



CALL FOR PARTICIPATION

IN THE PUBLIC MONITORING OF THE DELIVERY AND AVAILABILITY OF MEDICINES AT LOCAL LEVEL

LOW-VALUE GRANT PROGRAMME

1. BACKGROUND

1.1 Introduction

The present Call for Proposals (CfP) is administrated by UNDP Civil Society for Enhanced Democracy and Human Rights in Ukraine (CSDR) and Procurement Support Services to the Ministry of Health of Ukraine (MoH PSS) projects which are part of the UNDP Democratic Governance & Reform Programme Portfolio. Through this Programme UNDP assists the government, civil society and people of Ukraine in advancing democratic policies and practices needed to accelerate progress on sustainable human development. This includes advocating for human rights and gender equality, supporting anti-corruption efforts, ensuring that all Ukrainian citizens can protect their rights, strengthening parliament, and empowering civil society and youth activists.

The CSDR project funded by the Danish Ministry of Foreign Affairs and implemented by UNDP Ukraine builds upon the achievements of the previous Democratisation and Human Rights Programme (2013-2016). It is a nation-scale 5-year initiative which runs from 1st April 2017 until 31st March 2022. The overall aim for CSDR is to enhance the institutional capacity of civil society actors in the region in the areas of democracy and human rights to strengthen their impact on the reform processes in the country through better coordination and networking and to contribute to more inclusive, democratic and rights-based governance.

In 2015, the Ministry of Health (MoH) of Ukraine addressed international organisations, including UNDP, requesting support with medicines procurement. Starting from 2015, UNDP Ukraine has procured annually a range of medicines and related medical products for the state budget funds as an emergency measure as part of the MoH PSS project. With the UNDP support, a national health procurement programme based on international standards and best practices has been gradually established.

The support provided by UNDP to the MoH also aims to assist the MoH with the cost-efficient, transparent and timely procurement of medicines and other medical products for 27 State Health Programmes. The medicines that UNDP procures cover disease areas like tuberculosis, hepatitis, haemophilia and orphan diseases. UNDP supports the MoH with their structural and human resource capacity for supply, planning, forecasting, and monitoring and evaluation for transparent and cost-effective procurement and the progressive handover of health procurement activities to the national institutions. UNDP is instrumental in furthering the reform of the national procurement quality assurance system and capacity development processes.

1.2 General information

UNDP supports the Government of Ukraine and non-governmental organisations in their efforts to protect the rights of most vulnerable patients in accessing more affordable medicines. One of the major components of the Project Procurement Support Services to the Ministry of Health of Ukraine focuses on strengthening public procurement in Ukraine's healthcare system, to ensure all citizens' access to essential medicines and other medical products.

To this effect UNDP provided low-value grants on competitive basis to patients organisations in 2017-19. As a result, three rounds of public monitoring of the delivery and availability of medicines at local level were conducted throughout Ukraine (2017: 1st round – Lvivska, Poltavska, Kharkivska and Cherkaska oblasts on adult oncology and children hepatitis; 2018: 2nd round – Chernihivska, Vinnytska, Dnipropetrovska and Zaporizhzhia oblasts on child oncology and adult haemophilia; 2019: 3rd round - Cherkasy, Chernihiv, Mykolaiv, Kherson, Khmelnytsky, Rivne, Ternopil, Vinnitsa, Volyn, Zhytomyr, and Lviv oblasts on hepatitis B and C, autism spectrum disorders, paediatric oncology, orphan diseases [mucopolysaccharidosis, pulmonary arterial hypertension, paediatric and adult cystic fibrosis, epidermolysis bullosa], childhood haemophilia, adult haemophilia, juvenile rheumatoid arthritis, as well as delivery of diagnostic reagents for mass screening of newborns for phenylketonuria, congenital hypothyroidism, cystic fibrosis and adrenogenital syndrome. For orphan diseases - 24 oblasts of Ukraine and the city of Kyiv were covered in 2019. Please see Annex I for detailed information. This competitive programme not only assessed the efficiency of delivery of the procured medicines but also strengthened the capacity of the participating patients CSOs to conduct public monitoring of the procured medicines at local level.

In 2020 UNDP is planning to conduct the fourth round of the low-value grant programme with up to 6 grants to be awarded to patients CSOs throughout Ukraine.

1.3 Main goals and tasks of the programme

Goal:

1. Obtain data regarding the delivery and availability of medicines procured by UNDP and other organisations for the MoH budget at healthcare facilities in the regions: timeliness of delivery and availability of medicines for patients.
2. Strengthen the capacity of CSOs, particularly patients organisations, to protect the rights of most vulnerable patients in accessing medicines that are free of charge by legislation.

Main tasks:

1. Select the disease area(s) and the regions from the table below that the organisation is willing to work on and submit a filled application form according to the instructions.¹
2. Based on the methodology, tools and instructions provided by UNDP and within the provided timeframe, monitor the planning, delivery and availability of the medicines procured by UNDP for the MoH (at national/region/rayon, hospital levels) for a specific programme or several programmes. The monitoring should address at least the following topics: which medical institutions in the regions received the medicines and in what quantity; accordance of medicines quantities ordered and received; delivery time from the central warehouse to the regional and/or hospital warehouses; problems encountered during the delivery and distribution to healthcare facilities in the regions.
3. Study other issues relevant to the delivery and distribution of medicines, level of transparency, awareness of the availability of free medicine through interviews with health staff, patients, and other stakeholders. Also, monitor the usage of ELiky.in.ua platform, collect best practices and similar.
4. Develop a set of findings and recommendations, and possible follow-up steps based on the monitoring of the delivery of medicines procured by UNDP for the MoH.

2020 Medicines Public Monitoring Priorities		
Disease area	Cancer (adult and children), Cerebral Palsy, Haemophilia (adult and children), Hepatitis B and C (adult and children), Multiple Sclerosis	The participating organisations are expected to cover one or more disease areas depending on the disease prevalence. Please visit our site to see the list of medicines UNDP procures.
Number of regions	From three regions to all regions of Ukraine	Should represent diverse regions of the country as well as, ideally, include the regions covered in the previous rounds of the public monitoring programme (See Annex I)

¹UNDP will work with the selected organisations to build their capacity to conduct public monitoring. Consequently, the organisations will have to participate in the inception meeting as well as other training and capacity building events distantly or in person.

Number of interviews conducted (doctors, patients and other stakeholders)	Depending on the type and numbers of disease areas (up to 400 interviews, e.g. adult cancer, and less for diseases with lesser prevalence)	An exact number of patients that needs to be surveyed for each disease area will be specified together with UNDP.
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Bids will be accepted **until 7 September 2020 (18.00 Kyiv time)**.

Duration of grants: **2 months from the date of signing the agreement.**

Maximum amount of the application: up to USD 5'000 per grant. Disbursement of funds will be made in national currency (Ukrainian hryvnya) as per UN operational exchange rate on the day of payment. Please refer to the official [UNORE site](#) to see the current exchange rate by country.

UNDP will support up to 6 qualified project proposals.

2. ELIGIBILITY CRITERIA

2.1. Basic criteria

Organisations eligible to receive funding through this Call for Proposals must meet the following basic criteria:

- Be formally registered as a not-for-profit civil society organisation (public organisation or charity foundation) in Ukraine;
- Have minimum of 2 years of proven track-record in developing and managing projects, programmes or grants in the healthcare, public health, social and health rights, monitoring in the region of the grant implementation;
- Have experience with implementing relevant projects and reporting. Experience in M&E or research activity will be a strong advantage.

The Applicants are expected to nominate at least one expert for general project management, monitoring, and reporting to UNDP and other project coordination functions.

Proposals submitted to UNDP under this grant competition should include CVs of the main project implementers.

The Applicants are expected to have established appropriate financial procedures and can properly accept and use funds provided under the grant.

Proposals from organisations that do not meet the above requirements will not be considered.

2.2 Criteria for eligible spending

Eligible spending are:

- On implementation of the project activity;
- Which meet the principles of expediency and compliance of costs, including the principles of "highest quality at the lowest price" and cost effectiveness;
- Which are properly documented, substantiated and understandable, as well as supported by relevant financial and accounting documentation.

UNDP funds can be used exclusively on:

- Salaries to the staff of the organisation (only the main person, e.g. director or team lead, responsible for organisation with % of their time and experts involved in the project). Administrative expenses/overheads and sundries should not exceed 10% of total budget;
- Communication and information services;
- Procurement of advisory services, when they are necessary for achieving project goals;
- Rent of premises and other services directly related to project activities;
- Printing/copying services and office supplies;
- Transportation needed for the project implementation.

Unacceptable are considered costs associated with:

- Preparation of the project proposal for participation in the competition;
- Academic research;
- Payment of debts;
- Buying office equipment;
- Reimbursement of expenses related to fluctuations of the exchange rate.

The costs of supported projects will only be eligible if they are implemented in accordance with the UNDP Rules and Procedures for the implementation of financial transactions and reporting of CSO grantees.

3. APPLICATION PROCESS

This CFP is advertised on the web sites of the following organisations:

- UNDP Ukraine: www.ua.undp.org
- GURT Resource Center: www.gurt.org.ua
- Civic Space Portal: www.civicua.org
- Prostir: www.prostir.ua

Applications must be developed in Ukrainian or English and according to this CFP and the Application Form. The CFP and the Application Form (attachments in Word and Excel) can be downloaded from the web sites mentioned above.

The application package shall consist of:

1. Duly filled application form (**with necessary indication of the disease area(s) and regions where the organisation is able to work, budget and other required info**) with relevant attachments (filled in on a computer and sent in Microsoft Word format);
2. Copy of the organisation's statute (PDF);
3. Copy of the organisation's registration certificate (PDF);
4. Copy of the organisation's bank account (PDF);
5. Resumes of key implementers and other relevant staff (experts and accountant) that will participate in the project implementation (Word or PDF);
6. Two recommendations from previous donors or recipients of services and their contact details;
7. Relevant previous work products (studies, reports and similar) prepared by the organisation.

Proposals need to be sent to: grants.ua@undp.org

indicating **"Call for participation in the Public monitoring of the delivery and availability of medicines at local level competition"** in the subject line of the email. The total size of the sent documents should not exceed 10MB.

Applications that are sent in paper format or violating the requirements set for electronic copies, which are mentioned above, shall not be considered. All applications must arrive to UNDP no later than 18:00 (Kyiv time) on **7 September 2020**. Applications which come in after the indicated deadline shall not be considered.

To provide answers to questions that may arise during the filling of the application form, a **remote consultation will be held on 2 September 2020 at 10:00**. In order to register for the remote consultation, please send your request to the contact person stated below no later than 24 hours prior to the consultation. In the text box indicate the name of the CSO and the name, email and contact phone number of the person who will participate in the consultation on behalf of the organisation and your questions. The remote consultation will be held simultaneously for all registered participants.

Contact person: Anna Pylypchuk Data Management, Monitoring & Evaluation Programme Associate:
anna.pylypchuk@undp.org, grants.ua@undp.org

4. SELECTION PROCESS

Criteria for assessment of the applications

The applications shall be assessed by UNDP in accordance with the following criteria:

- Degree to which the application aligns with the goals of this competition (e.g. disease areas and geographic scope);
- Proved ability of the team to handle the study activities (e.g. number of people in the team and background of people involved);
- Demonstrated experience of cooperation with key stakeholders at the regional level;
- The quality of financial management systems and processes (e.g. budgeting, monitoring, accounting and reporting, internal control systems, procurement, anti-corruption measures); consistency in bookkeeping practices and high quality of financial records.

After the deadline for application submission has passed, UNDP will check the applications against the criteria. At this stage UNDP can request additional information from the applicants at its own discretion.

5. REPORTING, MONITORING AND EVALUATION

5.1. Monitoring and evaluation

Organisations, which are to receive granting support, shall be responsible for monitoring their progress. UNDP will monitor the project implementation through grantee's reports, meetings with representatives of the supported organisations and their partners, and through ad hoc monitoring visits and possible audit services.

5.2 Reporting

The grantee will submit the following reports:

- **Short-term on-demand reports** during the project implementation (once per month);
- **A final report** which include a description of the activities, monitoring and analysis results, conclusions and recommendations;
- **Financial report** for the whole period of the contract.

Annex I: Overview of Public Monitoring Low-value Grant Programme (2017-2019)

Programmes	Low-value grant 2017 region	Low-value grant 2018 region	Low-value grant 2019 region
Adult Cancer	Cherkasy, Kharkiv, Lviv, Poltava		
Adult Cystic Fibrosis			All Ukraine
Adult Haemophilia		Chernihiv, Dnipro, Vinnytsya, Zaporizhya	Cherkasy
Adult Hepatitis B and C			Mykolaiv, Kherson, Ternopil, Khmelnysk, Rivne
Arterial Hypertension			All Ukraine
Autism			Mykolaiv, Kherson, Cherkasy
Cerebral Palsy			
Child Cancer		Chernihiv, Dnipro, Vinnytsya, Zaporizhya	Cherkasy, Volyn, Rivne, Vinnytsya, Chernihiv
Child Cystic Fibrosis			All Ukraine
Child Hepatitis	Cherkasy, Kharkiv, Lviv, Poltava		
Children Haemophilia			Cherkasy, Volyn, Rivne, Vinnytsya, Chernihiv
Dwarfism			
Epidermolysis Bullosa			All Ukraine
Gaucher			
Infertility			
Juvenile arthritis (JRA)			Rivne, Zhytomyr, Khmelnysk, Volyn, Lviv
Mucopolisacharidosis (MPS)			All Ukraine
Multiple Sclerosis			
Orphans			

Children with primary immunodeficiencies			
Mass Neonatal Screening			Cherkasy
TB medicines			
Transplantology			