

Request for Quote (RFQ)

**Financial and Management Compliance Review of Small Grantees in
South Africa**

USAID Tuberculosis South Africa Project

University Research Co., LLC

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Due Date: May 10, 2018

Email quote to tbsapgrants@urc-sa.com

Managed by:
University Research Co., LLC

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1 INTRODUCTION

The USAID Tuberculosis South Africa Project is a TB project implemented and managed by University Research Co., LLC (URC). It is administered by URC under a contract with the U.S. Agency for International Development (USAID). The 5-year project's purpose is to provide technical assistance to the Government of South Africa in order to reduce the burden of TB in the country. The project builds on approaches and successes of the previous TB Program South Africa and TB CARE II South Africa Projects, also managed and implemented by URC.

The TB South Africa Project's objectives are to:

- 1) Reduce TB infections;
- 2) Increase sustainability of effective TB response systems; and
- 3) Improve care and treatment of vulnerable populations.

As part of objectives, the project provides grants to the South African NGOs for supporting TB program activities. In an effort to continually monitor compliance of the grant management and financial processes, the project will work with an external organization to conduct compliance review of its grantees on a quarterly basis.

2 SCOPE OF WORK

This periodic review will occur quarterly with a select number of small grantees selected each quarter randomly. The review team will be expected to produce a report quarterly the following items.

2.1 NGO REVIEW

A quarterly comprehensive review of the grantees will include:

Project Management

- Determine whether grant funded activities (trainings, advocacy events, campaigns, screenings, etc.) have been conducted and attendance sheets collected; in accordance with the contract deliverables and the indicator targets.
- Randomly check on grantee staff, referencing the staff structure provided in the beginning of the contract, to ensure the employees exist and review timesheets to ensure they are being paid regularly
- Ensure DOT visits have been conducted according to mHealth reporting/performance indicators or review of NGO DOT registers and daily DOT records where ConnecTB is not implemented
- Ensure that the grantee is reporting on all required indicators and outcomes;

Financial Management

- Ensure that the bank information the grantee has provided is valid and operating for the grant purposes alone;

- Report on the adequacy of the financial record keeping system related to this grant in the NGO office;
- Report on any deficiencies in NGO internal controls related to this grant and recommend areas of improvement for both the grantee and the project in respect to future grant funding; operational policies both HR and assets
- Determine strengths and weaknesses, including challenges faced by grantees;

2.2 INTERNAL REVIEW OF THE USAID TUBERCULOSIS SOUTH AFRICA PROJECT'S GRANTS PROGRAM

A quarterly comprehensive review of the TBSAP Grants Program will include:

- Review project invoicing and monitoring procedures for grants; and
- Review project grant documentation for appropriate signatures.

2.3 REPORTING

The external reviewing organization or consultant will provide quality review reports quarterly according to dates to be specified in the final award. Reports will include a review of selected grantees and the TBSAP grants program as specified above. Reviewers will provide details on findings, observations, and recommendations for improvement based on information obtained during the review. For areas of non-compliance with URC and USAID regulations, reviewers will prepare prevention action/improvement plans.

3 PROPOSAL

Proposals for interested bidders must include both a technical and cost proposal. The items required for each are as follows.

3.1 TECHNICAL PROPOSAL

- a) A Title Page with name of the organization, contact person's name and title, full address including telephone, fax and email;
- b) A section on organizational experience and capacity;
- c) A description of plans for effective program reviewing.
- d) Provide sample review report (with no identifying information) as an example of previously conducted work

3.2 COST PROPOSAL

- a) Summary budget by line item.
- b) Detailed budget by line item.
 - i. A detailed budget giving adequate breakdowns of all costs showing the formulas used for cost calculations and specific costs for each app.;
 - ii. All VATs and Taxes associated must be identified separately;
- c) Provide budget narratives explaining applicability and costs determination.

Budgets should be provided in unlocked excel documents only. Please be sure to review and confirm that all amounts and formulas are correct.

4 QUALIFICATIONS

Reviewing organizations or consultants shall have at minimum the following qualifications:

- Familiarity with USAID rules and regulations;
- Prior experience on reporting research results, analyzing information, coordination, administrative writing skills, organization, working with others, reviewing practices, and statistical analysis;
- Be familiar with deliverable based, fixed amount awards;
- Organization registered in South Africa; or consultant eligible to work in South Africa
- Knowledge of TB/HIV programs.

5 VALIDITY

The quote should remain valid for not less than 60 calendar days after the deadline specified above. The quote must be signed by an official authorized to bind the OFFEROR to its provisions.