# A close up of a logo  Description automatically generatedUK Partnerships for Health Systems:

# Established Partnership Application Form

This document should be used in conjunction with *the grant call, Q&A,* andthe relevant *Country Health System Priorities document.* Please be as clear and succinct as possible and ensure that any acronyms and technical terms are fully explained.

**This grant application form, budget template (see separate excel document) and letters of support should be completed and submitted to** **grants@thet.org** **by 18:00 UK GMT on Monday 15th March 2021. If you do not receive an acknowledgment from us within two working days, please assume that your application has not been received and re-submit.**

## 1. Summary Details

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| **Lead LMIC partner institution** |  |
| **Lead UK partner institution**  |  |
| **Previous THET grant IDs (if applicable)**  |  |
| **Project title** |  |
| **Country** |  |
| **Project budget (£)** | **Year 1** |  |
| **Year 2** |  |
| **Year 3** |  |
| **Total** |  |
| **Project duration (start and end dates)** |  |
| **Briefly describe the planned project: summarise the identified needs and opportunities (for both lead partners), intended outcomes and the main activities of the project *(Maximum 300 words).*** |
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## 2. PARTNERSHIP

2.1 Tick the box that best describes each lead institution. Please note that if you cannot tick any of the boxes, your application will be ineligible for funding under the UKPHS scheme.

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| Lead UK Partner |  | Overseas Partner |
| ☐ | Health Delivery Institution  | ☐ | Health Delivery Institution |
| ☐ | Health Training/Education Institution | ☐ | Health Training/Education Institution |
| ☐ | Regulatory Body (health sector) | ☐ | Regulatory Body (health sector) |
| ☐ | NGO  | ☐ | NGO  |
| ☐ | Academic Institution | ☐ | Academic Institution |
| ☐ | Professional Membership Association | ☐ | Professional Membership Association  |
| ☐ | NHS Arm’s Length Body\* |

\*e.g. Public Health England

2.2 Please provide contact details for *all* partners involved in this application. Please note that a partner here is defined as an organisation that is formally and institutionally involved in the project and partnership (i.e. the relationship is, or will be, formalised through an MoU or contract, and is not just the involvement of one individual associated with the organisation). If there are more than two partners involved (UK and LMIC partners), **please add more boxes as necessary.**

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| Lead LMIC Partner  |
| Institution  |  |
| Lead LMIC project lead (name and position) |  |
| Department |  |
| Address |  |
| Email |  |
| Telephone number(s) |  |

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| Lead UK Partner |
| Institution  |  |
| Lead UK project lead (name and position) |  |
| Department |  |
| Address |  |
| Email  |  |
| Telephone number(s) |  |
| Additional partner (supporting the delivery of the project) |
| Additional partner (main focal point name and position) |  |
| Institution |  |
| Department |  |
| Address |  |
| Email  |  |
| Telephone number(s) |  |

2.3 Which partner institution will be responsible for signing the contract with THET? (i.e. the lead UK partner or the lead LMIC partner)

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2.4 Complete the table below outlining the roles and responsibilities each partner and stakeholder will play in the delivery of this project. All partners named above, and any other stakeholders who must be engaged for the project to be successful, should be included here. Add more rows as necessary.

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| **Project partner (organisation)/****Stakeholder** | **Roles and responsibilities in the delivery of this project** |
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2.5 Please describe the projects, and any other relevant work, your partnership has completed together. Please include the health system changes you have achieved, with emphasis where applicable on the areas outlined in the Country Health System Priorities document. Please note, by partners we mean the organisations rather than individuals. *(Maximum 300 words)*

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2.6 Please detail how your partnership developed this proposal together. *(Maximum 100 words)*

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## 3. jUSTIFICATION

3.1 Describe the opportunity, or opportunities, for health system improvement that you have identified and how they align with the priorities identified in the Country Health System Priorities document. *(Maximum 500 words)*

Please include details of:

* The operational environment at the institution(s) the project will be delivered.
* The health system, or part thereof, in which the relevant department(s)/institution(s)/location(s) is situated.
* Relevant stakeholders, their needs, and whether these needs could overlap/clash.
* How, and how well, needs are currently being met.

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3.2 Describe your methodology for assessing the need for this project, including details of how stakeholders and beneficiaries have been involved and consulted during the assessment. This might include a formal needs assessment, desk-based research, or face to face/teleconference meetings. *(Maximum 200 words)*

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## 4. Project Description

4.1 Describe the changes and overall achievements you expect to see through your project by completing the monitoring and evaluation plan below. All changes should be SMART and should address the Country Health System Priorities document. If you expect to see more than three changes, at both output and outcome level, then please add additional rows (up to a maximum of 6) where relevant and if you would like to use more than one indicator for your goal or each change then please feel free to do so. See the grant Q&A document for examples and further guidance.

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| **Goal – what is the overall aim of your project?**  | **Goal Indicators – how will you know you have achieved your goal? (Please include a target figure where appropriate)** | **i. What is the data collection tool?****ii. How will data be collected?** **iii. By who?****iv. When?** | **How will it be analysed, and by who?** | **Barriers to change – please detail any anticipated barriers to achieving this goal, and how you will overcome these.** |
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| **Outcomes – what health system changes do you expect to see by the end of your project?**  | **Outcome Indicators – how will you know that this change is happening? (Please include a target figure where appropriate)** | **i. What is the data collection tool?****ii. How will data be collected?** **iii. By who?****iv. When?** | **How will it be analysed, and by who?** | **Barriers to change – please detail any anticipated barriers to achieving these outcomes, and how you will overcome these.** |
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| **Outputs – what changes do you need to occur in order to achieve your outcomes?**  | **Output Indicators – how will you know that this change is happening? (Please include a target figure where appropriate)**  | **i. What is the data collection tool?****ii. How will data be collected?** **iii. By who?****iv. When?** | **How will it be analysed, and by who?** | **Barriers to change – please detail any anticipated barriers to achieving these outputs, and how you will overcome these.** |
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| **Please detail up to three goals for the UK institution/s from which volunteers are being sent**  | **Indicators – how will you know that this change is happening? (Please include a target figure where appropriate)** | **i. What is the data collection tool?****ii. How will data be collected?** **iii. By who?****iv. When?** | **How will it be analysed, and by who?** | **Barriers to change – please detail any anticipated barriers to achieving these outcomes, and how you will overcome these.** |
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4.2 List the main project activities (no more than 20) that will ensure you achieve the changes and outcomes listed above and during the project implementation period, June 2021 - November 2023. Mark an X in the quarter(s) in which the activity will take place. Please review the Q&A document for further details.

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|  | Year 1 | Year 2 | Year 3 |
| Activity | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** |
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4.3 Please fill in the table below with disaggregated (where possible) data on your proposed project.

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|  | **Number** |
| Break down total number of direct beneficiaries by cadre*e.g. Nurses x 5, Administrators x 7 etc.* |  |
| Break down of number and type of health institution set to benefit*e.g. Rural Health Facilities x 4, Regional Referral Hospital x 1 etc.* |  |
| Break down of geographic areas set to benefit *e.g. 2 x towns in Western Region, Southern Region etc.*  |  |
| Estimated number of patients who will access improved services within the project duration. Please also detail how you came to this estimate. |  |
| Number of UK staff who will take part in capacity development initiatives |  |
| Number of days in total UK volunteers will spend working on capacity development initiatives |  |

4.4 With reference to the Country Health System Priorities document, how is your partnership addressing one or more of the priorities identified and taking a health system strengthening approach in this proposed project? Here you may wish to make specific reference to the WHO’s health system building blocks.[[1]](#footnote-2) (*Maximum 300 words)*

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4.5 How will your project engage multidisciplinary teams to encourage resilience and adaptability to changing priorities of the partners’ and health system’s needs? (*Maximum 200 words)*

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4.6 What gender equality and social inclusion issues (GESI) have been identified and how will these be considered and addressed in the design and implementation of this project? *(Maximum 500 words)*

You may want to include:

* The context of your project in terms of GESI
* How your project addresses these issues
* Any barriers that may prevent women and girls, people with disabilities, and other socially disadvantaged people from benefitting from the project (this could include both service-users and health workers) and how you will overcome these
* How you will track progress in addressing issues related to GESI

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4.7 How have you ensured buy-in and local ownership for your project? What will you do to maintain and strengthen buy-in, ownership and relevance throughout the duration of your project? (*Maximum 300 words)*

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4.8 Explain how your project is relevant and appropriate to the local context, and how it will complement other health actors’ efforts working in the same field, with reference to in-country FCDO activity, and wider aid and health system strengthening programmes. In your description think about the people, processes, environment, equipment, and culture that affect the situation, and how your intervention relates to these. *(Maximum 300 words)*

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4.9 Explain how you will ensure that the changes are sustained beyond the lifetime of the project *(maximum 500 words)*.

You might like to include:

* Any use or consideration of behaviour change and ‘Train the Trainer’ approaches
* How relevant institutions (i.e. the lead overseas partner, or other government and non-governmental bodies) will take ownership of changes
* Considerations of both sustaining institutional and systemic impact
* How the project will build the capacity and increase leadership of the overseas partner

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4.10 Explain how any outcomes, learning or otherwise, for the UK partner institution/s, from which volunteers are being sent, will be incorporated into change initiatives in the UK? *(Maximum 200 words)*

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4.11 What proactive steps will you take to ensure that your project takes a ‘do-no-harm’ approach? *(Maximum 300 words)*

This could include considerations on:

* The climate crisis and other environmental matters
* Impact on patient safety of LMIC staff being away from their duties due to project activities
* Ensuring volunteers are well-prepared to work in challenging contexts

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4.12 What good-practice or literature have informed your approach? *(Maximum 200 words)*

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## 5. Project Management and Support

5.1 Describe the organisational systems, structures and processes that currently exist within, and between, your partnership. If they do not exist, but you plan to develop them, please include these and make it explicit. Add more rows as necessary.

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| **Systems** | **What, How and Who?** |
| Governance Structures |  |
| Decision Making |  |
| Communication (between partners) |  |

5.2 Please describe your individual and organisational project management experience and capacity, including any experience with reporting, volunteer/staff management, budget and financial management, and monitoring, evaluation and learning? *(Maximum 200 words)*

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5.3 Explain how the project will engage short- and/or long-term volunteers in order to deliver project activities and describe the processes by which volunteers will be recruited, inducted and managed. *(Maximum 300 words)*

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## 6. Budget

6.1 According to the four ‘Es’ below, please detail how your project will achieve Value for Money. Please refer to the Q&A document for guidance.

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| **Economy – *how will costs be kept as low as possible for the appropriate level of quality?*** |  |
| **Efficiency *– how well will costs be converted into outputs?***  |  |
| **Effectiveness *- how well are the outputs achieving the intended effect or outcome?*** |  |
| **Equity *– how will benefits from the project be distributed fairly and how have you budgeted for addressing GESI?*** |  |

**6.2 Please** **complete the budget using the separate excel budget template.** *THET will not be able to accept grant applications which have either used their own template or have not completed the excel budget template provided for this Call. Please refer to the Q&A document for further details.*

1. <https://www.researchgate.net/figure/The-WHO-health-system-building-blocks-framework-Source-WHO-2007-1_fig1_261102054> [↑](#footnote-ref-2)