Qualifications and responsibilities of SRs

1. Implementing Agency Qualifications
   1.1. Experience in TB/HIV project implementations in accordance with national strategies for one year at least
   1.2. Experience in managing projects funded by domestic or international organizations
   1.3. Ability to build partnership and work in collaboration with government, public, private, community and CSO sectors
   1.4. Well defined organizational set-up, staff and office places appropriate to perform project activities throughout the implementation period
   1.5. Capacity on financial management, internal control and risk management assessible by regular/spot external audit checks
   1.6. There is an internal audit system and there should be an external audit of the accounts every year.
   1.7. Qualified and efficient HR on accounting, finance, monitoring and evaluation (M&E), procurement and supply chain management (PSM) and data management for timely reporting throughout the implementation period
   1.8. Procurement procedures in line with the government PSM standards or PSM guideline of the organization itself
   1.9. Ability to start implementing the grant soon after selection with well set-up team on grant management, financial management, monitoring and evaluation, PSM and data management, and continue till the end of the implementation period
   1.10. Flexibility to follow the rules and regulations of Department of Disease Control, MOPH

A. Roles and responsibilities
   Implementing Agency must be able to manage and implement the grant effectively and efficiently as per the specific management guidelines set up by the Global Fund as follows:
   2.1 Developing Performance Framework, Budget Plans and Procurement Plans. Implementing Agencymake an operational plan with details about activities and budgets. This is a kind of agreement and contract that the Implementing Agency has made with the PR. And this agreement and contract has to be followed by reporting on outcomes of the implementation and financial practices to the PR. Regarding target groups of population and in collaboration with PR, develop strategies specifically for each group of populations and linkage with other groups of population to further develop an approach in order to be an efficient and effective way of working in the project by covering the following specific issues in the Annex 1.
   2.2 Managing the Implementing unit (if any) to implement approved activities in defined areas of implementation
   2.3 Providing administrative support to Implementing unit
   2.4 Monitoring and Evaluating the grant performance
Section 1: Basic Information

1) Organization .................................................................
2) Name or title of head of Organization and position 
   .........................................................................................
3) Co-ordinator or manager ..............................................
4) Organization’s address ..................................................
5) Tel. ......................................................................................
6) Fax ....................................................................................
7) Email address .................................................................
8) Type of organization 
   ( ) Government   ( ) Business   ( ) TB affected people  ( ) Education
   ( ) NGOs/CBOs   ( ) Religious   ( ) International Organization 
   ( ) Others (please identify) ...............................................
9) Main funding sources .....................................................
10) Key partners (on TB/HIV) .................................................
11) Number of staff/personnel (full time and part-time) ........
12) Do you have an organization’s bank account? ..............

Section 2: Information about organizational works (For TB HIV)

1) Project implementation areas/sites (District/Province) 
   .........................................................................................
2) Group of population presently targeted by your organization 
   .........................................................................................
3) Brief details about the projects being implemented: 
   .........................................................................................
Section 3: Activities that will be implemented under TB/HIV Project Year 2021-2023

1) Target groups

2) Size of Target groups

3) Area implementation

4) Project Objectives (what will to do for the target groups under TB/HIV Project Year 2021-2023

5. Main activities that are expected to be implemented under TB/HIV Project Year 2021-2023

6. Will such activities extend to the current implementation of the organization or not? Please explain.

7. Number of staff that are expected to work under under TB/HIV Project Year 2021-2023
   7.1 Project executives who are responsible for the project
   7.2 Programmatic coordinator
   7.3 Finance coordinator/accounting officer
   7.4 Procurement and supply management coordinator
   7.5 M&E coordinator
   7.6 Coordinator for other aspects

8. Organizations which are expected to be partners working under the round RCC GFATM project

9. Describe their inclusion during planning, implementation and evaluation of the project based on the submitted proposal.
10. Describe the outcomes and impact that the program will have on the target groups.

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11. Project/programme sustainability after the project/programme phases out.

(Describe how the activities initiated and/or expanded by this proposal will be sustained at the end of the program term)

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12. Additional information if any

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Section 4: Potential capacity of organization that will perform as Implementing Agency

<table>
<thead>
<tr>
<th>Potential capacity of organization that will perform as Implementing Agency</th>
<th>Assessment results</th>
<th>Additional information and supporting documents/references</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Excellent (4)</td>
<td>Good (3)</td>
</tr>
<tr>
<td>1. Project planning and management, program administration and implementation of activities</td>
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<td>Eexperiences in management of grants from various projects in the country or overseas.</td>
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<tr>
<td>Having a chart of organization structure and office settings ready for providing functional supports of the GFATM's works. And there should be have personnel to cover 4 main aspects including 1) project management and programme administration; 2) finance and accounting; 3) procurement of supplies and pharmacy; and 4) monitoring and evaluation.</td>
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<tr>
<td>2. Finance &amp; Account</td>
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<tr>
<td>- There is an accounting system set within the organization</td>
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<tr>
<td>- Internal control system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential capacity of organization that will perform as Implementing Agency</td>
<td>Assessment results</td>
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<tr>
<td>- There is an accounting system in which there are internal control, accounting and financial system that are well set up and ready for the PR and auditor to be able to audit the accounts at any time during being a project grantee under GFATM.</td>
<td>Excellent (4)</td>
<td></td>
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<tr>
<td>- There is an internal audit system and there should be an external audit of the accounts every year</td>
<td>Good (3)</td>
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<td>There are personnel in charge of finance and accounting who have skill and experiences specifically in finance and accounting to be responsible to prepare the financial statements, financial management, accounting and reporting during the fund acceptance period.</td>
<td>Faire (2)</td>
<td></td>
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<tr>
<td><strong>3. Procurement and management of supplies and pharmaceutical products</strong></td>
<td>To be improved (1)</td>
<td>Provide documents concerning internal and external audits previously conducted</td>
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<tr>
<td>There is a standard procurement system of pharmaceutical supplies equivalent in accordance with government regulations or a grantee’s organization endorsed by the organization’s management committee as a normal practice. This has to be associated with the GFATM’s guidelines. All materials and equipments procured under GFATM’s projects are the properties of GFATM during the project implementation period.</td>
<td>Excellent (4)</td>
<td>Explain more about procurement system and process; and provide supporting documents concerning previous procurement</td>
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<td><strong>4. Quarterly Reporting System</strong></td>
<td>Good (3)</td>
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<td>There is a preparation of personnel on internal project monitoring and evaluation; and a quarterly report which is submitted to PR. How to prepare the report on 4 aspects will be later informed by the PR</td>
<td>Faire (2)</td>
<td></td>
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<tr>
<td><strong>5. Monitoring &amp; Evaluation (M&amp;E)</strong></td>
<td>To be improved (1)</td>
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<td>- The Implementing Agency will have to demonstrate or be prepared about having personnel who are specialized in monitoring and evaluation (M&amp;E) to submit quarterly reports and form an advisory group on M&amp;E on prevention and control that the Implementing Agency will follow up and undertake as planned.</td>
<td>Excellent (4)</td>
<td></td>
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<tr>
<td>Potential capacity of organization that will perform as Implementing Agency</td>
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<td><strong>Excellent (4)</strong></td>
<td><strong>Good (3)</strong></td>
<td><strong>Faire (2)</strong></td>
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<td><strong>6. Establishment of office and mechanism to coordinate the TB/HIV Project year 2020-2023</strong></td>
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| - There is an organizational structure for providing functional supports of the GFATM's works on 4 main aspects including  
  1) project management and programme administration;  
  2) finance and accounting;  
  3) procurement of supplies and pharmacy; and  
  4) monitoring and evaluation. |
| **7. Personnel preparation and management to support budgetary management under the TB/HIV Project year 2020-2023** |
| - The Implementing Agency has to demonstrate or be prepared about having personnel including executives, manager, coordinator, project holder and personnel so that 4 aspects are covered under TB/HIV Project Year 2021-2023 and ensure budgetary management during the project implementation period. |