Establishment of an African Procurement & Supply Chain Observatory for Public Health and R&D Reagents and Laboratory Supplies

Grand Challenges

Application Instructions

Information required for application

Please refer to the following guidelines as you prepare your application to the RFP "Establishment of an African Procurement & Supply Chain Observatory for Public Health and R&D Reagents and Laboratory Supplies".

Your application includes:

- Applicant profile and application questionnaire – completed via our application portal
- Proposal – uploaded as a Microsoft Word® or Adobe® PDF file
  - Maximum 6 pages
  - Figures and references are included in this page count
- Budget table and narrative (1 page) - uploaded as a Microsoft Word® or Adobe® PDF file

Details on each section can be found below. Along with this application instructions document, we encourage you to reference the request for proposals overview document and the challenge rules and guidelines to ensure that your proposal responds to the challenge.

Starting your application

To begin your application, you'll need to create an account in our online application system if you don't already have one. If an account has not yet been set up, you will receive an email from "Gates Foundation – no reply" with instructions to register using the email address we have on file.

If you don't see this email, please check your spam or junk folder. If you're still unable to locate it or need the invitation re-sent, contact us at grandchallenges@gatesfoundation.org.

Once your account is created, you can access the application system at any time at: https://submit.gatesfoundation.org/

After logging in, navigate to the program titled *"Establishment of an African Procurement and Supply Chain Observatory for Public Health and R&D Reagents and Laboratory Supplies."* Begin your application by completing the applicant profile.

Proposal File

Proposal Format

Your proposal must be formatted as follows.

- No longer than 6 pages maximum
- 11-point font or larger
- At least 0.5” margins all around
- Single line spacing
- Standard character spacing (neither expanded nor condensed)
- Arial or Times New Roman font
- Microsoft Word® or Adobe® PDF filetype
- Entire file size of 3MB or less
- Please do not include a cover sheet with your proposal. A cover sheet will be automatically generated from your registration data.

Applications that do not adhere to these restrictions may be blocked from submission and review.

Proposal Content

Please include the following in your application as applicable (6 pages maximum overall; suggested lengths in parentheses)**:**

1. Executive Summary & Core Value Proposition (0.5–1 page)
   - In bold: 1–2 sentence statement of why you’re best positioned to deliver on this work

2. Organizational Capacity & Relevant Experience (0.5-1 pages)
   - Relevant institutional experience particularly in Africa aligned to your proposed role
   - Demonstrated capacity to operate in collaboration with other teams to deliver on this role
   - If a consortium, description of the participating institutions with roles and responsibilities clearly defined.

3. Approach to Role Execution (1.5–2 pages)
   - Proposed approach to delivering your track responsibilities
   - Plan for collaboration, knowledge transfer, and long-term stewardship

4. Work Plan & Milestones (1-1.5 page)
   - Key phases of work
   - Major deliverables
   - Decision gates
   - How you would collaborate with a future counterpart (Host or Developer) and SFA
   - Understanding/Assumptions about responsibilities

5. Sustainability, Risk & Strategic Fit (0.5–1 page)
   - Long-term sustainability model (financial and institutional)
   - Key risks and mitigation strategies
   - How your institution or consortium is uniquely positioned for continental impact
   - Equity and regional inclusion considerations

Budget Table and Narrative – 1 page maximum

Please use the budget template (linked and on the application portal) to include a breakdown of allowable direct costs under the following categories.

- Personnel
- Subcontracts
- Subgrants
- Capital Assets/Equipment
- Travel
- Supplies
- Other Expenses
- Indirect Costs*

**Please review the Gates Foundation Indirect Cost Policy.*

Additionally, please provide a one (1) paragraph budget narrative to explain the major cost drivers and how costs relate to planned activities and target outcomes.

Frequently Asked Questions
Answers to many application questions can be found within the Frequently Asked Questions (FAQ) document.

Inquiries
Please direct all questions about this initiative, selection criteria or application instructions by e-mail to the following address: grandchallenges@gatesfoundation.org