

# TB REACH Wave 11

## Proposal Review Committee

### Terms of Reference

#### **1. Background**

The Stop TB Partnership's TB REACH initiative was established in 2010. TB REACH is a grant-making platform that funds innovative approaches and technologies to find and treat people with active tuberculosis (TB) disease, drug-resistant TB, or TB infection. The TB REACH initiative combines open, but targeted calls for proposals, fast-track financing and rigorous, external monitoring and evaluation (M&E) to rapidly produce results. Other donor agencies and/or national governments can then scale-up the successful approaches piloted by TB REACH to maximize their own investments and to accelerate progress in the fight to end TB. The Stop TB Partnership is hosted by the United Nations Office for Project Services (UNOPS) in Geneva, Switzerland.

Funded by Global Affairs Canada (GAC), TB REACH's Wave 11 funding overarching theme is on *Bringing Innovative approaches for TB and Lung Health closer to the point of need*. Wave 11 projects will focus on interventions at both community and primary care level with the aim to:

- Improve early TB detection, linkage to care and positive treatment outcomes for people affected by TB and other lung morbidities.
- Promote the delivery of people-centred, integrated services for TB & lung health at the point of need (community and primary care).
- Include gender-responsive interventions for people with or affected by TB.
- Sustain impact by engaging with government, Global Fund, and other partners throughout project.

#### **2. Purpose and Scope**

The Proposal Review Committee (PRC) is an independent, impartial group of TB experts who review TB REACH grant applications and make funding recommendations. The PRC is independent from the Stop TB Partnership/TB REACH, guaranteeing the integrity of a transparent application review and selection process. The TB REACH Wave 11 PRC members will serve a one-year term and have the following functions:

- Remotely review applications prior to and in preparation of the virtual Stage 1 meeting and the in-person Stage 2 review meeting,
- Participate in the virtual Stage 1 meeting (planned for two, half day sessions) and the in-person Stage 2 meeting (a ~10 day meeting) to review proposals and to make final funding recommendations in line with the criteria and objectives of TB REACH Wave 11,
- Provide detailed feedback via a standardized PRC Review Form regarding the quality of each proposal, including any clarifications or adjustments that are required for selected applications and the reasons for rejecting an application,
- In collaboration with the TB REACH team, prepare a summary PRC report which will be sent to the Executive Committee of the Stop TB Partnership Coordinating Board for approval.

#### **3. PRC Eligibility**

3.1 Any individual who is engaged in the fight to end TB can apply to join the TB REACH PRC during a public call for PRC applications. Technical expertise, strategic relevance, language proficiency, gender balance,

and geographic representation will be considered when screening applications.

3.2 PRC members should be available for the following dates:

- Remote review of the Stage 1 applications for late January to late February. This will involve participation in one introductory teleconference (late January 2024), reviewing applications remotely using the TB REACH online application system in late January/late February and a final stage 1 review call (2-4 hours) in March 1<sup>st</sup>, 2024 (tentative).
- Remote review in April/May of Stage 2 proposals. End of May to early June 2024 for the in-person PRC meeting (location TBD) for the review of the Stage 2 applications and final selection (location and exact dates to be confirmed).

#### **4 Qualifications**

- 4.1 TB REACH is looking for experts with knowledge of TB but with a strong background in designing, implementing, or evaluating TB programs and/or Lung Health across multiple areas, including case detection, linkage to care, new treatment regimens and/or diagnostics, monitoring and evaluation (M&E), pediatric TB, artificial intelligence/ITC, laboratory systems, community and civil society engagement, organizational capacity development, gender and other similar/related disciplines.
- 4.2 Must have experience working with in country partners and/or implementing TB interventions.
- 4.3 Advanced university degree (master's or equivalent) in public health, natural science, medicine, social science, political science, international relations or relevant disciplines or a first university degree (bachelor's or equivalent) in the above subject areas combined with two additional years of relevant experience to substitute for the master's degree.
- 4.4 A minimum of five (5) years of experience after achieving a master's degree or seven (7) years after achieving a bachelor's degree in delivering health services, support to patients, or technical assistance related to global health and development.
- 4.5 The working language of the TB REACH PRC for meetings is English and the majority of reviews will be submitted in English. Knowledge of other UN languages , especially French, is an asset.

#### **5 PRC Composition**

- 5.1 The TB REACH PRC is re-constituted before the launch of each funding cycle. Existing PRC members may be reappointed by the Stop TB Partnership's Secretariat and may serve an unlimited number of terms.
- 5.2 The TB REACH PRC meeting will be led by a Chair, selected by other PRC members during the meeting.
- 5.3 TB REACH PRC members will serve in an individual capacity, not as representatives of any organization by which they are employed.
- 5.4 TB REACH PRC members are not at liberty to nominate a replacement if they are unable to accommodate to the PRC work plans and/or to attend PRC meetings.

#### **6. Ethics and Conflict of interest**

- 6.1 All applicants will have to submit a declaration of interest at the time of the PRC call for nominations. In line with [UNOPS Ethics Policy](#), all UNOPS personnel have the obligation to disclose actual or potential conflicts of interest.
- 6.2 All TB REACH PRC members sign UNOPS Confidentiality/No conflict of interest affidavits before reviewing any grant proposals.
- 6.3 The organization that a PRC member works for or linked with is allowed to submit a proposal for Wave

11. However, that member will neither be part of the discussions nor in the review process of any proposal submitted by the organization.

## **7. Operations**

- 7.1 TB REACH will employ a two-step (Stage 1 and Stage 2) application process for the Wave 11 Call for Proposal.
- 7.2 Interested organizations will submit an application during Stage 1, which primarily focuses on proposal concept, including a brief description of the proposed activities and on organizational capacity. The TB REACH team will screen all submissions for eligibility, completeness, and a baseline level of technical viability. The PRC will then review all complete and viable proposals remotely (mid-January to Mid-February 2024). Based on the PRC feedback and decisions, applicant organizations will be short-listed and invited to Stage 2 of the application process.
- 7.3 Invited organizations will submit a detailed proposal during the Stage 2 process based on the concept submitted earlier. The TB REACH team will screen all submissions for completeness and a baseline level of technical viability. The PRC will then review all complete and viable proposals remotely (April-May 2024). Prior to meeting in person (end of May to early June 2024) to review all proposals, each proposal will be assigned to two / three reviewers for evaluation. Each proposal will be discussed by all PRC members during a plenary session during the in-person meeting, and as a result of these discussions, final funding recommendations will be made. The final list of grant recipients will be finalized taking into account the quality of the submissions, the funding available, geographical representation, and the stated aims of the Stop TB Partnership / TB REACH.
- 7.4 In collaboration with the TB REACH team, the PRC will produce and endorse a summary report on this review process, which will include the analysis of the review and a recommended list of proposals detailing the overall funding envelope and their target/expected impact.

The Executive Committee of the Stop TB Partnership's Coordinating Board will then review and approve the PRC's funding recommendations.

## **8. Compensation**

- 8.1 Serving PRC Members will receive an honorarium for services provided during Wave 11, in addition to travel expenses. The amount of honorarium will be determined in accordance with UNOPS policies (<https://jobs.unops.org/Pages/About/WhatWeOffer.aspx>)
- 8.2 TB REACH will cover an economy class airfare and provide per diem for PRC members to attend in-person PRC meetings. PRC members will be responsible for obtaining any vaccinations and visas and health insurance which may be necessary for this travel. The Stop TB Partnership will provide visa support letters as needed.

The Stop TB Partnership's TB REACH initiative was established in 2010 through the generous support of Government of Canada. Since then, TB REACH has benefited from additional funding from the US Agency for International Development (USAID), the UK's Foreign Commonwealth Development Office (FCDO), Unitaid, and the Bill and Melinda Gates Foundation.

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