work in the counties targeted and in Kenya.
 - Applicant's past and present experience in County/ High level advocacy in health and particularly immunization and vaccination activities/programmes and in the respective counties of choice
 - Specify key relevant partners and programme activities by donors, government bodies, collaborators and other networks you have worked for.
 - Explain how your organization is best placed to implement the project.
 - Describe your organizational institutional capacity, financial and accounting systems.
 - Provide information on M&E and reporting systems used in your organization
- ii. **Background: (Maximum 0.5 page)**
 - Overview of the project (problem statements, current situation, justification and how it relates to the national / global context. Describe linkages / integration with other projects in your organization /OR: implemented by other organizations
This chapter may include the following information: immunization engagement and activities and or MNCH related activities carried out together with Ministry of Health Kenya at the County level, community initiatives to improve demand for immunisation and participation in county budgeting process.
- iii. **Aims, Objectives and outcomes**

- State the general objective and 3-4 objectives of the proposal in line with HSS activities/programmes/expected outcomes. The objectives should be specific, measurable, attainable, and realistic and time bound.

iv. Methodology: (Maximum 3 pages)

- Describe the immunization architecture, including the use of data, in the proposed Counties of operations, targeted populations including the numbers
- Include a problem statement informed or validated by data
- Give a detailed description of your proposed implementation strategies to improve immunization coverage, increase demand and create political will
- Staff management - Present a project organogram i.e. Personnel involved and a line management system.
- Monitoring and Evaluation – Reference can be made to the proposal document in the GAVI portal.
 - Identify the gaps in immunisation programmes in order to work on relevant strategies that will address these issues
 - Specify activities and explain how they contribute to the expected results i.e. outputs, outcomes and overall impact of the project.
 - Described all the project expected results that will be achieved through the project activities for each of the objectives mentioned.
 - The expected results should capture quantitative targets to be realized as well as qualitative results based on the nature of the proposed intervention.
 - Specify the objectively verifiable indicators. The indicators to show that the outcomes have been achieved should be specific, measurable, attainable, realistic and time-bound.
 - Specify how indicators monitored will be followed up, responsibilities of reporting stated clearly (*use the table below*)
 - Clearly state out all the assumptions made and the risk mitigation strategies to apply to ensure the project remains' on course.
 - State the anticipated reporting process and validation of data if required

	Objectively Verifiable indicators (OVI)	Means/Sources of Verification	Assumptions and Risks
Goal/Impact			
Outcome			
Output			
Activities			

v. Project Sustainability (maximum 0.5 pages).

- This section should indicate how the activities would be sustained after the financing is over.

- Explain Sustainability of your proposed interventions after the closure of the project
- vi. **Work plan and budget:**
- A detailed Project Budget and Work Plan in a matrix, indicating against each of the main objectives mentioned main activities, timeline, responsible persons and estimated cost.

PART III - Annexes to the Main Body of the Application

Applicants must attach the following document;

- i. Organisational policies relevant to the application which should include finance, human resources, M and E and Procurement manuals.
- ii. A certified copy of organization's registration certificate.
- iii. A certified copy of organization's constitution.
- iv. Organizational tax compliance certificate.
- v. Copy of last 3 years audit reports or financial reports, annual return to NGO's board/relevant government body.
- vi. Board minutes for the 3 meetings held.
- viii. Letter of recommendation from County Director of Health from each of the county(ies).
- ix. Provide Supporting Documents including at least 5 reference letters from previous or current relevant donors.
- x. Profile of ten key staff members.

PART IV. Proposal Submission

All proposal submissions **MUST** be accompanied by submission of a soft copy of the same documents in word and excel format to: grants@kanco.org **PROPOSALS RECEIVED LATE WILL NOT BE CONSIDERED.**

Eligible organizations should submit their full proposals in two hard copies of the application in plain sealed envelopes clearly marked - **RFP: KANCO - GAVI HSS 2017 Application** on or before **12 noon on 15th December 2017** addressed to;

The Executive Director
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