



## **Inter-Religious Council of Uganda (IRCUG)**

### **REQUEST FOR PROPOSALS (RFP)**

#### **# IRCUG -RFP- PREVENTION- 001**

### **Delivering HIV Prevention services through Faith Based Structures**

#### **Part 1: Background**

The Inter- Religious Council of Uganda (IRCUG) is an initiative that brings different religious organizations to work together along areas of common interest. Currently, the membership of IRCUG includes the Catholic Church in Uganda, the Uganda Muslim Supreme Council (UMSC), the Church of Uganda (COU), the Uganda Orthodox Church and the Seventh Day Adventist Church, Uganda Union known as Institutionalized Religious Bodies (IRBs). IRCUG is currently the major official coordinating body for FBOs in Uganda. IRCUG also works with independent churches and faith-based organizations delivering HIV/AIDS services and peace, human rights and good governance programs. IRCUG services are accessible to all Ugandans regardless of their faith.

The Inter-Religious Council of Uganda (IRCUG) has received funding from the United States Agency for International Development (USAID) to implement a five-year program: Comprehensive Faith and community- based HIV/AIDS Prevention, Care and Treatment program (F & CBO) under cooperative agreement No. AID 617-A-10-00002. This is a follow on program from an earlier program that was successfully implemented by IRCUG. The overall aim of the new program is to strengthen capacity of FBOs to plan, implement and deliver facility, family and community based HIV and AIDS services while building on their existing structures and unique experiences

#### **Purpose**

IRCUG is seeking expressions of interest from eligible independent churches that are NOT Affiliated to any of the five Institutionalized Religious Bodies i.e the Catholic Church in Uganda, the Uganda Muslim Supreme Council (UMSC), the Church of Uganda (COU), the Uganda Orthodox Church and the Seventh Day Adventist Church to undertake HIV prevention activities targeting youth, couples, men, women as well as populations at risk, individuals living in hard to reach areas and HIV-positive individuals living in discordant relationships. The interventions should be planned to reflect and to respond to current realities and emerging challenges in HIV prevention in Uganda. IRCUG encourages and supports innovation and hence

applicants are encouraged to submit highly creative but proven interventions in reducing the risk of HIV transmission. All proposed activities must be consistent with the broad objectives of IRCU as well as the national HIV/AIDS strategic plan and other national policies and guidelines.

The awards to be provided per grant will be up to 100,000,000/= for a period of four (4) years. Priority will be given to initiatives that seek to provide services that reach the most at risk populations as well as those that manifest high level of innovation. All applications must be received by the deadline stated in *Applications Guidelines Part 5 below*.

## **Organization of RFP**

This RFP briefly describes the IRCU HIV/AIDS prevention programme, eligibility criteria and, the interventions being solicited under this RFP, results expected, application process and the criteria for evaluating applications. The RFP is organized in the following manner:

- Part 1 - Background to IRCU
- Part 2- Programme Description
- Part 3 - Eligibility criteria
- Part 4- Application Guidelines
- Part 5- Review and approval process

## **Part 2: Programme Description**

HIV/AIDS continues to be one of the biggest development challenges in Uganda. Despite the fact that the prevalence rate dropped from 18% in 1987 to 6.4 % today, new infections continue to occur in Uganda and in 2006; an estimated 135, 300 people acquired HIV for the first time (MOT 2009). Studies also indicate that HIV prevalence has shifted from young people (15-24) to the young adults (30-34) people most of who are living in heterosexual relationships. Findings from the 2004 national HIV/AIDS Sero- Behavioral Survey also indicate rising multiple sexual partnerships, with a minimum number of two sexual partners. Discordance in sero-status among couples is also high currently estimated at 43%. Most of the discordant couples do not know their status particularly in urban areas. Transactional sex between older people and teenage partners and the breakdown in cultural and family norms in conflict affected parts of the country continue to fuel the incidence of HIV. All these situations present real challenges in the fight against HIV/AIDS thus requiring appropriate strategies to reduce HIV transmission.

Under this program, IRCU would like upcoming partners to promote primary prevention. Emphasis should be placed on abstinence for the youth and other unmarried persons and mutual faithfulness among the married. Partners Must show how they will use the IRCU faith based approach to deliver HIV prevention services based on five components; **belief in God's power and guidance, acquiring and utilizing HIV/AIDS scientific knowledge to avoid infection, using relevant faith teachings and best practices based on the Holy Scriptures to complement prevention messages, use of religious/ faith based structures and religious leaders to integrate prevention interventions into their pastoral work and promotion of application of self control skills among the target audience.**

Partners should clearly indicate interventions to address HIV/AIDS prevention among HIV/AIDS positive discordant couple. Religious leaders and PHA networks and their volunteer networks are expected to spearhead these interventions given their close contact with families and communities. The applicant should present coherent and innovative approaches for addressing HIV/AIDS in these key areas. In addition creative approaches for addressing HIV prevention in areas affected by active conflict should be indicated. Organizations should show how they can effectively address primary prevention through networking and collaboration with other HIV/AIDS service providers.

### **Part 3: Eligibility Criteria**

- Any indigenous independent church that is not Affiliated to the five Institutionalized Religious Bodies i.e the Catholic Church in Uganda, the Uganda Muslim Supreme Council (UMSC), the Church of Uganda (COU), the Uganda Orthodox Church and the Seventh Day Adventist Church
- Any church that is legally registered in Uganda is eligible to submit a Grant Application.
- Prior experience in managing and implementing donor funded activities particularly HIV/AIDS programs
- Sound financial systems reflecting transparency in managing of funds, and preferably supported by recently audited accounts,
- Participatory governance systems showing clear roles of leaders and segregation of responsibility.
- Audited accounts of the last one year or in lieu thereof.
- Any other evidence of having managed donor resources of the magnitude requested.

Note: The funding provided through this grant is meant to support activities that benefit whole communities. Therefore, applicants must present proposals that target entire communities, regardless of religious affiliation. Similarly, the funds are provided for community development interventions and therefore should not be used for promoting individual religious beliefs or used as a bait to recruit individuals in various religions.

### **Part 4: Application guidelines**

All the Independent churches fulfilling the above criteria and intend to benefit from IRCU support are requested to comply with the RFA which is obtainable at IRCU Secretariat on Plot 884 Centenary Road Namirembe Hill next to Namirembe Cathedral or on the IRCU web site at [www.ircu.or.ug](http://www.ircu.or.ug)

All applications must be received at IRCU not later than 5: 00 pm on 30<sup>th</sup> June 2010. One copy of the application should be submitted as hard copy, Applicants are also requested to provide an electronic copy of their proposal, budget and budget notes on a CD along with their hard copy submission duly signed. Electronic copies are requested in Microsoft Office compatible formats (Word 2003 and Excel). Applicants should obtain an acknowledgment for delivery of their application at IRCU Secretariat by signing in a counter book.

The project proposal body should not exceed 20 pages, excluding the cover sheet, budget, budget narrative and appendices. Applicants should use any font in 12 point for the text of the proposal and use size A4 paper with one inch margins.

No responses will be accepted after the deadline above. Proposals that are incomplete, or do not comply with the proposal and budget guidelines, will be regarded as non-responsive to the solicitation. Proposals submitted in response to this RFP will become the property of the IRCU and will not be returned.

Questions related to this RFP should be directed to:  
The Secretary General, IRCU Secretariat,  
Plot 884 Centenary Road  
P.O Box 7502  
Kampala  
Telephone: 041-342877, 0312265670/1 or e-mail [ircu@ircu.or.ug](mailto:ircu@ircu.or.ug)

Questions should be written in the body of the email message and not submitted as attachments. Printed responses to received questions will be available at the IRCU secretariat within 5 working days.

## **Part 5: Review and Approval Process**

Proposals submitted before the deadline will pass through an Administrative Compliance Review that test the application for compliance with all stated requirements in this RFP and for completeness. Applicants that do not pass this stage will not be notified why their application did not proceed further.

Applications that pass the Administrative Compliance Review will be forwarded to the IRCU Technical Review Committee (TRC) for scoring. How proposals will be scored is detailed in the 'Proposal Development Guide (Attachment I) and Budget Preparation Guidelines (Attachment II). The TRC consists of independent and neutral experts appointed to guarantee the integrity and consistency of the review process. After the TRC has reviewed and scored the technical, managerial, and financial viability of the proposed project, recommended applications will be forwarded to the IRCU Executive Board and USAID for final approval. On final approval, applicants will enter into a Performance grant agreement with IRCU.

### ***Administration of Awards***

This programme is authorized in accordance with the Foreign Assistance Act of the United States of America. Awards will be made in accordance with the USAID Standard Provisions and other applicable US Government regulations, which are available on the USAID website ([www.usaid.gov](http://www.usaid.gov)). Awards to non-U.S. organizations will be administered in accordance with the USAID Standard Provisions for Non-U.S. Non governmental Recipients.

The proposing organization is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with

these Executive Orders and laws. This provision shall be included in all sub/contracts/subawards under this RFP.

No costs associated with the development of an application will be covered by IRCU. IRCU and USAID/Uganda reserve the right to fund any or none of the applications submitted.

**Part A:**  
**Church Profile**

Date profile completed.....

| <b>Church Background</b>                                              |  |
|-----------------------------------------------------------------------|--|
| <b>1. Name of the Church</b>                                          |  |
| <b>2. Type of the Church e.g. Watoto Church e.t.c.</b>                |  |
| <b>3. When was the Church established?</b><br>Date/Month/Year         |  |
| <b>4. Area of operation</b><br>District(s)/ Sub county(s) / Parish(s) |  |
| <b>5 Why was the Church established?</b>                              |  |
| <b>6. What is the vision of the Church?</b>                           |  |

| <b>Contract Details</b>                       |  |
|-----------------------------------------------|--|
| <b>1. Church`s operational contact person</b> |  |
| <b>2. Designation of contact person</b>       |  |
| <b>3. Telephone of contact person</b>         |  |
| <b>4 Contact person email address</b>         |  |
| <b>5. Church physical address</b>             |  |
| <b>6. Church telephone number</b>             |  |
| <b>7. Church email address</b>                |  |
| <b>8. Church Fax number</b>                   |  |

| <b>Legal Status</b>                                             |                     |                   |             |
|-----------------------------------------------------------------|---------------------|-------------------|-------------|
| <b>1. Is the Church registered?</b>                             |                     |                   |             |
| Yes / No                                                        |                     |                   |             |
| <b>2. Who is the Church registered with? Please mention all</b> |                     |                   |             |
| Registered with                                                 | Registration number | Registration date | Expiry date |
|                                                                 |                     |                   |             |
| <b>3. Name of Church Bank Account(s)</b>                        |                     |                   |             |

|                                                                   |                                                                                            |        |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------|
|                                                                   |                                                                                            |        |
| <b>4. Annual operating budget</b>                                 |                                                                                            |        |
| <b>5. Who are the Church authorized signatories?<sup>1</sup></b>  |                                                                                            |        |
| <b>Name</b>                                                       | <b>Position/Title</b>                                                                      |        |
|                                                                   |                                                                                            |        |
| <b>Governance Structure</b>                                       |                                                                                            |        |
| <b>1. What is the governance structure of the Church?</b>         | Attach an organizational chart or organogram ,constitution, Articles of association e.t.c. |        |
| <b>2. Number of church members</b>                                | Male                                                                                       | Female |
| <b>3. What is the eligibility / qualification for membership?</b> |                                                                                            |        |
| <b>4. Name of the chair person of the board</b>                   |                                                                                            |        |
| <b>5. Telephone number of the chair person of the board</b>       |                                                                                            |        |

|                                                           |                 |                                    |
|-----------------------------------------------------------|-----------------|------------------------------------|
| <b>6. Who are the Church's board members?<sup>2</sup></b> |                 |                                    |
| <b>Name</b>                                               | <b>Position</b> | <b>Profession / Relevant skill</b> |
|                                                           |                 |                                    |

<sup>1</sup> If any of these change a new profile will be required to be completed with the names and signatures of all board members

<sup>2</sup> If any of these change a new profile will be required to be completed with the names and signatures of all board members

| <b>Partnerships</b>                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Have you worked in partnership with Inter-Religious Council of Uganda before?</b><br>Yes / No (State dates) |  |
| <b>2. If yes, describe that partnership</b>                                                                       |  |
| <b>3. Have you worked in partnership with other organizations</b> Yes / No (State dates)                          |  |

| <b>Previous Projects</b>                      |                    |          |                |                |
|-----------------------------------------------|--------------------|----------|----------------|----------------|
| <b>Detail all previous project activities</b> |                    |          |                |                |
| Project Name                                  | # of beneficiaries | Location | Project period | Donor / Amount |
|                                               |                    |          |                |                |
| <b>Current Projects</b>                       |                    |          |                |                |
| <b>Detail all current project activities</b>  |                    |          |                |                |
| Project Name                                  | # of beneficiaries | Location | Project period | Donor / Amount |
|                                               |                    |          |                |                |
|                                               |                    |          |                |                |

| <b>Assets</b>                                                                                                   |          |                       |               |
|-----------------------------------------------------------------------------------------------------------------|----------|-----------------------|---------------|
| <b>1. List present Church facilities / assets e.g.</b><br>own building, vehicles, motorcycles, computers<br>etc |          |                       |               |
| <b>2. List all the staff your Church is currently employing</b>                                                 |          |                       |               |
| Name                                                                                                            | Position | Full time / part time | Qualification |
|                                                                                                                 |          |                       |               |
|                                                                                                                 |          |                       |               |
|                                                                                                                 |          |                       |               |
|                                                                                                                 |          |                       |               |
| <b>Key Stakeholders</b>                                                                                         |          |                       |               |
| List key stakeholders in the Church`s and state why that is so.                                                 |          |                       |               |
|                                                                                                                 |          |                       |               |
|                                                                                                                 |          |                       |               |

**Part B: Project Proposal details**

This section will describe the proposed project that you wish IRCU to fund. Please answer all sections completely.

**1. Project Title and Details page and this should include;**

- Project title
- Project location
- Project implementer(s)
- Project timeframe (i.e. intended start date and end date)

- Contact persons(s) (name, address, email and telephone where applicable)
- Bank account details: (name, number, bank)

**Note:**

This section also needs to have a table of contents, list of tables, list of figures, list of appendices and abbreviations/acronyms.

## **2. Executive Summary (1)**

This is a brief summary of the overall project plan. It should give the reader a clear understanding in a few paragraphs of the: the organization, project history and track record, the problem the proposed project seeks to address, the project objectives, activities and a brief explanation of how the activities will be implemented, in what area and who are the target beneficiaries. Additional information such as plans for sustainability can also be valuably included.

The executive summary should be one page and is best written last, once the rest of the document is complete.

## **3. Area of Operation**

Briefly name and describe the district and sub-county where the project will operate. Factual information should state the location, population, main urban centre and communications.

### **3.1 Specific project locations**

Provide brief details of parishes or villages where assistance will be targeted. If possible, this is best shown on a short list/table indicating location (e.g. district); name of village; population (disaggregated by sex) and other key features. If appropriate, include and refer to a more detailed map.

**Note:**

Information on project area and project location can easily be obtained from base line surveys, evaluations, reviews, project reports, relevant district departments, sub-county headquarters and local council chairpersons as well as electronic literature sources (internet).

## **4. Project History (5 points)**

### **4.1 Organizational Profile**

Brief description of the organization background including its historical background, its vision, and mission and organizational objectives.

### **4.2 Project Background**

Many projects are a continuation or extension of earlier projects. This section gives information on how the planned project relates to earlier, ongoing HIV/AIDS projects. It is important to

clearly describe all activities funded by all donors and their area of operation, and funding timeframe. This is best done in a table e.g.

**Table 1. Areas of operation for previous, current and planned activities.**

| Activities | Area of operation | Time frame | Funded by | Comments |
|------------|-------------------|------------|-----------|----------|
|            |                   |            |           |          |
|            |                   |            |           |          |

This section should describe the achievements registered by the organization over the last years in implementing the above mentioned projects. The lessons learnt from the project previous audits, evaluations and experiences (both what works and what does not work) should be discussed here.

The information should be flowing from the past to the present. Reference data needs to be accurate and referenced. It is important to discuss the main recommendations from recent audits and evaluation and your responses to those recommendations.

**5. Why should we fund you (Problem Statement/ Justification)? (10 points)**

This section first shows why the project is needed, and secondly what the development or community problems are to be addressed.

**5.1 Root Causes**

Identify the main HIV/AIDS issues of the area or people where the project will operate and the underlying causes (reference baseline data). Describe which HIV prevention issues the proposed project seeks to address. New evidence on HIV/AIDS, literature review on international, national and district reports and policies is key in this section; local problems should be well researched.

**5.2 Project Preparation**

Briefly explain the steps taken to plan the project. This may include steps to assess needs e.g. needs assessment, surveys, consultations with the beneficiaries or focus group discussions, negotiating and planning the project with partners or government, or training needs assessments or any other research required.

**5.3 Key Background Data**

Baseline data or the situation at the beginning of the project should be recorded. For example, information on the population to be assisted such as the number of People Living with HIV/AIDS reported to be in an area. Note: Please relate the problems to the national HIV/AIDS response and strategic issues.

## **6. Technical approach (Please consider the sections below) (40 points)**

### **6.1 OVERALL GOAL:** (Please state the Overall Goal of your project)

The overall objective or goal relates to the contribution/ change you want as a result of the project - what change do you want to bring to the community that will have long term benefits.

### **6.2 . Specific objectives**

What are the specific objectives of your project? (Not more than 5 objectives)

The specific objective or purpose concerns solutions which the project aims to achieve by the end of the projects life time (which should contribute to the final goal).

### **6.3. Activities**

Activities: these are the tasks carried out by the project team. These can include all the steps or processes which the project takes to provide the various goods, services and products or outputs. Activities transform inputs into outputs. List the main tasks the project will carry out in sequence according to the objectives.

## **7. Strategy/Technical approach**

The technical approach is the most important component of your project proposal as it details your strategy for how each initiative will be implemented. A thoughtfully developed strategy based on evidence of good practice, developed in a participatory manner by your project team will help to ensure that the project is successful in achieving its intended objectives and that the resources both financial and people are appropriate for your requirements. Your proposal should be a working document designed for constant reference as to how you intend to implement project initiatives.

Briefly outline the general approach or main principles to be adopted in implementing the project. For example, the way of working with beneficiaries such as through church structures. working with groups, working with government partners etc.

**Note: Please make sure that you clearly state how you are going to implement through church structures.**

## **8. Project inputs**

These are the resources that are to be used by the project. Briefly outline what materials and or personnel will be required for each objective. Also indicate what is the community or beneficiary contribution.

## **9. Project Beneficiaries**

Indicate the number of beneficiaries both direct and indirect. Detail direct beneficiaries by sex male and female.

**Project beneficiaries by project activity direct and indirect**

| Project location | Activity | Direct beneficiaries |        |         |       | Indirect beneficiaries |
|------------------|----------|----------------------|--------|---------|-------|------------------------|
|                  |          | Male                 | Female | Neutral | Total |                        |
|                  |          |                      |        |         |       |                        |
|                  |          |                      |        |         |       |                        |

**10. Implementation schedule (Work plan) - 5 (points)**

**11. Monitoring & Evaluation Plan (10 points)**

Describe how you will monitor the overall progress of the project. Please summarize how the project will ensure that activities are progressing according to plan that the outputs shown above for each activity are being realized, and that progress is being made towards each of the specific objectives. Indicate how the will be collected, stored, analyzed and disseminated. Also explain how the project will be evaluated.

**12. Detailed Budget and Timeframe (10 Points)**

Below is a budget format. Study this budget carefully and use this budget format to present the budget for your project. Be sure that activity budgets are in the same order as the activities.

Please submit your budget using Excel software. *Budget notes must not be on the excel sheet with the budget but should be written on a Microsoft word document and attached to the budget during submission.*

**Attachment II**

| Name of Organization       |               |                  |              |            |     |     |     |     |
|----------------------------|---------------|------------------|--------------|------------|-----|-----|-----|-----|
| Project Name               |               |                  |              |            |     |     |     |     |
| Budget for the period      |               |                  |              |            |     |     |     |     |
| Activity/item              | Cost per unit | Unit Description | No. of Units | Total cost | YR1 | YR2 | YR3 | YR4 |
|                            |               |                  |              |            |     |     |     |     |
|                            |               |                  |              |            |     |     |     |     |
|                            |               |                  |              |            |     |     |     |     |
|                            |               |                  |              |            |     |     |     |     |
|                            |               |                  |              |            |     |     |     |     |
| <b>TOTAL PROJECT COSTS</b> |               |                  |              |            |     |     |     |     |

### **13. Project Management (Relates exclusively to this project) (5 pts)**

**Note: please attach the organogram**

#### **Key Project Staff**

Please describe how the project will be managed in your organization, who will be involved what they will do and how. Also indicate the different roles of the organs in your organization such as the Executive Board and other committee or departments.

### **14. Contribution of your Organization (5 pts)**

Please indicate what your organization will contribute to the project, either in terms of actual funds, human resources, materials or other contribution. If possible, put a monetary/financial value to each of your contributions.

### **15. Risks and assumptions**

Do you expect any problems that might prevent you from properly executing your project? If yes, what contingency plans do you have?

### **16. Project Future and Sustainability (10 pts)**

This section should outline plans and provision for the longer-term future of the project. The stress is on ensuring that capacity building initiatives, over time, contribute to the growth of the organizations systems, structures<sup>3</sup> and skills to enable partners to implement quality initiatives and be able to access funding from other donors. Training of community volunteers for example, can create a pool of knowledge and skill from within the community but do not assume this will ensure that activities will continue without funding.

Sustainability and self-reliance issues relate to the following aspects (amongst others):

- Initial and continued active participation of the beneficiaries;
- Training in skills, leadership and other managerial aspects of the organization;
- Promoting activities for which there is a locally felt need;
- Promoting viable salaries and incentives for volunteers;
- Operating through existing structures.

State how the issues related to sustainability have been taken into consideration in the planning of this proposal.

- State whether the group will sustain the project after external funding and how.

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<sup>3</sup> e.g. financial systems including audit reports, organizational capacity assessments and training, strategic plans, proposal development, skilled personnel, monitoring and evaluation plans and reports.

- What plans have been made for the end of the stated project period (i.e. funding and activities)?
- Who or what entity will control the resource/facility that is created by the project?