

# TB REACH Wave 6

## Proposal Review Committee

### Terms of Reference

#### **1. Background**

The Stop TB Partnership's TB REACH initiative was established in 2010 with an initial five-year award from the Government of Canada. TB REACH provides grants to partners in lower-income and/or high TB burden countries to test innovative and well thought-out, yet unproven strategies and technologies for improving TB detection and service delivery on a large, programmatic scale. In line with the call to action outlined in the *Global Plan to End TB 2016-2020*, TB REACH grants aim to:

- Increase the number of people with TB who are diagnosed, treated and reported to National TB Programs (NTPs),
- Decrease the time it takes someone with TB to receive appropriate treatment, and
- Improve the outcomes of people started on anti-TB treatment.

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. National governments, the private sector and/or other donor agencies can then scale-up the successful approaches piloted by TB REACH to maximize their own investments and to accelerate progress in the fight against TB.

#### **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 recommendations for funding. The independent nature of the PRC, relative to the Stop TB Partnership / TB REACH, guarantees the integrity of an open and transparent application review and selection process. The TB REACH Wave 6 PRC members will serve a one-year term and have the following functions:

- Remotely review new Stage 1 proposals and make recommendations on which ones to reject and which to invite to submit a Stage 2 proposal (January/February 2018);
- Provide recommendations to successful Stage 1 applicants on how to strengthen their proposals and/or implementation plans for their Stage 2 submission;
- Participate in a meeting to review Stage 2 proposals and to make final funding recommendations in line with the criteria and objectives of TB REACH Wave 6; (Plan for 10-12 day in person meeting in April 2018)
- Remotely review a small number of Wave 5 continuation proposals and make funding recommendations in line with TB REACH's 'Transition to Scale Up' grants framework (June/July 2018);
- Provide detailed feedback via a standardized PRC Review Form regarding the quality of each Stage 2 and Wave 5 continuation proposals, including any clarifications or adjustments that are required for selected applications and the reasons for rejecting an application;
- Participate one in-person review meeting and up to five teleconference meetings; and
- In collaboration with the TB REACH team, prepare summary PRC reports which will be sent to the Executive Committee of the Stop TB Partnership Coordinating Board for approval.

### **3. Composition**

- 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. The Stop TB Partnership Secretariat will review the applications and nominate individuals to join the TB REACH PRC. Technical expertise, strategic relevance, language proficiency, gender balance and geographic representation will be taken into account when appointing individuals.
- 3.2 Individuals from the Stop TB Partnership, UNOPS and/or TB REACH's external monitoring and evaluation team may participate in PRC meetings, but will not be considered PRC members (i.e. no decision making powers in the application review or selection process).
- 3.3 The TB REACH PRC will be 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.
- 3.4 The TB REACH PRC meeting will be led by a Chair, selected by PRC members.
- 3.5 TB REACH PRC members will serve in an individual capacity, not as representatives of any organization by which they are employed.
- 3.6 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.
- 3.7 The Stop TB Partnership's Executive Director may at any time end the term of a PRC member by giving advanced written notice.
- 3.8 All TB REACH PRC members must sign UNOPS Confidentiality and No Conflict of Interest affidavits and declare any/all potential conflicts of interest before reviewing grant applications.
- 3.9 The working language of the TB REACH PRC will be English.

### **4. Operations**

- 4.1 TB REACH will employ a two-step application process for selecting new Wave 6 projects.
  - 4.1.1 Interested organizations must first submit a Stage 1 proposal which focuses on organizational capacity to implement TB-focused projects, the organization's ability and track record of delivering on fast-track timetables and a description of proposed activities. The TB REACH team will screen the Stage 1 submissions for eligibility and completeness. The PRC will then remotely review screened Stage 1 proposals. At least two PRC members will be assigned to each Stage 1 proposal and will assess it according to a standard grading form. Teleconference calls will be organized to discuss and finalize the Stage 1 reviews and selections. PRC members will describe the strengths and weaknesses of the successful Stage 1 applications and detail a list of clarifications in the hope that the Stage 2 submission is stronger and better thought out.
  - 4.1.2 Stage 2 proposals include a more detailed description of activities, as well as setting targets for project yield and population-level impact. At this stage, the PRC will meet in person. Each Stage 2 proposal will be assigned two PRC members as primary reviewers, but not the two which read the Stage 1 proposals, as well as members of the independent monitoring and evaluation team who will advise the PRC on the feasibility of targets and impact measurement. Stage 2 proposals will be ranked against a standard grading form and discussed by all PRC members in plenary sessions. Final funding recommendations will be made taking into account the quality of the submissions, the funding available, geographical representation and the stated aims of the Stop TB Partnership / TB REACH.
  - 4.1.3 In collaboration with the TB REACH team, the PRC will produce and endorse a summary report which will include an analysis of the outcome of the two-step review process and a recommended list of proposals with 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.

- 4.2 A separate application and review process will be used for successful/impactful Wave 5 projects seeking continuation funding to scale up their coverage.
  - 4.2.1 All Wave 5 projects which can demonstrate population-level impact using TB REACH's M&E framework will be eligible to apply for continuation funding.
  - 4.2.2 PRC members will remotely review continuation funding proposals in a process similar to the one described in Section 4.1.1. Teleconference calls will be organized to discuss and finalize the continuation proposal reviews and selections.
  - 4.2.3 A second PRC report will be produced in collaboration with the TB REACH team which will include an analysis review process, a recommended list of proposals with 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.
- 4.3 Members of TB REACH's Wave 6 PRC members may receive an honorarium up to USD 7,499 (USD 2,499 for the Stage 1 review, USD 2,500 for the Stage 2 review, and USD 2,500 for the continuation funding review). Not every Wave 6 PRC member will participate in each review step; the final value of an individual's honorarium will be determined by the review processes in which they take part in.
- 4.4 TB REACH will cover 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 which may be necessary for this travel. The Stop TB Partnership will provide visa support letters as needed.

**Canada**

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