



USAID | UGANDA

FROM THE AMERICAN PEOPLE

Original Issuance Date:	January 17, 2017
Deadline for Questions	January 24, 2017, 4:00 p.m. (EST)
RFA Closing Date:	February 28, 2017
RFA Closing Time:	4:00 p.m. (EST) Washington, D.C.
Amendment 01 Issuance Date:	January 20, 2017
Amendment 02 Issuance Date:	February 6, 2017

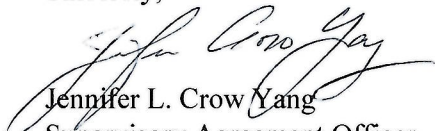
Subject: Notice of Funding Opportunity (NFO) Number RFA-617-17-000002: “Expanding and Strengthening Family Planning Service Options in Uganda” **Amendment 02**

Dear Potential Applicants:

The purpose of Amendment 02 to the referenced Notice of Funding Opportunity (NFO) is to answer questions asked by potential applicants.

All other information, terms and conditions as indicated in the NFO remain unchanged.

Sincerely,


Jennifer L. Crow Yang
Supervisory Agreement Officer

Technical Questions

Question 1: The Logical Framework on Page 11, under Sub-purpose 2, lists Output 2.4 “Availability and user of data improved”. However, there is no narrative description of output 2.4 on page 17. Could USAID please provide more information about this output?

Answer 1: Please utilize the following information to inform Sub-purpose 2.4

Sub-purpose 2.4: Availability and use of data improved

Availability and use of data from the facility to the national level is key for decision making. In the recent past, Uganda has made great strides to improve the availability of national data through the national Health Management Information System (HMIS) and routine surveys like the Demographic Health Surveys. The quality and utilization particularly on Family Planning data remains a challenge. For this reason therefore, there is need to support sustainable national M&E and information systems.

Illustrative activities to address this output may include but are not limited to:

- Facilitate collaboration within the Department of Health Information, the Reproductive Health Division and other relevant stakeholders to improve data quality and use to translate the learning into strategic decision making.
- Support facilities and districts in the coordination of the necessary data collation operations within the HMIS, LQAS and any other relevant data collection efforts.
- Generate new knowledge through special studies for program management and to foster exchange of ideas between the USG, GoU and other relevant stakeholders.

Question 2: On page 11 of the RFA, the logframe includes Output 2.4, “Availability and use of data improved.” However, this output is not listed in the narrative under sub-purpose 2 (should be page 17). Please clarify whether this output should be included in the proposed project.

Answer 2: Please refer to Question 1.

Question 3: On page 11, 4.1 of the RFA, it states, “Capacity of district built for effective training and supervision of health workers...” On page 19, 4.1, the RFA states, “Capacity built for effective training, deployment and supervision of health workers...” Could USAID please clarify if the capacity building efforts should be focused at the district level?

Answer 3: Capacity building should be focused at the district level, which includes the facility and community level. Page 11, 4.1 should read as on page 19, 4.1: Capacity built for effective training, deployment and supervision of health workers to deliver comprehensive FP services, including long acting methods.

Question 4: Does USAID anticipate that the awardee of this project will conduct operations in the West Nile and/or Karamoja sub-regions?

Answer 4: The Applicant is expected to propose no more than 30 districts, including Kampala. The districts proposed should not be covered by RHITES and/or DFID. West Nile is neither a RHITES district nor proposed DFID region. The NFO lists Karamoja as one of the regions that DFID will be supporting. DFID is yet to identify the districts they will be supporting at this point (only indicated regions at this point).

Question 5: Page 5 of the RFA states, “Nearly half of the current Ugandan population is under 15 years of age and the average Ugandan is statistically a 14 year old girl.” On page 13, the RFA defines youth as between 15 and 24 years of age, and page 26 uses the ages of 15-19 years of age, then 20-24 years of age. Could USAID confirm the age range for youth as a key target population?

Answer 5: A key target population is 15 – 24 years of age.

Question 6: On p. 14, the RFA refers to “key populations.” Please clarify if USAID means “key populations” in the sense that is used within HIV/AIDS programming, or underserved populations in regard to family planning.

Answer 6: Key Population, under this NFO, refers to the underserved populations in regard to family planning as described under sub purpose 1.

Question 7: On page 8 of the RFA, it states that the USAID Mission’s CDCS 2.0 for the years 2016-2021 was recently approved. Will this document be made available to applicants?

Answer 7: A public version of the CDCS 2.0 has not yet been approved. If the document is approved prior to the closing of this NFO, it will be released as an amendment on Grants.gov.

Question 8: Page 14, output 1.2, 3rd illustrative bullet: “purchasing of limited equipment (if a key constraint). Could USAID please confirm that this refers to equipment such as that required for implant removal or operative equipment necessary for tubal sterilization?

Answer 8: If at the time of implementation implant removal equipment or operative equipment is not available, partner may be allowed to purchase with prior approval from USAID.

Question 9: Page 16, Output 2.1, 1st and 2nd bullet: Could USAID clarify if the RFA is asking for an activity of updating national FP guidelines, including recent MEC changes, training curriculum updates? Furthermore, will these revised guidelines need to be endorsed by the MOH before being used in the project - or can current guidelines be used in the interim?

Answer 9: This mechanism will be supporting MOH to update FP guidelines if needed/where necessary. Any revised guidelines must be endorsed by MOH. However, in the interim, there are guidelines endorsed by MOH that are in use. These interim guidelines are the ones which should be used for now, while support is given to the ministry to update the current FP guidelines.

Question 10: Page 16, Output 2.1, 4th bullet: Could USAID clarify if the FP quality improvement package is meant to be for the project (which the MOH can adapt if it so desires) or is it meant to also be for the national guidelines?

Answer 10: FP quality improvement package is meant to be included in the national guidelines.

Question 11: Page 18, Output 3.1, 4th bullet: Could USAID provide more clarity on how the activity “ensure FP services are cost-effective” relates to the behavior change output? Could USAID also please clarify if this should be cost effective for the MOH, the districts or another stakeholder group?

Answer 11: The output activity should read: Ensure FP SBCC activities are cost effective. Any SBCC activities proposed should be cost effective for the partner to implement.

Question 12: Under geographical focus, when applicants select a district is it expected that program would have full coverage in the whole district, e.g. all facilities and CHEWs?

Answer 12: Yes, coverage should be the whole district. Please bear in mind that not all facilities offer PM and LARC services due to MOH staffing regulations.

Question 13: On p. 38, the RFA refers to “low parity women.” How does USAID define “low parity women”?

Answer 13: For this activity, ‘low parity women,’ is defined as women who have fewer than three children.

Question 14: On page 27 of the RFA, there is a reference to an IEE: “An Initial Environmental Examination (IEE), file name; Uganda_DO3_Health_IEE_011516 has been approved for this project.” Could USAID please provide this document?

Answer 14: A copy of the IEE will be provided to the apparently successful applicant.

Question 15: Page 10-12: Logical Framework. Can USAID provide further information on the special surveys included as data sources in the Logical Framework, pages 10-12? Is this referring to surveys that the recipient should plan to conduct in the 30 program districts as part of the Cooperative Agreement?

Answer 15: The special surveys will only be undertaken if needed information is lacking. USAID may hire a third party to undertake this survey or the recipient may include some questions they want answered under their CLA agenda.

Question 16: Page 11: Logical Framework. First illustrative indicator on page 11. Should the recipient plan to directly implement CHW programs providing family planning information, referrals and/or services; or to coordinate implementation through existing networks?

Answer 16: USAID expects the recipient to have community FP interventions.

Question 17: Section D.4 Technical Application Format. Does USAID have a preferred format for the sustainability plan to be presented in Annex 6?

Answer 17: No, USAID does not have a preferred format.

Question 18: Page 23-24: Section A.7.1 Geographic Focus. Should applicants indicate specific proposed districts as part of the Geographic Focus section of the proposal?

Answer 18: Yes, however, please do not propose more than thirty districts including Kampala. Districts will be finalized during work plan discussions.

Question 19: Section D.4 Technical Application Format. Can USAID confirm the organization of the Technical Application? Specifically, should Annexes 1-6 be presented following the Cover Sheet, Table of Contents, Executive Summary and 20 page Applicant Proposal? This is to confirm that applicants are not expected to present the Annexes as listed in Section D.4, for example to organize the proposal text for Section A. Technical Approach followed by Annexes 1 and 6 before presenting the proposal text for Section B. Management Approach and Staffing Plan and Annexes 2, 3 and 4?

Answer 19: All annexes should be listed after the technical application. Section D.4 illustrates under which review criteria each annex will be analyzed.

Question 20: On p. 38, the RFA refers to the second section of the Technical Approach as the “*Personnel and Management Structure*,” while on p. 39 of the RFA this is referred to as the “*Management Approach and Staffing Plan*.” Could USAID please advise which is the correct title for the second section of the Technical Proposal?

Answer 20: The appropriate title is “Management Approach and Staffing Plan”.

Budget/ Admin/ Contractual Questions

Question 21: Section A.5 Activity Monitoring Learning and Evaluation. Should the applicant include the cost of the external evaluation in the cost proposal or will these costs be covered by USAID? If the applicant should include these costs, can USAID provide further information regarding the evaluation methodology for budgeting purposes?

Answer 21: Do not include the cost of an external evaluation in the cost application.

Question 22: On the cover page of the RFA, the closing date for application submission is February 28, 2017. However, on page 35 of the RFA, it says applications must be submitted by February 25, 2017. Can USAID please clarify the deadline for this opportunity?

Answer 22: Please see Amendment 01, the due date of applications is February 28, 2017 at 4pm DC time.

Question 23: Can USAID confirm if applicants should follow the Closing Date for Application Submissions listed as February 28, 2017 on the Funding Opportunity Cover Page or the submit by date of February 25, 2017 listed in Section D.2 Content and Form of Application Submission?

Answer 23: Please refer Question 22.

Question 24: Page 39: Section D.4 Technical Application Format. Can USAID clarify if the technical proposal should include cost information for environmental documentation preparation? Or should cost information only be presented in the cost proposal?

Answer 24: Do not include any cost information in the technical applications.

Question 25: Section D.4 Technical Application Format. Can the applicant include an acronym list? If so, will the acronym list be exclusive of the page limit?

Answer 25: Applicants can include an acronym list and it will be exclusive of the page limit.

Question 26: On the cover page of the RFA, applicants are instructed to send their applications via email to KampalaUSAIDSolicita@usaid.gov to the attention of Carol Ssekandi, Assistance Specialist. However, on page 35 of the RFA, it says applications should be sent to the attention of Jennifer L. Crow Yang, Supervisory Agreement Officer and Fatumah Mutaasa, Assistance Specialist. Can USAID please clarify to whose attention applications should be sent?

Answer 26: Applications are to be sent as email attachments to KampalaUSAIDSolicita@usaid.gov, to the attention of Carol Ssekandi.

Question 27: Section D.2 Content and Form of Application Submission. Can USAID confirm to whom applications should be addressed? The names listed in this section on page 35 are different from those listed on the Funding Opportunity Cover Page.

Answer 27: Please refer to Question 26.

Question 28: On page 35 of the RFA, it states that technical applications may be submitted “in compatible MS Word (**or** PDF with Optical Character Recognition.” However, on page 37 of the RFA it states “MS Word **and** pdf (Adobe Acrobat) versions.” Can USAID please clarify whether a submission in **only** PDF with Optical Character Recognition is acceptable?

Answer 28: Applicants must provide applications in compatible MS Word (or PDF with Optical Character Recognition).

Question 29: On page 38 of the RFA, it states, “Table of Contents (not to exclusive of the 20 page limit, not to exceed one page).” Can USAID please clarify whether the Table of Contents is included in the 20 page limit?

Answer 29: The Table of Contents is exclusive of the 20 page limit.

Question 30: On page 38 of the RFA, it states that “Table of Contents (not to exclusive of the 20 page limit, not to exceed one page).” Could USAID please confirm that this should read “exclusive of the 20 page limit?”

Answer 30: Please refer to question 29.

Question 31: Section D.4 Technical Application Format. Is the Table of Contents exclusive of the 20 page limit, as long as it is no more than one page in length?

Answer 31: Please refer to question 29.

Question 32: Could USAID please confirm that applicants may include an acronym list and it will not count against the 20 page limit?

Answer 32: Please refer to question 29.

Question 33: The most recent USAID Mission Forecast indicated that the anticipated award date is May 5, 2017. Could USAID please confirm if the estimated award date is May 5, 2017? When is the anticipated project start date?

Answer 33: The anticipated start date of the activity is approximately June 2017.

Question 34: Will USAID consider increasing the number of attachments per email as long as the total attachments conform to the 4 MB limit?

Answer 34: Yes, however, please try to minimize the number of attachments. Attachments in excess of 4mb will not be accepted by our system.

Question 35: Could USAID permit an applicant to use its own standardized budget template for the cost application as long as it includes all of the details required by the RFA and the embedded template?

Answer 35: Yes. Templates must be unlocked with formulas.

Question 36: Is it acceptable to USAID to use our own budget template as long as it meets the requirements of the template provided by USAID?

Answer 36: Yes.

Question 37: Could USAID please confirm that there is an award floor of \$30 million?

Answer 37: This is confirmed.

Question 38: On page 1, USAID indicates that it seeks to fund one or more organizations through the Cooperative Agreement. However, on page 32, Section B.1, USAID indicates that it intends to award one Cooperative Agreement. Can USAID clarify the number of awards it intends to make under the Cooperative Agreement?

Answer 38: We anticipate awarding one cooperative agreement.

Question 39: Is there a limit to the number of awards that we can include in the Past Performance Information section?

Answer 39: No.

Question 40: Section D.4 Technical Application Format. Resumes of Proposed Key Personnel. Can USAID clarify the expected information for the three “past performance references” for key personnel? Is this contact information (telephone and email) only or is additional information requested?

Answer 40: Please provide name of the individual, the relationship to the KP (e.g. former supervisor), their telephone numbers and email contact information.

Question 41: According to the Uganda Bureau of Statistics, the annual core inflation rate registered 6 percent for calendar year 2016. Does the applicant have the option of using this inflation rate going forward?

Answer 41: Each applicant should provide a detailed justification for their proposed inflation or annual escalation proposed.

Question 42: Could USAID provide any more details on how each of the three sections (technical approach; personnel and management structure; and past performance) will be weighted in the scoring?

Answer 42: As per page 47 of the NFO, there are only two criteria: Technical Approach and Management Approach and Staffing Plan.

Question 43: In Annex 3: "Resumes of Proposed Key Personnel", it states that each resume will include three past performance references, with telephone numbers and email contact information. Can these references be included on a separate page in addition to the 3-page resume?

Answer 43: Yes, applicants can include one additional page per resume with references.

Question 44: On pages 44 and 45, are the certifications under #1 and those under #4 the same? Or is there a second or separate set of Statutory and Regulation Certifications?

Answer 44: These are the same.

Question 45: On page 50, Special Provisions F.3.2 mentions a set of directives as Attachment L. We could not locate this attachment.

Answer 45: Please find it attached to this amendment.

Question 46: Funding Opportunity Cover Page. Will USAID provide confirmation of receipt for application materials sent via electronic submission prior to the submission deadline to KampalaUSAIDSolicita@usaid.gov?

Answer 46: USAID/Uganda will provide confirmation of receipt of applications within one business day. Due to the time difference between the US and Uganda it is not always possible to confirm receipt on same day the application is submitted.

Question 47: Section C – Eligibility Information. C.1 Eligible Applicants. Can USAID provide further clarification on the registration requirements for primary applicants and proposed sub-awardees? Does USAID require that applicants are registered locally with the Government of Uganda?

Answer 47: USAID will require applicants to comply with all US and Uganda registration laws prior to the start date of the award.

Question 48: Section C – Eligibility Information. C.2 Cost sharing or matching. Can USAID confirm if the cost share of 5% indicated on page 34 is required, or as indicated on page 44 of the RFA in the guidance section may be suggested or not required?

Answer 48: Cost share is required as per page 34.

Question 49: Section D.6 Cost Application Format. Can USAID clarify if documentation that Applicants must submit should be furnished for the primary applicant only, for the primary applicant and major sub-awardees (and the level of budget indicated for major sub-awardees), or for the primary applicant and all sub-awardees? This includes:

1. U.S. Government Negotiated Indirect Cost Rate Agreement (NICRA) or other indicated indirect cost information
2. Required assurances, certifications and representations
3. Evidence of responsibility
4. Certificate of Compliance

Answer 49: Documentation should be provided for the prime and all proposed subs.

Question 50: Section D.4 Technical Application Format. Past performance. Could USAID provide further guidance on the definition of projects of “similar size and scope” and those involving “similar or related programs” to include in the past performance annex? Would USAID consider limiting the list of contracts, grants, and cooperative agreements requested for past performance information either to awards over a certain dollar value (e.g., \$10 million) or to a certain number of awards?

Answer 50: USAID will not be providing further information at this time.

Special Note: USAID anticipates the release of a new Mexico City Policy clause shortly. This NFO will be amended to include the new clause as soon as it becomes available.

[End of Amendment 02]