

TB Implementation Framework Agreement (TIFA)

TIFA Pre-Award Assessment Tool Overview

March 2020

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Purpose

The TIFA pre-award assessment (PAA) is a best practice benchmarking approach tool that enables rapid assessment of a Tuberculosis Commitment Grant (TCG) applicant's capacity to successfully manage and administer its award, identify potential risks, and, based on those risks, define conditions precedent or capacity building support to be provided. PAAs are required of all US Government-funded projects issuing grants (2 CFR 200.331(b)).

The purpose of the assessment is to identify strengths and flag any factors that could inhibit the applicant's ability to achieve milestones and manage its grant successfully and responsibly. The assessment will provide an opportunity to address factors which do not meet standard before the award is made or during the course of award implementation.

Ideally, PAAs are performed by two TIFA staff after a co-design workshop in the country where the TCG will be awarded; however, given the reality of travel restrictions during COVID-19 this is not possible. For the foreseeable future, the PAA will be conducted during a webinar/virtual meeting and, when needed, TIFA will work with local JSI staff or consultants to participate in the webinar and assist with follow-up.

PAA Tools and Process

Tools: The TIFA PAA is based on an assessment tool designed specifically for TB Commitment Grants. This tool applies JSI's best practice benchmarking approach to assessment, which is framed around standards each of which is defined by discrete performance expectations. It includes six performance domains: Leadership, Coordination and Partnerships, Human Resources, Management Systems (such as M&E systems), Operations Systems (such as procurement), Fiscal Management, and Advocacy and Communication. For francophone countries, a French version of the tool is available.

Scope: PAA's can be conducted covering all domains and performance expectations in the tool or they can be tailored to particular grants such that some domains or performance expectations may be deemed "not applicable" prior to assessment.

Actors: PAAs may be conducted in person or remotely by TIFA staff or consultants. Active engagement of applicant staff and leadership is needed to source documents and discuss performance expectations.

Time investment: The time required to complete the PAA will vary depending on the TCG. The TIFA PAA can take as little as a few hours or a few days for those entities with multiple TCGs. If an entity is applying for multiple TCGs at once, it's likely that the PAA can be used to assess the risk for all awards and will not need to be repeated.

Steps

- *Step 1:* TIFA staff discuss whether all sections and/or subsections of the PAA need to be completed based on the scope of the work outlined in the concept paper and the number of grants. TIFA marks the sections which *may not* apply as N/A in the tool and which will be confirmed with the NTP or local entity receiving the grant.

- *Step 2:* TIFA shares the PAA tool and general guidance with the TCG applicant in advance. TIFA works with the applicant to identify the appropriate participants and agree on the time frame, domains and performance expectations to be assessed, and documents needed.
- *Step 3:* TIFA staff or consultants conduct the assessment with the entity using the TIFA PAA tool combining discussion and document review. The applicant provides necessary documentation on-site or via email if participating in a remote PAA.
- *Step 4:* TIFA reviews the results with the applicant and discusses/agrees on conditions precedent and/or capacity development support to be provided.

Result

The TIFA PAA results in a summary risk assessment with notation on specific conditions and capacity building support needed. As appropriate and as needed, it contributes to 1) potential conditions precedent integrated into the TB Commitment Grant and/or 2) a joint risk-mitigation plan for the entity to be supported by TIFA.