

MODIFICATION OF ASSISTANCE

Page 1 of 11

1. MODIFICATION
NUMBER
01

2. EFFECTIVE DATE OF
MODIFICATION
07/15/2015

3. AWARD NUMBER:

N/A

4. EFFECTIVE DATE OF
AWARD:

N/A

5. GRANTEE:

TO BE DETERMINED

DUNS NO. :

TIN NO. : 0

LOC NO. :

6. ADMINISTERED BY:

7. FISCAL DATA:

Amount Obligated:

Budget Fiscal Year:

Operating Unit:

Strategic Objective:

Team/Division:

Benefiting Geo Area:

Object Class:

8. TECHNICAL OFFICE:

9. PAYMENT OFFICE:

10. FUNDING SUMMARY:

Obligated Amount

Total Est. Amt.

Amount Prior to this Modification:

0.00

0.00

Change Made by this Modification:

0.00

0.00

New/Current Total:

11. DESCRIPTION OF MODIFICATION:

The purpose of Amendment 01 to RFA-656-15-000009 is to do the following:

1. Extend the due date for submission of Applications by three weeks from July 20, 2015 to August 10, 2015, at 10:00am Local (Maputo) Time;
2. Amend sections of RFA-656-14-000001 as shown in Attachment 01; and
3. Provide responses to questions submitted by potential applicants as shown in Attachment 02.

12. THIS MODIFICATION IS ENTERED INTO PURSUANT TO THE AUTHORITY OF FAA of 1961

AS AMENDED. EXCEPT AS SPECIFICALLY HEREIN AMENDED, ALL TERMS AND CONDITIONS OF THE GRANT REFERENCED IN BLOCK #3 ABOVE, AS IT MAY HAVE HERETOFORE BEEN AMENDED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

13. GRANTEE: ☐ IS ☐ IS NOT REQUIRED TO SIGN THIS DOCUMENT TO RECONFIRM ITS AGREEMENT WITH THE CHANGES EFFECTED HEREIN

14. GRANTEE:

BY: _____

(Name Typed or Printed)

TITLE: _____

DATE: _____

15. THE UNITED STATES OF AMERICA
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

BY: _____

Joseph Hamilton

(Name Typed or Printed)

TITLE: Agreement Officer

DATE: 7/16/15

ATTACHMENT 01

1. The Application Submission Deadline is hereby extended by **3 weeks, from July 20, 2015 to August 10, 2015 at 10:00 Local (Maputo) Time.**

2. **The sentence at the top of page 12 of the NFO RFA is amended as follows:**

Delete:

“In 2011, the GHI Mozambique Strategy was finalized with a focus on investments in key regions, Gaza, Sofala, and Zambezia.”

3. **The paragraph on the bottom of page 38 of the NFO RFA under Annexes is amended as follows:,**

Add:

“Additionally, include a Provincial-level organizational chart. Provide either only one chart (that will be replicated for each province), or provide one chart per province, if Applicants envision varying organizational structures in each of the three focal provinces.”

4. **The paragraph at the bottom of page 42 of the NFO RFA is amended as follows:**

Delete:

“Applicants will identify five (5) key personnel: Chief of Party/Director; Deputy Director; Deputy for Clinical Services; Deputy for Community Services; and a Monitoring and Evaluation Specialist. Applicants will identify these 5 key personnel by name and position. Each will be one full-time equivalent.”

5. **The paragraph on page 43 of the NFO RFA is amended as follows:**

Delete:

“Resumes may not exceed two pages in length and shall be in chronological order starting with most recent experience.”

And

Replaced with:

“Resumes may not exceed three pages in length and shall be in chronological order starting with most recent experience.”

6. **The paragraph on page 43 of the NFO RFA is amended as follows:**

Delete:

”The following Key Personnel are illustrative for this project: Chief of Party/Project Director, Deputy Chief of Party/Deputy Project Director, Finance and Operations Director, Monitoring and Evaluation Specialist and Capacity Development Advisor. Below are job descriptions and qualifications for each of the key personnel positions.”

And

Replaced with:

“ILLUSTRATIVE Key Personnel are: (1) Chief of Party/Project Director (2) Deputy Chief of Party/Deputy Project Director (3) Finance and Operations Director (4) Monitoring and Evaluation Specialist (5) Capacity Development Officer (CDO) (6) Clinical Services Director (7) Community Services Director. Please note that the Applicant is only required to propose five (5) Key Personnel, additionally, the Applicant may propose their own Key Personnel positions.”

[END OF ATTACHMENT 01]

ATTACHMENT 02

QUESTION #1:

Would USAID entertain concept papers for “Integrated Family Planning Program (IFPP)” in Pakistan?

ANSWER:

This solicitation, issued by USAID/Mozambique, is for an Integrated Family Planning Program (IFPP) in Mozambique. USAID/Mozambique is not accepting applications for any other target regions. Please check Grants.gov and FBO.gov for additional solicitations that may more closely align with the geographic area you work in.

QUESTION #2:

Please inform us how we can apply for these funds, and the provision of the necessary application documents or requirements for us to be able to submit our application.

ANSWER:

Please refer to “Section IV: Application and Submission Information” on page 33-56 of the referenced NFO. Section IV details the application process and required documents.

QUESTION #3:

Could USAID please clarify the Key Personnel that the applicant needs to identify in the application? **On page 42, the RFA indicates:** “Party/Director; Deputy Director; Deputy for Clinical Services; Deputy for Community Services; and a Monitoring and Evaluation Specialist. Applicants will identify these 5 key personnel by name and position. Each will be one full-time equivalent.”

And page 43 indicates: “The following Key Personnel are illustrative for this project: Chief of Party/Project Director, Deputy Chief of Party/Deputy Project Director, Finance and Operations Director, Monitoring and Evaluation Specialist and Capacity Development Advisor.”

ANSWER:

The paragraph at the bottom of page 42:

Delete:

“Applicants will identify five (5) key personnel: Chief of Party/Director; Deputy Director; Deputy for Clinical Services; Deputy for Community Services; and a Monitoring and Evaluation Specialist. Applicants will identify these 5 key personnel by name and position. Each will be one full-time equivalent.”

The paragraph on page 43:

Delete:

"The following Key Personnel are illustrative for this project: Chief of Party/Project Director, Deputy Chief of Party/Deputy Project Director, Finance and Operations Director, Monitoring and Evaluation Specialist and Capacity Development Advisor. Below are job descriptions and qualifications for each of the key personnel positions."

Replaced with:

"ILLUSTRATIVE Key Personnel are: (1) Chief of Party/Project Director (2) Deputy Chief of Party/Deputy Project Director (3) Finance and Operations Director (4) Monitoring and Evaluation Specialist (5) Capacity Development Officer (CDO) (6) Clinical Services Director (7) Community Services Director. Please note that the Applicant is only required to propose five (5) Key Personnel, additionally, the Applicant may propose their own Key Personnel positions."

QUESTION #4:

Could USAID please clarify the maximum pages in length of the Resumes that the applicant needs to submit for each key personnel? **On page 43, the RFA indicates:** "Resumes may not exceed two pages in length and shall be in chronological order starting with most recent experience." **And page 47 indicates:** "Resumes must be no more than three (3) pages in length for each proposed individual."

ANSWER:

On page 43, the reference to Resumes not to exceed two (2) pages in length is **incorrect**. On page 47, the reference to Resumes be no more than three (3) pages in length is **correct**. Resumes must not exceed three pages in length.

QUESTION #5:

The RFA indicates on **page 51** that the applicant has to "Provide resumes showing work experience and annual salary history for at least the three most recent years for all identified and proposed long/short term key and non-key personnel."

- a) Could the annual salaries be listed on a biodata form for key personnel or does it need to be indicated on the resume?
- b) Could the applicant submit a bio-data instead of a resume for short term and non-key personnel? Or, instead of submitting resumes or biodatas, would it be enough if the applicant submits a short bio for short team and non-key personnel including the salary history up to three years?

ANSWER:

For Questions a) and b) - Please follow the instruction on the NFO RFA, top of page 51, number 7.

QUESTION #6:

If an applicant is proposing a staffing structure where other proposed staff would perform some of the duties of the DCOP/Deputy Project Director, would USAID consider a DCOP/Deputy Project Director' with a LOE less than 100%?

ANSWER:

No. All Key Personnel should propose at 100% LOE.

QUESTION #7:

The RFA indicates on page 28 that the recipient will be responsible for collecting baseline data as well as conducting a mid-term program review during the third year of implementation. The applicant is also asked to propose key evaluation questions to indicate program impact. However, there is no mention of endline data collection by the recipient. Should the applicant include plans/costs for endline data collection, or is USAID planning to collect these data via an external evaluation?

ANSWER:

Please include the costs related to an endline data collection, as well as corresponding plans in the Technical Application. While it is possible that USAID or a third party will conduct the endline, this is not yet confirmed.

QUESTION #8:

Page 38 of the RFA includes the M&E plan in the list of annexes, but page 59 includes the M&E plan under review criteria for the technical approach. Could USAID please confirm that the M&E plan should be submitted in an annex, separate from the technical approach?

ANSWER:

Yes, please include the M&E plan as part of the Annex; the Selection Committee will still review it as part of the Technical Application. Please note that we are adding a page limit of 15 pages for the M&E Plan.

QUESTION #9:

Page 65 of the RFA indicates that ‘M&E data’ is expected to be reported in October annually. However, M&E data is also included in the description of quarterly reports and semi-annual reports on page 64. Could USAID clarify whether/how the M&E data due annually in October differs from the M&E data included in the quarterly and semi-annual reports?

ANSWER:

It is the same M&E data that should be included in all quarterly, semi-annual, and annual reports.

QUESTION #10:

The RFA states on page 40 that “the Applicant must include a timeline for its approach and interventions throughout the life of the project, with significant detail in the first year of the effort.” If a five-year high-level work plan and one year detailed work plan are required, will both documents be acceptable annexes of the technical application?

ANSWER:

Yes, Applicants have the *option* of including timeline information in a Work Plan(s) in the Annexes of the Technical Application. Please note that we are adding a page limit of 15 each for such Work Plan(s).

QUESTION #11:

Could USAID please clarify if the “Branding Strategy and Marking Plan Summary” has to be submitted as an annex to the technical application or to the cost application?

ANSWER:

Please submit the Branding Strategy and Marking Plan Summary as part of the Annexes of the Technical Application.

QUESTION #12:

Could please USAID clarify if the “History of Performance” indicated on page 49, is the same as “financial reports for the previous three- year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID” indicated on page 52?

ANSWER:

The History of Performance is required (as necessary) to help the Agreement Officer make responsibility determinations. If the Applicant has recently received a cost reimbursable award from USAID or another cognizant USG agency, it is unlikely that the History or Performance will be necessary. Audited financial reports can be used to help establish the History of Performance.

The “financial reports for the previous three- year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID” are not required. If an organization does not have a NICRA, it has the option of submitting audited financial reports/statements in order to help support a proposed indirect rate.

QUESTION #13:

How many past performance short forms does USAID require from the applicant? Does the proposed partner (sub-applicant or subcontractor) need to submit past performances as well?

ANSWER:

Please provide five (5) past performance short forms. Yes, sub-applicants and subcontractors (who will be receiving 10% or more of the proposed Total Estimated Amount [TEA]) also need so submit past performances as well.

QUESTION #14:

The RFA indicates on page 20: under sub IR 1.3: illustrative activity, bullet 1: “Using **Health** applications for strengthened referral processes from community to facilities in urban and rural areas.” Could USAID please clarify if the intention was to write: “Using **mHealth** applications for strengthened referral processes from community to facilities in urban and rural area”?

ANSWER:

Yes, that is correct, the sentence should read: “Using mHealth or eHealth applications for strengthened referral processes from community to facilities in urban and rural area”.

QUESTION #15:

Regarding the description of the risk associated with the proposed project indicated on page 40 of the RFA, could USAID please provide further explanation or a template of what is requested? Would a **risk matrix** be an acceptable annex of the technical application?

ANSWER:

The risk assessment associated with the proposed project should include a description of the potential risk, the severity and probability of the risk, and the mitigation of stated risks.

Yes, a risk matrix would be an acceptable annex to the technical application and would satisfy the requirement.

QUESTION #16:

We would like for you to consider integrating a telemedicine program into your existing healthcare system.

ANSWER:

Applicants are allowed to propose their own technical approach, including integrating a telemedicine program, if that is part of their proposed project technical approach.

QUESTION #17:

On page 5 of the NFO, USAID indicates that the purpose of the program will be to implement IFPP in all, or a subset of four, provinces in Mozambique, though only three key provinces are identified: Nampula, Sofala and Cabo Delgado. However, on page 12, USAID states that IFPP, in alignment with GHI Mozambique strategy, will only work on investments in the key regions of Gaza, Sofala, and Zambezia. Can USAID please clarify which four provinces IFPP will be focused on?

ANSWER:

The Applicant must focus on the following provinces: Nampula, Sofala, and Cabo Delgado.

QUESTION #18:

Is the list of acronyms and page dividers counted against the 30 page limit?

ANSWER:

No, neither the list of acronyms nor the page dividers are counted against the 30 page limit.

QUESTION #19:

Can the organizational chart be included as an annex?

ANSWER:

Yes, as per page 38 of the NFO, the organizational chart should be submitted as part of Annexes to the Technical Application.

QUESTION #20:

Is there a weighted system or point structure for evaluation of the technical, narrative, and Institutional Capacity and Past Performance?

ANSWER:

The technical applications will be reviewed in accordance with the three (3) review criteria set forth below, which are listed in descending order of importance:

- Technical Approach;
- Management Approach;
- Institutional Capacity and Past Performance.

QUESTION #21:

Could USAID please confirm that relevant documents and reports as requested on page 48 of the NFO, are not including within the 30 page limit?

ANSWER:

All documents listed under Section IV.4. Cost Application Format (starting halfway down page 48 in the NFO) are required as part of the Cost Application and do not count towards the 30 page limit. The 30 page limit is for the Technical Application. While there is no page limit for the Cost Application, Applicants are encouraged to be as concise as possible.

QUESTION #22:

According to page 38, promotional literature and materials regarding the applicant must not be submitted as part of the annexes, however could USAID please clarify if a technical brief relevant to the application, an acronyms list, and a list of references will be acceptable annexes of the technical application?

ANSWER:

An acronym list and a list of reference are acceptable Annexes to the Technical Application. However, a technical brief should be included as part of the Technical Application and will therefore count as part of the 30 page limit.

QUESTION #23:

Could USAID please clarify which is the funding for the first year of activities? On page 5 of the NFO it says "IFPP is expected to be funded at \$7 million/year for 5 years." On page 31 of the NFO it says "the Integrated Health Office (IHO) expects to initiate this activity with approximately \$5,050,000.00 in FY16 using prior years funding, with the remaining funding secured in Operation Plan 13, through Operation Plan 15 and Country Operation Plan (COP) 15". Would the applicant expect to receive (and budget for) \$7 million in year one or budget for \$5,050,000 in year one?

ANSWER:

As per page 31 of the NFO, the ceiling (total USG estimated cost) for this project is \$34,560,000 for all 5 years, this works out to approximately \$6.91 million/year which was round up to \$7/year on page 5.

The reference on page 31 to \$5,050,000 refers to funds that are available from the previous years and the remainder will be secured from the Operational Plan 15.

QUESTION #24:

In order to incorporate USAID's answers to the questions posed herein, would USAID consider extending the Closing Date for Receipt of Applications?

ANSWER:

Yes. The Application Submission Deadline is hereby extended to August 10, 2015 10:00 Local (Maputo) Time.

[END OF ATTACHMENT 02]