

Expression of Interest (EOI)
SAATHII Call for Applications

Selection of Sub-Recipient (SR) under GFATM-Supported HIV Project

EOI code: SAATHII/ GFATM/ SR-TN/EOI/1025/665

1. IMPORTANT DATES

No	Particulars	Due Date
1	Date of EOI Issue	19th October 2025
2	Last date to seek clarifications	25 October 2025
3	Sending responses to the clarifications (to be posted on Devnet jobs website)	28th October 2025
4	Closing Date for Submission of Eoi hardcopy and softcopy	10th November 2025, 18.00 hours

1.1 Email ID to seek clarification: tnsreoi2025@saathii.org

1.2 Address for Submission of EOI

1.2.1 Hard copy applications are to be submitted to the following address in sealed envelope super-scribing on top “Eoi for Tamil Nadu SR under GF HIV grant, _____” (*put the name of the applicant*)

Address: Procurement Department, SAATHII, New No. 30 (Old No. S-23), 35th Cross Street, Besant Nagar, Chennai 600090, Tamil Nadu, India, Landline (+91 44) 2440 3947/3663.

1.2.2 Soft copy applications are to be submitted to tnsreoi2025@saathii.org, with the subject line “Eoi for Tamil Nadu SR under GF HIV grant, _____” (*put the name of the applicant*)

Note: The applicant should submit both hard and soft copies of the duly filled application along with relevant supporting documents. Please ensure that all the pages are numbered in sequence in both soft copies and hard copies. In addition, the hard copies of the documents should be signed by authorized representative of the organization, on each page.

2. BACKGROUND

About SAATHII: Solidarity and Action against the HIV Infection in India (SAATHII), a registered non-profit organization, was founded with a vision for universal access to healthcare, justice, and social welfare for socio-economically marginalized women and children, communities impacted by the HIV/AIDS and TB epidemics, and groups marginalized on account of their sexuality and/or gender identity in India. Headquartered in Chennai, with nine branch offices across the country, SAATHII works towards universal access through information dissemination, networking, operational research, advocacy, training, and other technical assistance.

About the Project and Call for Sub-Recipients: SAATHII has been chosen as one of the primary recipients of the Global Fund's HIV programs for 2024-27. In this role, SAATHII will assist the National AIDS Control Program (NACP) in meeting the UNAIDS fast track goals of 95-95-95 by expanding its new model for a comprehensive continuum of care, from prevention to treatment, which will include

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- a. Strengthening and expanding Care and Support Centers (CSC 2.0), including the Elimination of Vertical Transmission of HIV and Syphilis (EVTHS).
- b. Strengthening and expanding integrated HIV, tuberculosis, STI, syphilis, and viral hepatitis interventions among incarcerated individuals

Furthermore, this initiative will strengthen community systems and encourage community partners (key and affected population organizations and networks) to be involved in design, implementation, innovation, and monitoring, resulting in increased community ownership and reduced stigma.

SAATHII is implementing the project in ten states and union territories (Tamil Nadu, Kerala, Andaman and Nicobar Islands, Puducherry, Karnataka, Andhra Pradesh, Telangana, Haryana, and Punjab) through five SR partners.

SAATHII is seeking applications from suitable organizations to serve as Sub Recipient (SR) for the geographical cluster - Tamil Nadu, Kerala, Puducherry, Andaman & Nicobar, Lakshadweep.

The selected SR will be managing existing 16 Global Fund Supported SSRs in Tamil Nadu, and they will also be providing technical support to domestic budget supported CSCs in Tamil Nadu, Kerala and Puducherry.

The selected SR will also be entering into contractual agreements with the existing 16 Global Fund Supported SSRs in Tamil Nadu. Presently these SSR have contractual agreements with SAATHII for implementation of this project in Tamil Nadu.

A detailed list of activities to be carried out under each component, as well as the Sub-Recipients' roles and responsibilities, is provided below.

A. Strengthening and Expansion of Care and Support Centers (CSC 2.0) including EVTHS

The national program proposes transforming the current CSC to improve care and support services for priority PLHIV subgroups, as well as incorporating the EVTHS care cascade in accordance with NACO's revised strategy for meeting the second and third 95 UNAIDS fast-track targets. To strengthen care and support services, the project will work with both public and private ART centers to provide tailored care to the following priority PLHIV subgroups (including but not limited to):

Priority Groups to be Targeted through CSC 2.0	
S. No.	Priority Group
1	Newly diagnosed PLHIV not linked to ARTC within 7 days (ICTC to ART linkage loss)
2	PLHIV Newly Initiated on ART
3	PLHIV with CD4 <200 Cells/mm
4	Lost to Follow Up (Pre-ART and on-ART LFU)
5	PLHIV with TB

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6	PLHIV Initiated on 3rd-Line ART
7	Eligible for HIV test under index testing strategy – Family members, spouse, sexual/injecting partners, biological children of PLHIV, and biological parents of CLHIV/ALHIV (more than 18 months and <19 years of age)
8	PLHIV Overdue for Viral Load Testing
9	PLHIV with Unsuppressed Viral Load
10	Pregnant Women Living with HIV (PWLHIV) with 32-36 weeks VL
11	HIV Exposed Infants (HEI) 6 weeks, 6 months, 12 months and 18 months.
12	PLHIV with unstable/uncontrolled co-morbidities (other than TB)

The project will also help to achieve the national EVTHS goal by providing a comprehensive cascade of services to HIV-positive pregnant and lactating women, as well as exposed infants, in accordance with national EVTHS guidelines. The cascade services include peer counseling, ART adherence monitoring, spouse testing, institutional births, post-delivery services, ARV prophylaxis, cotrimoxazole preventive therapy, infant feeding guidance, early infant diagnosis, family planning services, and syphilis-reactive positive pregnant women follow-up. The program will extend primary prevention efforts among adolescents and youths through collaborations with Rashtriya Kishor Swasthya Karyakram, and the Youth Affairs Department of SACS.

Under the CSC 2.0 and EVTHS components, the SR will be responsible for

- a) Providing technical support to the existing Sub Sub Recipients (SSRs) for implementing both the CSC 2.0 and EVTHS activities according to the national and project guidelines, including (but not limited to) supporting the SSRs for the following activities.
 - i. Staff recruitment and training
 - ii. Coordinating with various HIV testing and treatment facilities
 - iii. Stakeholder coordination and management (SACS, CMO, DAPCU, DPM, DISHA, DTO, others)
 - iv. Organizing Support Group Meetings (SGM) and Experience Sharing Meetings (ESM) in the field
 - v. Increasing beneficiaries' access to social protection schemes
 - vi. Data collection, compilation, analysis, and reporting
 - vii. Data verification and validation
 - viii. Conducting review and planning meetings
 - ix. Strengthening SSR's financial systems

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- b) Selection of new SSRs in consultation with PR and SACS, in case there is requirement for replacement of SSRs
- c) Monitoring the performance of the SSRs
- d) Adhering to statutory and donor compliance, as well as financial standards for all programmatic payments and expenses, to prevent fraud.
- e) Promoting cross-learning and replication of best practices across all its SSRs
- f) Forming the State Oversight Committee (SOC) and holding its regular meetings
- g) Advocating for addressing the stigma and discrimination faced by people living with HIV
- h) Coordinating with SACS to ensure an uninterrupted supply of ART drugs.
- i) Selection of

B. Strengthening and expanding integrated HIV, tuberculosis, STI, and hepatitis interventions among incarcerated individuals

To reduce new infections among incarcerated populations, the project will employ a variety of approaches for comprehensive prevention education on sexual health, HIV, TB, STI, syphilis, and Viral hepatitis (VH), their routes of transmission, harm reduction and other prevention methods, and mental health issues. These strategies will be tailored to specific population groups, with an emphasis on early screening and treatment initiation.

The interventions will use different strategies for disease prevention and screening based on (i) inmate load, (ii) HIV positivity rates, and (iii) the availability of functional testing facilities and health care providers inside those prisons and other closed settings (P&OCS). The project will provide the comprehensive services in accordance with international (UNODC, WHO) and national (HIV/AIDS Act of 2017, Technical Guidelines) protocols to protect the rights and improve health access of incarcerated populations

Under this component, the SR will be responsible for:

- a) Selection and training of project personnel
- b) Selection and training for Prison Peer Volunteers (PPV)
- c) Provision of comprehensive prevention education to the inmates of P&OCS on sexual health, HIV, TB, STI, syphilis, and VH, using customized IEC materials
- d) Provision of differentiated health service delivery (disease specific screening and testing, treatment linkages, and mental health services) to inmates of P&OCS
- e) Providing technical support to the P&OCS for implementing the project activities according to the national and project guidelines.
- f) Strengthening HIV, tuberculosis, STI, syphilis, and viral hepatitis testing and treatment through collaboration among prisons, NACP, NTEP, and Viral Hepatitis programs.
- g) Coordination with stakeholders, including the prison, WCD, and SJE departments; police; STO; SVHCP; district level authorities; and others.

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- h) Sensitization of P&OCS Officials
- i) Training P&OCS Healthcare Providers (HCP)
- j) Coordinating with local DLNs to hold support group meetings for PLHIV inmates within P&OCS, as well as providing HIV services to HIV+ inmates' families and tracking released inmates.
- k) Coordination with relevant authorities to connect released PPVs, HIV+ inmates, and their family members to livelihood, employment, and/or social protection services.
- l) Improving access to social protection schemes for prisoners and their families.
- m) Ensure that all post-release inmates receive appropriate prevention and treatment services.
- n) Data collection, verification, validation, compilation, analysis, and reporting.
- o) Organizing review and planning meetings
- p) Adhering to statutory and donor compliance, as well as financial standards for all programmatic payments and expenses, to prevent fraud.
- q) Promoting cross-learning and replication of good practices across all P&OCS.
- r) Formation of the State Oversight Committee (SOC) and holding its regular meetings
- s) Coordinating with SACS and STO to ensure continuous supply of kits, commodities, and medication for HIV and TB screening and treatment.

C. Community System Strengthening

Community involvement in the HIV response in India is critical to meeting targets and fulfilling India's commitment to end AIDS by 2030. Community networks and organizations are uniquely positioned to interact with affected communities, respond quickly to their needs and problems, communicate with vulnerable and affected groups, monitor program implementation, and advocate for socio-legal benefits.

SAATHII will engage closely with HIV-affected and vulnerable community groups for the following purposes:

- (i) Build community ownership of the national program and strengthen the capacity of CBOs and Community Champions (identified in current phase under CSS initiative) for advocacy, monitoring and implementation
- (ii) Strengthen and sustain an enabling environment through community-led monitoring, policy discussions, and advocacy
- (iii) Establish and strengthen networking, coordination, and partnerships among stakeholders, including government departments, and civil society organizations.

Under this component, the SR will be responsible for

- a) Stakeholder coordination and management (SACS, CMO, DAPCU, DPM, DISHA, DTO, among others)
- b) Forming the State Oversight Committee (SOC) and holding its regular meetings

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- c) Establishing and strengthening District Community Resource Groups (D-CRGs)
- d) Training of Community Champions (CC)
- e) Supporting CC in Community Led Monitoring (CLM) at various HIV service delivery points. The CC will collect feedback from beneficiaries regarding the accessibility, availability, and quality of services.
- f) Ensure that CLM visits are carried out in accordance with agreed-upon plans, and that CLM data is properly collected, compiled, and reported to District Community Resource Groups (D-CRGs)..
- g) Ensure periodic meetings of D-CRG.
- h) Assist the D-CRG in addressing cases of stigma and discrimination
- i) Support the D-CRG in improving the quality of services at various HIV service delivery points
- j) Establishing, strengthening, and registering State Level Networks (SLN) for Key Populations (KP) and PLHIV groups
- k) Ensure periodic meetings of the SLNs.
- l) Advocating to improve beneficiaries' access to social protection schemes.
- m) Data compilation, analysis, and reporting of CLM visits and D-CRG and SLN meetings
- n) Adhering to statutory and donor compliance, as well as financial standards for all programmatic payments and expenses, in order to prevent fraud

3. DISCLAIMER / POTENTIAL MODIFICATIONS:

Please be advised that the components outlined above and associated details provided herein may be subject to change, modification, or deletion based on ongoing discussions with various stakeholders. We expect your understanding and flexibility regarding any adjustments that may be necessary to accommodate evolving circumstances and requirements.

4. SR SELECTION PROCESS

Interested organizations can submit their proposals as per the EOI format. NGOs/CBOs are eligible to apply, and CBOs are encouraged to apply. The details of the steps involved in the selection process, including the eligibility criteria, submission of the EOI application, evaluation of the proposal, shortlisting based on scores, capacity assessment, and reference checks, are explained below.

4.1 Eligibility Criteria:

Only organizations that meet the following eligibility requirements will be considered for the selection process.

- 4.1.1 Organizations should be registered as a Society, Trust or Section 8 Company with a valid registration certificate. If any registration requires renewal, it should be completed to maintain eligibility. Submit a copy of the registration certificate (self-attested)

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- 4.1.2 Organizations should be registered under the DARPAN portal of NITI AAYOG
- 4.1.3 Organizations should have valid permanent registration under Section 12AB and 80G of the Income Tax Act, and documents for the same need to be submitted. If any organization has only got provisional registration and have already applied for permanent registration under section 12AB and 80G, then the organization will have to submit a copy of the provisional 12AB and 80G registration certificate, along with the duly acknowledged forms by the competent authority. However, organizations must have valid permanent registration under 12AB and 80G at the time of notifying them for their selection as SR under this EOI. In case an organization fails to produce valid permanent 12AB and 80G registration at the time of notification of their selection, they will be considered ineligible and the next highest scoring organization having valid permanent 12AB and 80G registration will be considered for notifying as selected SR organization under this EOI.
- 4.1.4 In addition, Medical Relief must be one of the objectives of the organization as per their registration document.
- 4.1.5 Organization must have all other statutory requirements/registrations, as applicable.
- 4.1.6 Organizations must have a minimum turnover of Rs. 3 Crores (in case of NGOs) and Rs. 1.5 Crores (in case of CBOs), in any one year during the last three consecutive financial years (2022-23, 2023-24 and 2024-25)
- 4.1.7 Organizations should have successfully completed statutory audits for the last three consecutive financial years (2022-23, 2023-24 and 2024-25). The organization must submit copies of the last three years' audit reports, as well as management letters/recommendations.
- 4.1.8 Organizations must have successfully filed their income tax (IT) returns for the previous three financial years (2022-23, 2023-24 and 2024-25). The organization must submit copies of the last three years' IT returns.
- 4.1.9 The organization must have at least five years of successful experience implementing HIV/AIDS and/or public health programs, including collaboration with SACS, DAPCU, and PLHIV groups and networks. Please use the **Annexure 7** template to provide information about the organization's HIV and public health projects, as well as the donors who funded them. Please also provide evidence of those projects in the form of a project award letter, release order, or donor letter.
- 4.1.10 Organizations should have at least three years of experience working in the state they are applying for.
- 4.1.11 Organization must have experience of sub-grantee management
- 4.1.12 Organizations should not be blacklisted by government agencies or donor agencies. A written declaration stating that the organization has never been blacklisted by government agencies or donor agencies must be submitted
- 4.1.13 **Joint applications are not accepted / Submission of Independent Applications:** The [ORGANIZATION NAME] will not entertain any joint applications from multiple organizations

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or CBOs (community-based organizations) and NGOs (non-governmental organizations). Each applicant must submit their Expression of Interest (EOI) independently, without any joint or collaborative submissions.

Note: In case the registration certificates or any other documents are in vernacular languages, please provide a translated version in English, duly attested by a Notary Public.

4.2 SR SELECTION STEPS:

- 4.2.1 **Application procedure:** Eligible agencies can apply by completing the Expression of Interest (EOI) form and submitting it in both hard and soft copies (as specified on Page 1). Please ensure that all the pages are numbered in sequence in both soft copies and hard copies. In addition, the hard copy documents should be signed by authorized representative of the organization, on each page
- 4.2.2 **Clarification from the potential applicants:** In case of clarifications, please write to the email address tnsreoi2025@saathii.org no later than **25th October 2025**. SAATHII will post the response to the valid queries received from the potential applicants on Devnetjobs website on or before **28th October 2025**.
- 4.2.3 **Shortlisting and selection process:** SAATHII would constitute “SR Selection Committee (SSC)”, which will evaluate each application using the scoring criteria and supporting documents provided by the applicant. Based on requirements, the SSC may ask for additional documents or information from the applicants
- 4.2.4 **Evaluation and scoring parameters:** The “SR Selection Committee” would evaluate and score all the applications on a scale of 100 points. All the applications will be evaluated in the following areas:

Organizational Capacity	35 points
Experience in Grant Management	20 points
Experience with HIV program	20 points
Technical proposal	25 points

- 4.2.5 **Shortlisting:** The “SR Selection Committee” will shortlist up to three highest scoring applicants for further evaluation through capacity assessment and reference check process outlined below in clause 4.2.6 and 4.2.7 respectively.
- 4.2.6 **Capacity assessment process:** Applicants shortlisted under clause 4.2.5 will have to undergo a rigorous capacity assessment process. The process will include submitting additional information and documents, as well as SAATHII's assessment team visiting the shortlisted applicant's organizational office. The assessment visits to the next ranked organizations will be conducted based on the SR Selection Committee's needs.

The capacity assessment is carried out through one or more visits to the applicant's registered office or branch office, depending on the requirements. SAATHII will do its best to

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schedule the assessment visits on dates that are convenient for both the assessment team and the applicant organization. However, in order to complete the SR selection process on time, the assessment team may be required to conduct assessment visits on weekends or holidays. Prior to the start of the capacity assessment visit, the assessment team will send a detailed checklist to the shortlisted applicants, requesting it to provide detailed information about their organization's structure and governance, program and finance management systems, completed and ongoing projects, and other organizational details, etc. Additionally, during the assessment visits, the assessment team may request the applicant to provide additional information / documents. During the capacity assessment visit, the assessment team may also request for a meeting with the senior leadership and key personnel of the applicant. Shortlisted applicants must be willing to provide the necessary support and cooperation.

- 4.2.7 **Reference Check process:** In addition to the capacity assessment visits, reference checks will be conducted for the shortlisted applicants. Please provide contact details of your organization's three current or past donors for reference check, as detailed in **Annexure 2**.
- 4.2.8 Based on the results of the capacity assessment and the reference check, the most suitable applicant will be selected as the SR.
- 4.2.9 SAATHII is targeting to complete the selection of the SR by end November / early December 2025. The selected SR will have to implement the project with the existing 16 Global Fund Support SSRs of Tamil Nadu.
- 4.2.10 The SR Selection Committee's decision will be considered final and binding. Attempts by any applicant Organization or third party to influence the SR Selection will be viewed negatively and result in the relevant application(s) being summarily rejected
- 4.2.11 SAATHII reserves the right to modify or change the above-mentioned processes and steps based on evolving circumstances and requirements.
- 4.2.12 SAATHII reserves the right to cancel the EOI without sharing the details with the applicant Organization and also has the right to restart or stop the process, based on the requirements and circumstances
- 4.2.13 SAATHII will sign the contract with the selected applicant, and the SR contract will be as per the Global Fund guidelines

5. PROCESS OF APPLICATION

- 5.1 Each applicant must submit the application in the prescribed format provided in **Annexure 1**.
- 5.2 The applicant must ensure that all required proof/evidence documents, as specified in **Annexure 9**, are attached and properly referenced in the EOI form. If any requisite documents are not attached, then the application will be rejected
- 5.3 In addition to the EOI (**Annexure 1**), the annexures listed from **2 to 8** must be duly filled out and submitted by the applicants.
- 5.4 The applicant must ensure that the information provided in the EOI form matches the

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submitted evidence documents.

6. GENERAL TERMS AND CONDITIONS OF THE EOI:

6.1 Corrupt and Fraudulent Practices:

- (i) The Applicant(s) and their respective officers, employees, representatives, and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this EOI, SAATHII shall reject a proposal without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an representative / agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) during the selection process.
- (ii) SAATHII will declare the applicant ineligible or blacklist, either indefinitely or for a stated period, to be awarded a Contract by SAATHII if it at any time determines that the applicant has engaged in the Prohibited Practices in competing for, or gross/deliberate negligence in executing the contract.
- (iii) SAATHII reserves the right not to conclude the contract. If a contract has been issued, terminate the same, if found to be obtained by any misrepresentation, concealment, and suppression of material facts by the applicant.
- (iv) The applicants must submit a declaration of code of integrity per the form given in **Annexure 5** of the EOI.

6.2 Conflict of Interest:

- (i) The Applicant and their respective Officers, Consortium/Joint Venture partners, employees, representatives, and advisers shall not have a Conflict of Interest with SAATHII.
- (ii) A Conflict of Interest is defined for this EOI as a close professional, personal or familial relationship with staff member(s) of SAATHII who are: (i) directly or indirectly involved in the preparation of the EOI documents or specifications of the Contract, and/or the Evaluation process of such Contract; or (ii) likely to be involved in the implementation or supervision of such Contract.
- (iii) The Applicants must submit a declaration on not having any Conflict of Interest as per the Form given in **Annexure 6** of the EOI. Any applicant found to have a Conflict of Interest shall be disqualified

6.3 Confidentiality:

- (i) SAATHII and the Applicant shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with this EOI, whether such information has been furnished prior to, or during the evaluation and selection of the Applicant.
- (ii) SAATHII shall not use such documents, data, and other information received from the applicant for any purposes unrelated to this EOI. Similarly, the applicant shall not use such documents, data, and other information received from SAATHII for any purpose other than

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this EOI.

6.4 Copyright:

The copyright in all documents, and other materials containing data and information furnished to SAATHII by the Applicant herein shall remain vested in the Applicant, or, if they are furnished to SAATHII directly or through the Applicant by any third party, the copyright in such materials shall remain vested in such third party.

6.5 Dispute Resolution:

6.5.1. Conciliation:

Disputes between the parties shall first be submitted for Conciliation. The procedure outlined in the Arbitration and Conciliation Act, 1996 shall be followed.

- (i) The party initiating conciliation shall send to the other party a written invitation to conciliate. Conciliation proceedings shall commence when the other party accepts in writing the invitation to conciliate. If the other party rejects the invitation or does not reply within seven days from the date of invitation, there will be no Conciliation Proceedings.
- (ii) There shall be one Conciliator
- (iii) When it appears to the Conciliator that there exist elements of a settlement, which may be acceptable to the parties, s/he shall submit them to parties for their observation. S/he may reformulate the terms of a possible settlement in the light of their observations.
- (iv) If the parties reach agreement of the dispute, they may draw up and sign a written settlement agreement. They may request the Conciliator to draw up or assist them in drawing up the settlement agreement.
- (v) If settlement agreement shall have the same status and effect as if it is an arbitral award on agreed terms on the substance of the dispute rendered by an Arbitral Tribunal.
- (vi) If a settlement does not appear possible, the Conciliator, after consultation with the parties, will give a written declaration that further efforts at Conciliation are no longer justified and the Conciliation Proceedings are terminated.

6.5.2 Arbitration:

- (i) When Conciliation Proceedings have become redundant or have been terminated, the party, which initiated the Conciliation, shall refer the dispute for Arbitration. The reference to Arbitration should be made within 14 days of the termination of Conciliation Proceedings.
- (ii) The Arbitration shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996. A Sole Arbitrator will be appointed. The decision of the Arbitrator shall be final and binding on both parties.

The Arbitration proceedings will be held at Chennai. Any legal dispute will come under the sole jurisdiction of courts in Chennai.

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Annexure 1: EXPRESSION OF INTEREST (EOI) FORM

A. Applicants Basic Information

No.	Details	Responses in detail
A.1	Name of the organization and its date of establishment (please attach a copy of the registration certificate)	
A.2	List of Offices and Addresses (Registered office address and branch or field office address(es) [please attach proof of address(es)])	
A.3	Please provide the contact information (name, designation, email address, and phone number)	
A.4	Please provide information about each of your current board members (name, educational qualifications, gender, nationality, designation and duration, occupation, relationship with other board members, email address, and phone number)	
A.5	Please provide the organogram of your organization	
A.6	Does the organization have any affiliations with political parties? If yes, please provide details.	
A.7	Please provide the details of staff employed in your organization in the current financial year • Total number, male, female, and transgender • Full time salaried staff • Part-time salaried staff • Consultants • Volunteers / Interns	

B. ORGANIZATION CAPACITY (Governance, Finance, Human Resources, and Compliances) (35 points)

No.	Details	Responses in detail
B.1	Does your organization have a valid FCRA registration?	
B.2	Does your organization publish annual reports? <i>(If yes, please provide copies for the last three years: 2022-23, 2023-24, and 2024-25).</i>	

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No.	Details	Responses in detail
B.4	Does your organization have a written conflict of interest policy? <i>(If yes, please share the policy and date of introduction)</i>	
B.5	Does your organization have a risk management policy/system? Does the organization maintain a Risk Register for programmatic and financial / fiduciary risks? <i>(If yes, please share a write-up and the Risk Register)</i>	
B.6	Does your organization have written inclusive and non-discriminatory workplace policies that ensure confidentiality and provide a transparent, non-discriminatory, and gender-just environment for employees? <i>(If yes, please share a copy of the policy and date of introduction)</i>	
B.7	a) Does your organization have a written policy in place to prevent sexual harassment of women in the workplace? b) Do you have a policy in place to protect against sexual exploitation and abuse (PSEA), which includes child protection? <i>(If yes, please share copies these policies documents and date of introduction.)</i>	
B.8	Does your organization have written gender-related policies? <i>(If yes, please share the policy and date of introduction.)</i>	
B.9	Does your organization have a policy in place for program management and monitoring and evaluation systems, including data management? <i>(If yes, please attach a copy of the policy, date of introduction, SOP document, or its relevant sections.)</i>	
B.10	Please provide information about any legal cases filed against your organization, Board of Directors, or Managing Committee. <i>(If yes, please provide details and the current status for all such cases. Prior to your formal appointment as an SR, you must file an affidavit confirming the status of legal cases)</i>	
B.11	Please provide information about any legal cases filed by your organization (if any). <i>(If yes, please provide details and current status of all such cases.)</i>	

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B.12	Does your organization have the following registrations? . Tax Deduction and Collection Account Number (TAN) . Employees' Provident Fund Employee State Insurance (ESI) registration	
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No.	Details	Responses in detail
B.13	Does the state in which you are registered and are currently operating require professional tax (PT)? If yes, is your organization registered with PT? (If yes, <i>please provide copies of the registration.</i>)	
B.14	Is there a written administration and financial management policy and standard operating procedure in your organization? (If so, <i>please provide the date of introduction and copies of both the Policy and SOP.</i>)	
B.15	How many members have to sign cheques or approve online bank transitions jointly? Is there a transaction limit where only specific designated signatories can sign cheques or approve online transactions? (<i>Please provide a detailed write-up of the banking operations authorization matrix.</i>)	
B.16	Does your organization have an asset management policy? (If yes, <i>please provide the date of introduction and a copy of the policy.</i>)	
B.17	Does your organization have a human resource (HR) policy? (If yes, <i>please provide the date of introduction and a copy of the policy.</i>)	
B.18	Does the organization have a written travel policy? (If yes, <i>please submit the date of introduction and a copy of the policy.</i>)	
B.19	Does your organization have a written procurement policy? (If yes, <i>please provide the date of introduction and a copy of the policy.</i>)	

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B. 20	A. Did you manage sub-grantees or sub-recipients? B. If yes, please provide details on number of sub-grantees managed, amounts of funds disbursed to each sub-grantee annually, and performance of the sub-grantee (as evidence, please provide copies of the sub-grantee contracts / agreement / MoU / award letter and progress reports / RDQA / OSDV reports, etc..) Do you have sub-grantee management guidelines? If yes, please enclose the guidelines.	
B.21	List all audits conducted in the last three years, including statutory and donor audits, audit observations, and corrective actions taken on each observation.	

No.	Details	Responses in detail
B.22	Does your organization have an internal auditor designated to conduct internal audits? <i>If yes, provide the internal audit report for the last three years (2022-2023, 2023-2024, and 2024-2025), and list the audit observations and corrective actions taken on each of them.</i>	

C. Grant Management Capacity (20 Points)

No.	Details	Responses in detail
C.1	Please provide the organization's turnover in the last three financial years using the table below.	
	FY	Turnover
	22-23	
	23-24	
	24-25	
C.2	Include a list of projects, donors, total grant budget, and thematic areas (HIV, TB, MCH, NCD, Health Systems strengthening, etc.) for the previous five years (2019-2024). <i>(Please share the required information as per the template in Annexure 7)</i>	

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C.3	A. List the states where the organization has implemented projects over the last three financial years. B. List the Organization's three largest (Non-Global Fund) projects in the last three financial years, and their programmatic targets and quantitative achievements. <i>(For each project, please complete this information using the template in Annexure 8.)</i> C. <i>List the observations made by donors and the actions taken in response to the letter (please submit management letters and proof of rectification).</i>	
C.4	A. List the organization's GFATM funded projects in the last three years in the roles of PR, SR or SSR, along with the implementation period, geography, their programmatic targets and quantitative achievements. <i>(For each project, please complete this information using the template in Annexure 8.)</i> B. List the observations made by PR, SR, GFATM, CCM Oversight Committee, and government and the actions taken in response to the letter (please submit management	

No.	Details	Responses in detail
	letters and proof of rectification). <i>(Please submit performance report and acknowledged by donor / OSDV report / RDQA report / other communication with donors, etc)</i>	
C.5	Provide the budget vs. expenditures for the organization's top three projects over the past three years. <i>(Please provide an expenditure report that has been submitted and acknowledged by the donor, as well as any management letters or other communication sent by the donors.)</i>	

D. EXPERIENCE WITH HIV PROGRAMS (20 Points)

No.	Details	Responses in detail
D.1	List all HIV-related projects implemented in the last three years and their key achievements. (please submit proof, such as donor agreements, award letters, etc.) (Please refer to Annexure 8)	

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D.2	Experience in implementing HIV-related projects in the applied state(s) in the last 5 years: <i>please share the number and percentage of districts where the organization has implemented projects (directly and/or through partners).</i> <i>(Please submit evidence documents such as project reports submitted to and acknowledged by donors, grant award letters, or any other communication with donors / stakeholders, etc.)</i>	
D.3	Briefly describe your organization's experience of working with People Living with HIV (PLHIV) and HRG (PWID, FSW, MSM, TG) in the last 5 years. <i>(Please submit evidence documents such as project reports submitted to and acknowledged by donor, grant award letters, or any other communication with donor / stakeholders, etc.)</i>	
D.4	Briefly describe your organization's experience of working on the following thematic areas in the last 5 years – 1. Care Support and treatment for PLHIV 2. Elimination of Vertical Transmission of HIV and Syphilis (EVTHS) 3. Intervention for Incarcerated populations 4. Engagement with Red Ribbon Clubs, and 5. Community Systems Strengthening <i>(Please submit evidence documents such as project reports submitted to and acknowledged by donors, grant award letters, or any other communication with donors / stakeholders, etc.)</i>	

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E. TECHNICAL PROPOSAL (25 points)

Section1: Contact Information of the Organization

Contact information of the Organization		
Details	Primary Contact	Secondary Contact
Name		
Designation		
Mailing Address		
Telephone		
Mobile		
E-mail address		
Organization website URL		

Section 2 – Details of Proposed Technical Proposal

(This should not be more than 12 pages. Please use font 'Arial' size – 11)

1. Proposed Geographical areas (SR)

2. Background: Clearly indicate the current situation of HIV in your proposed geographies, detailing the gaps and inequalities **(Half page)**

3. Objectives: State the purpose and objectives of the proposal **(12-15 lines)**

4. Target Population: Describe the target population for your proposal (Applicants are not required to submit specific targets. However, the applicant shall prepare the proposal based on their understanding, experience and the secondary data available publicly) **(10-12 lines)**

5. Methodology: Please submit a short write-up outlining how your organization (if selected) will prepare itself to be implementation-ready in the role of SR. In the write-up, please detail your organization's plan for the following aspects: (a) Staff hiring and training; (b) Coordination with SACS and other relevant stakeholders; (c) Plan for implementing Care Support and treatment for PLHIV; (d) Plan for implementing EVTHS intervention; (e) Plan for implementing Intervention for Incarcerated

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populations; (f) Plan for implementing Community Systems Strengthening; (g) Mitigation strategies for anticipated internal and external challenges and risks for each component **(6 pages)**

6. Monitoring and Evaluation framework: Briefly outline how you propose to monitor and evaluate the project **(One page)**

7. Self-assessment of the applicant organization: Please indicate the organization's strengths, including sub-grant management, government relationships and internal control systems, that make it best suited to implement the project **(One page)**

8. Equitable Access: Describe how the principle of equity will be ensured in your proposal, particularly gender equity, support for marginalized and key affected populations, etc. **(8-10 lines)**

9. Linkages to Grants from Other Donors: Please describe how this project is linked to your other ongoing projects **(8-10 lines)**

10. Financial Controls and Fiduciary Management: Briefly describe your financial internal control environment and explain how fiduciary management of any grant funds is maintained including sub-grantee management **(One page)**

Note: Applicants are not required to submit a budget along with the technical proposal. However, the applicant organization shall prepare the proposal based on their understanding and experience, which includes high impact and cost-effective strategies, outlining the required resources, and associated activities.

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Annexure 2: Contact Details for Reference Check

Please provide the contact details of your organization's three current or past donors for reference. In case the applicant has less than three donors, then they can provide contact details of stakeholders for reference. SAATHII reserves the right to request for contact details of additional current or past donors or stakeholders for reference purposes.

Details	Referee 1	Referee 2	Referee 3
Name of the Donor			
Name of the contact person			
Designation			
E-mail ID			
Phone / Mobile Number			
Name of the project funded by the donor			

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Annexure 3.1: Declaration

(To be issued on organization Letterhead)

Declaration

The details and information provided in this application form and the documents attached are true and correct to the best of my knowledge and belief. In case any of the information / details provided or documents attached are found to be incorrect, the application can be rejected without assigning any reasons thereto.

For Organization/Institution

Authorized Signatory Name

Designation

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Annexure 3.2: DECLARATION FOR NOT BEING BLACKLISTED

(To be issued on organization Letterhead)

We, [Name of the applicant], having our registered office at [Office address], do hereby declare that our Organization is not Blacklisted / Barred: The Applicant should not have been blacklisted/barred by any Central Government or State Government or PSU or any local or international Donor

For Organization/Institution

Authorized Signatory Name

Designation

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Annexure 4: Letter of Authorization to be signed and submitted with the proposal
(To be issued on organization Letterhead)

Authorization to sign documents related to EOI No. XXX

Date: / /

I, [Mr./Ms.][Full Name], holding the position of [Designation] at
... [Organization Name]. Our organization is keen on submitting a proposal to SAATHII
for the EOI No. XXXX, following the application submission guidelines.

In this regard, I hereby grant authorization to [Mr./Ms.] [Authorized Person's Full
Name and Designation] to submit the proposal and sign all necessary documents. I acknowledge
that I am fully responsible for any consequences that may arise from the actions of signing and
submitting the documents by [Mr./Ms.] [Authorized Person's Full Name].

Signature

Name of the Signatory

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Annexure 5: Code of Integrity

(To be issued on organization Letterhead)

Disclosure of Code of Integrity

We undertake to act with utmost integrity and will desist from the following:

- a) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- b) Any collusion, EOI rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- c) Improper use of information provided by SAATHII to the Applicant with an intent to gain unfair advantage in the procurement process or for personal gain.
- e) Any financial or business transactions between the Applicant and any official of SAATHII related to EOI or later execution process of Contract, which can affect the decision of SAATHII directly or indirectly.
- f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) Obstruction of any investigation or auditing of a procurement process.
- h) Making false declarations or providing false information for participation in a bid process or to secure a contract.

For Organization/Institution

Authorized Signatory Name

Designation



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Annexure 6: Disclosure of Conflict of Interest

(To be issued on organization Letterhead)

Disclosure of Conflict of Interest

We hereby declare that we do not have any Conflict of Interest with SAATHII, as defined in Section 6.2 of the EOI. If this declaration is found to be false, we understand that we are liable for disqualification and/or further action as per terms and conditions of this EOI.

For Organization/Institution

Authorized Signatory Name

Designation

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Annexure 7: Details of the Key Projects implemented in the last five years

(Add more columns as per requirement)

Project Details	Project 1	Project 2	Project 3	Project 4
Name of the project				
Donor				
Overall project Budget				
Fund Received in FY 22-23				
Fund Received in FY 23-24				
Fund Received in FY 24-25				
Thematic Areas				
Geography				
Number of Sub-grantees				
Supporting documents (Yes/No)				

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Annexure 8: Please provide project-specific details in the following format for the three largest public health related projects and all HIV related projects in the last three years

Name of project	
Funding source and Project period	
Geographical area (states and districts)	
Objectives	
Target and Achievement	
Annual budget and expenditure	
Management Letter or Observations / Feedback letter provided by Donor / PR / External program evaluation	
Corrective actions detail for the above point	
Attach the supporting document for target and achievements	
Attach management letter or feedback or observations letter and the corrective actions	
Attach the evaluation reports	

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Annexure 9: Check List of mandatory documents and other requisite supporting documents to be submitted

No.	Documents list	Attached (Yes / No)
1	Copy of the valid registration certificate as a Society, Trust or Section 8 Company (self-attested)	
2	Copy of the Organization's bye-Laws/constitution	
3	Information about each of your current board members (name, educational qualifications, gender, nationality, designation and duration, occupation, relationship with other board members, email address, and phone number)	
4	Organization's registration details in the DARPAN portal of NITI AAYOG- Please attach a copy of the registration copy	
5	List of Offices and Address - register office address, and branch / field office address(es) (if any) [please attach proof of address(es)]	
6	Copies of 10AC and 10A and also a copy of their application for permanent registration	
7	Organization's Turn over details for the last three consecutive financial years (2022-23, 2023-24, 2024-25)	
8	Statutory audit reports (along with the management letters/recommendations) for the last three consecutive financial years (2022-23, 2023-24, 2024-25)	
9	Copies of the Income Tax filings for the last three consecutive financial years (2022-23, 2023-24, 2024-25)	
10	Please provide the details in Annexure 8 - for the HIV and public health projects implemented by the organization, and the donors who have funded those projects. Please also submit evidence of those projects in the form of the project award letter or release order or any letter from donor	
11	Declaration that all documents attached are true and correct - Annexure 3.1 Written declaration stating that government agencies or donor agencies have never blacklisted/barred the organization - Annexure 3.2	
12	Letter of Authorization to sign the declaration and the proposal submission- Annexure 4	

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13	EOI form with Sections A-D and Section E - Technical Proposal	
14	Contact details of three donors as References – Annexure 2	
15	Organization's following statutory documents 1. 12AB & 80G registration copy 2. FCRA registration 3. TAN registration 4. Professional Tax registration (if applicable) 5. Employees' Provident Fund registration 6. ESI registration	
Organizational policy and procedures related documents		
16	Organization Administration and Finance Policy and SOP	
17	List of bank signatories	
18	A detailed write-up of the banking operations authorization matrix	
19	Organogram <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
20	Asset management policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
21	Organization HR policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
22	Travel policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
23	Procurement policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
24	Conflict of interest policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
25	Risk management policy / system <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	

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26	Inclusive non-discriminatory workplace policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
27	Written policies on prevention of sexual harassment at workplace and protection from sexual exploitation and abuse including child protection <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	

No.	Documents list	Attached (Yes / No)
28	Gender related policy <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
29	Policy or SOP or write up on Program Management systems <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
30	Policy or SOP or write-up on M&E systems including data management <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
31	Policy on finance MIS and budget utilization <i>(If it is a separate document, please provide it. If it is part of Organization's overall policy handbook, please mention the page number)</i>	
Audit observations and legal case information		
31	List of legal cases filed by your organization (if applicable)	
32	List of legal cases filed against your Organization (if applicable)	
33	List of key audit observations, from external audits, in last three years, with details of corrective actions <i>(Audit reports and Management Letters, and Action Taken Report on the audit observations)</i>	
34	Details of internal audits and internal audit reports <i>(If applicant has system of internal audit)</i>	
Program Management and HIV Program Experiences		
35	Supporting documents of all projects in the last 5 years - Annexure 7 (linked to Sections C.2)	
36	Supporting documents for the projects listed in Sections C.3, C.4, and D.1 - Annexure 8	