Health Policy Plus (HP+) Stigma and Discrimination Reduction Intervention in Health Facilities, Request for Expression of Interest (EOI):

**Purpose:** Adapt and implement a comprehensive package for HIV-related stigma and discrimination (S&D) reduction in health facilities in Morogoro Region, Tanzania with an additional focus on stigma towards adolescents and young adults living with HIV or adolescents and young adults seeking reproductive health services, including HIV and STI testing.

**Who can apply:** Any nongovernmental organization (NGO), community-based organization (CBO), university, research institute or private firm\(^1\) is eligible to apply under this RFA as the Lead Recipient of assistance. Applicants must be organized under the laws of Tanzania; have their principal place of business in Tanzania; be majority owned by individuals who are citizens or lawful permanent residents of Tanzania or managed by a governing body, the majority of whom are citizens or lawful permanent residents of Tanzania; and not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of Tanzania. If short-listed, applicant will be requested to provide proof of registration/s as part of the full proposal application for this award.

**Deadline for submission of EOI:** January 18, 2017 18:00 hours local time in Tanzania. Any application submitted after the deadline may be automatically rejected.

Submit EOIs via email to: rfa@rti.org.

**Format of EOI:** Cover page, a maximum of 5 pages of application (See details below) and the Curriculum Vitae (CV) of the proposed project manager.

Incomplete applications may be rejected.

**Required Expertise:**

1. Organizational experience working in one of the following areas: stigma and discrimination-reduction, strengthening quality of care and patient-provider interactions, preferably with a focus on HIV services, reproductive health services or services for adolescents and young adults.

2. Organizational experience in developing or adapting participatory training materials to address sensitive social issues such as stigma and discrimination, violence, adolescent reproductive health etc.

3. Organizational experience with demonstrated staff capacity in facilitating participatory workshops and conducting training of trainers to address sensitive social issues such as stigma and discrimination, violence, adolescent reproductive health etc.

4. Experience working with one or more of the following groups: health facility administrators, health facility staff, people living with HIV, adolescents and young adults or other vulnerable groups.

5. Experience and success in working with international donors (US Government donors preferred). The successful candidate/institution must be able to accept international bank wire payments.

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\(^{1}\) Private, for-profit firms cannot charge fees as a recipient of a USAID sub-grant.
6. Institutional capacity to manage international donor funds and program activities using basic accounting and project management practices by providing at least one example of a previous project fitting these criteria. **The successful applicant may eventually be required to provide previous audit reports or financial statements.**

   **Duration of intervention:** 6-9 months, start date will be contingent on completion of baseline data collection (a separate RFA is being issued for the data collection).

   **Funding:** Up to a maximum of $50,000

1. **ADDRESSING HIV-RELATED STIGMA AND DISCRIMINATION WITH A FOCUS ON ADOLESCENTS AND YOUNG ADULTS IN THE HEALTH SYSTEM IN TANZANIA, IN SELECTED FACILITIES**

1.1 **Introduction**

Health Policy Plus (HP+) is a USAID-funded five-year project awarded on August 28, 2015. HP+ has a mandate across global, Tanzania, and subnational levels to strengthen and advance health policy priorities in family planning and reproductive health (FP/RH), HIV, and maternal health. It aims to improve the enabling environment for equitable and sustainable health services, supplies, and delivery systems through policy development and implementation, with an emphasis on voluntary, rights-based health programs, and by strengthening in-Tanzania partners’ capacity to navigate complex environments for effective policy design, implementation, and financing aligned to their priorities. We carry forward proven approaches to preserve achievements. These approaches inform how we manage programs and engage with stakeholders, and tools and techniques improve decision making and the achievement of predetermined goals. RTI, International through HP+ is issuing this request for Expression of Interest (EOI) with funding from USAID and PEFPAR. The following details the relevant information and requirements for invited applicants.

1.2 **Activity Objectives**

The objective of this activity is to adapt and implement a comprehensive package2 for HIV-related stigma and discrimination (S&D) reduction in selected health facilities in Morogoro region, Tanzania, with an additional focus on stigma towards adolescents and young adults seeking HIV and other reproductive health services. The approach aims to design and implement a total facility approach that recognizes the importance of addressing S&D throughout the entirety of a health facility and with all levels of staff. The package3 has been successfully rolled out in low-prevalence and concentrated epidemics, e.g. the Caribbean, but not in a high-prevalence, generalized epidemic. Recognizing that adolescents and young adults account for a disproportionate number of new infections and current and future estimated treatment targets, and often face S&D when trying to access HIV and other sexual and reproductive health services (SRH), adaptation of existing materials to also address the specific S&D faced by adolescents and young adults in health facilities will be needed. This will require engaging adolescents and young adults as part of the package adaptation and implementation. This will ensure that the approach supports health facilities to take into account the unique needs of this population along with the broader population of people living with HIV.

Prior to beginning the package adaptation process, a local research partner will have collected data on both the drivers and prevalence of S&D among all staff (medical and non-medical) working in health facilities using a globally validated survey tool4 that will be adapted to the Tanzanian context, in partnership with key local stakeholders. In addition, the local research partner will also collect data from people living with HIV in the catchment areas of the selected facilities to capture their experiences and perspectives on S&D in the health system. Following data collection, a participatory data analysis and dissemination meeting will be held with key stakeholders to validate the findings, as well as gather stakeholder input into how best to respond to the findings through a package of S&D-reduction interventions in the selected facilities. The

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2 http://www.healthpolicyproject.com/index.cfm?id=stigmapackage

3 http://www.healthpolicyproject.com/index.cfm?id=stigmapackage

4 http://www.jiasociety.org/index.php/jias/article/view/18718
findings will also inform the training material adaptation process, ensuring the design of context-appropriate, evidence-based stigma and discrimination-reduction programming materials. The selected partner for this RFP will be expected to participate in this meeting and work closely with the research partner to ensure the findings from the baseline data collection are utilized fully in developing the adapted S&D-reduction intervention package for health facilities.

The selected intervention partner will be expected to work closely with the selected health facilities to further adapt and finalize design of a comprehensive approach to S&D-reduction, including adapting the training materials appropriately. Once the training materials have been adapted, a training of trainers (TOT) will be held with health facility staff, PLHIV, and youth/adolescents to prepare these selected individuals to serve as co-trainers. This will also offer an opportunity to further refine the training materials. The participatory training will then be held at one or more health facilities in Morogoro region with health facility staff to raise awareness of S&D and help change attitudes and behaviours towards PLHIV and other vulnerable populations.

In addition to the participatory training, dependent on the stakeholder analysis workshop inputs and further collaboration with the selected health facilities, the selected partner will work with the facilities to implement additional S&D-reduction activities. For example, having staff and administrators develop their own facility-level Code of Conduct or Patient Bill of Rights, drawing on findings from the facility survey, recommendations from the participatory assessment, and lessons learned from the exercises in the health facility training and reviewing existing policies and standards of practice, client feedback mechanisms etc.

1.3 Scope of work
Working closely with members of the HP+ team, the Tanzanian Ministry of Health and health facility staff, and key civil society stakeholders, the successful applicant will be responsible for the following scope of work under this activity:

A) Design an appropriate S&D-reduction package
Collaborating with selected facilities, other key stakeholders and HP+, design an appropriate S&D-reduction package for each selected health facility, based on the results of baseline data collection and stakeholder input.

B) Adapt and develop participatory training
Collaborating with HP+ and key stakeholders, adapt exercises from existing S&D-reduction training materials and based on the participatory dissemination; develop materials that address the specific needs and concerns of adolescents and young adults.

C) Select trainers
Together with HP+, develop criteria for selecting potential trainers, identify and hire trainers.

D) Host Training of Trainers (TOT)
Once materials are finalized, deliver a 5-day TOT for health facility staff, PLHIV, and youth/adolescents to serve as co-trainers.

C) Implement training
Implement training in selected health facilities for all levels of health care staff with selected co-trainers.

D) Implement other activities in the package
Collaborating with the selected facilities, other stakeholders and HP+, implement other aspects of the package, for example staff development of a facility-level code of conduct.

E) Monitoring, evaluation and learning
Working with HP+, develop and implement a process for ongoing documentation of the process of implementation, including challenges, successes and lessons learned.
2. THE APPLICATION PROCESS

2.1 Expression of Interest (EOI)
Applicants are asked to submit expressions of interest to RTI International at rfa@rti.org by January 18, 2017 18:00 hours local time in Tanzania. Please include a cover sheet with the title of your EOI, the date of submission, your organization’s name, and a contact person’s name, phone number and email address. The EOI should not be longer than 5 pages (exclusive of cover page and CVs), double-spaced, in size 11 Arial font with right, left, top, and bottom margin of 1 inch each and your organization’s name indicated in a header or footer. The EOI should be submitted in English. Incomplete or late applications may be rejected.

2.2 Content of the EOI
The EOI should include brief descriptions of the following:

- Introduction and Statement of the Problem: A very short paragraph should demonstrate understanding of the current situation in Tanzania as it relates to HIV stigma, as well as adolescents’ and young adults’ access to HIV services. What are the main issues and concerns?

- Proposed Material Adaptation and Development Strategy:
  - Based on the current situation in Tanzania and the study background, objectives and focus described above, describe your proposed plan to adapt the HIV S&D-reduction training materials for health facilities and integrate a component to address stigma towards adolescent and young people’s sexual and reproductive health as part of that adaptation. The proposed activities must fit within the designated time and budget allowances.

- Proposed Intervention Implementation Plan:
  - Provide detail on how you will implement the activities you have proposed, and please specify what the staffing plan will be to achieve this against your stated timeline. This can be in the form of a work plan that details implementation tasks/activities by week or month (e.g. a GANTT chart).

- Past experience:
  - Please describe previous experience and expertise of your staff with any of the following: developing and facilitating participatory trainings, stigma-reduction interventions, working with health facilities, addressing issues faced by PLHIV, and adolescents and young adults in accessing health services. Be sure to demonstrate technical knowledge and expertise, as well as capacity to implement the logistical aspects of delivering this type of intervention with health facilities in Tanzania. Please note past experience working with any of the following groups: health facility staff, PLHIV, and adolescents and young adults.

- The curriculum vitae (CV) of the proposed project manager (Note: This is not included the 5 page limit.)

No budgetary information is required for this EOI. Organizations that are short-listed and invited to submit a full proposal will be required to provide an illustrative budget as part of the full proposal.

3. EVALUATION AND SELECTION OF EOI’s
EOIs will be evaluated by a committee with expertise in stigma-reduction interventions and adolescent and young adult SRH. Based on committee recommendation, successful applicants will be invited to submit full proposals. Evaluation of EOIs will be based on applicants’ demonstration of:

1. Experience and past performance in one or more of the following areas: developing and facilitating participatory trainings; implementing stigma-reduction interventions; working with health facilities to improve quality of care/services; addressing issues faced by PLHIV, and adolescents and young adults in accessing health services; and utilizing data for intervention design (50 points)

2. Relevance of the proposed initiative to the study’s stated objectives (30 points)

3. Institutional capacity to deliver results and manage international donor funds (20 points)

4. TERMS AND CONDITIONS OF THE SOLICITATION
Notice of non-binding solicitation: HP+ and RTI International reserve the right to reject any and all EOI received in response to this solicitation, and is in no way bound to accept any EOI.

HP+ and RTI International may amend or cancel this invitation, in whole or in part, at any time, extend the deadline for submitting EOIs and/or determine whether an EOI complies with the requirements of the invitation.

Issuance of this call for EOI does not constitute an award commitment on the part of HP+ or RTI International, nor does it commit HP+ or RTI International to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resulting agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal HP+ and RTI International procedures. The final decision of the award will be at the sole discretion of HP+ and RTI International based on the pre-award survey outcomes.

Confidentiality: LOI, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

RTI’s standard terms and conditions are listed at the following location for review: www.rti.org/poterms