

**Call for Expression of Interest  
To Serve as Principal Recipient for a Global Fund Round 10 Grant  
For  
Elimination of mother-to-child transmission of HIV in the Caribbean**

The Pan American Health Organization (PAHO) is currently coordinating the development of a multi-country proposal to be submitted to the Global Fund to Fight AIDS, Tuberculosis and Malaria in round 10. The proposal will seek to support and accelerate the scaling up of programs and services aimed at elimination of mother-to-child transmission of HIV and other STI in the Caribbean.

PAHO is seeking to identify a suitable Principal Recipient (PR) for the proposal grant in case of its approval. According to the Global Fund, the PR is the principal implementer or manager of program interventions. The PR is responsible to the GF for reporting on programmatic and financial performance during the grant cycle.

The Global Fund has defined minimum capacity requirements for PRs in the following functional areas:

1. Financial Management and Systems
  - Accurately and promptly record all transactions, disbursement and balances;
  - Disburse funds to sub-recipients, procurement agents and suppliers in a timely, transparent, and accountable manner;
  - Maintain an adequate internal control system
  - Enable the prompt preparation of regular and reliable financial statements and reports;
  - Safeguard the PR's financial and physical assets;
  - Comply with acceptable auditing arrangements
2. Program Management
  - Legal capacity, status and authority to enter into the grant agreement with the Global Fund;
  - Effective organizational leadership, management, transparent decision-making and accountability systems;
  - Adequate infrastructure and information systems to support grant implementation
  - Adequate health expertise (HIV) and cross-functional expertise (finance, procurement, legal, M&E)
3. Sub-recipient Management
  - Effective systems for undertaking sub-recipients capacity assessments and providing technical support as needed, to ensure that proposed sub-recipients have the required capacity to implement the program activities;
  - Adequate management arrangements that ensure adequate PR oversight of grant implementation at the sub-recipient level
4. Pharmaceutical and Health Product management
  - Procure, store and distribute health products in accordance with Global Fund procurement and supply management policies
5. Monitoring and Evaluation
  - Collect and record programmatic data with appropriate quality control measures;
  - Support the preparation of regular reliable programmatic reports;
  - Make data available for the purpose of evaluations and other studies.

PAHO, as the applicant, is required by the Global Fund to identify and nominate a suitable PR through a transparent process and hereby invites organizations that meet the GF requirements to submit an expression of interest. Interested organizations are required to run a self check on their capacity to assume PR responsibility by self applying the PR assessment tool. This tool can be downloaded from the Global Fund website at

[http://www.theglobalfund.org/documents/lfa/BeforeGrantImplementation/LFA\\_Guidelines\\_PR\\_Assessment.pdf](http://www.theglobalfund.org/documents/lfa/BeforeGrantImplementation/LFA_Guidelines_PR_Assessment.pdf).

Expressions of Interest must be submitted to the PAHO HIV Caribbean Office by email at [esdellen@phco.paho.org](mailto:esdellen@phco.paho.org) and [caffes@paho.org](mailto:caffes@paho.org) by or before August 3, 2010. Required documentation:

- Letter of interest on agency letterhead and duly signed by authorized official
- Copies of governance documents (statutes, by-laws, official registration papers)
- A summary description of the organization (background, history, organizational structure)
- A summary of the organization's scope of work, main sources of funding
- Most recent financial statement or audit report
- A description of the findings of the PR assessment tool summarizing the strengths and challenges of the organization related to PR functions.

Disclaimer:

- Only qualifying applicants that submitted all required documents will be considered and will be notified of the final selection.
- PAHO does not assume any responsibility or liability to the proposed PR, as the selection remains provisional until the proposal is approved and the proposed PR passed the Local Fund Agent (LFA) assessment.

**Recommended readings for interested parties:**

1. Elimination Initiative website: [www.paho.org/eliminationinitiative](http://www.paho.org/eliminationinitiative)
2. The Global Fund website: [www.theglobalfund.org](http://www.theglobalfund.org)
3. Multi-country proposal guidelines and forms  
<http://www.theglobalfund.org/en/applicationmaterials/documentlistmultiple/?lang=en>
4. Guidelines for Performance-Based Funding  
[http://www.theglobalfund.org/documents/7\\_pp\\_guidelines\\_performancebasedfunding\\_4\\_en.pdf](http://www.theglobalfund.org/documents/7_pp_guidelines_performancebasedfunding_4_en.pdf)
5. Principal Recipient Background Analysis  
[http://www.theglobalfund.org/documents/lfa/BeforeGrantImplementation/PR-Background\\_Analysis.doc](http://www.theglobalfund.org/documents/lfa/BeforeGrantImplementation/PR-Background_Analysis.doc)
6. Local Fund Agents – Frequently Asked Questions  
<http://www.theglobalfund.org/en/lfa/faq/?lang=en>
7. Fiduciary Arrangements for Grant Recipients  
[http://www.theglobalfund.org/documents/6\\_pp\\_fiduciary\\_arrangements\\_4\\_en.pdf](http://www.theglobalfund.org/documents/6_pp_fiduciary_arrangements_4_en.pdf)
8. LFA Guidelines and tools  
<http://www.theglobalfund.org/en/lfa/documents/>
9. Guidelines for the Principal Recipient Assessment  
[www.theglobalfund.org/en/files/about/structures/lfa/background/LFAToolsGuidelines/BeforeGrantImplementation/LFA\\_Guidelines\\_PR\\_Assessment.pdf](http://www.theglobalfund.org/en/files/about/structures/lfa/background/LFAToolsGuidelines/BeforeGrantImplementation/LFA_Guidelines_PR_Assessment.pdf)