



USAID | UGANDA
FROM THE AMERICAN PEOPLE

DATE: September 20, 2019

**Subject: NOFO no. 72061719RFA00005- FP4HD Activity- Amendment No. 1
USAID's Responses to Applicants' Questions**

Dear Prospective Applicants,

The purpose of this Amendment No. 1 to the referenced NOFO is to provide responses to questions received from applicants on September 13, 2019. Please find updated NOFO attached with all changes highlighted in green.

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

This letter does not obligate USAID to execute an award, nor does it commit USAID to pay any costs incurred in the preparation and submission of applications. Furthermore the U.S. Government reserves the right to reject any and all applications, if such action is considered to be in the best interest of the U.S. Government. All other terms and conditions remain unchanged.

Sincerely,

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USAID'S RESPONSES TO APPLICANTS' QUESTIONS ON 72061719RFA00001 MCHN_RFA

1. Can USAID please clarify the geographic focus of the project? Specifically, will USAID expect the project to work at national and district levels, provide TA to the RHITES implementing partners, and work at community, facility and district levels in 11 CDC districts?

USAID Response: Yes, as per the NOFO, service delivery working at both facility and community will happen in the 11 CDC districts. Additionally this activity will work at the national level, and also give TA to RHITES/ FP related implementing partners.

2. Can USAID please elaborate to what extent the project is supposed to collaborate with DFID and other CDC or PEPFAR projects?

USAID Response: Please refer to pg. E.8; pg. 18 of RFA, for details on relationship to Other USAID Activities and Development Partners

3. Per NOFO p. 13, when measuring impact, is this for the program or the innovations?

USAID Response: This has been revised in the NOFO; activity will focus on process and outcome indicators.

4. Can USAID please provide more details on expectations regarding the project baseline discussed on page 14 of the NOFO? Does USAID expect data collection to be performed or applicants to rely on existing data?

USAID Response: USAID is not asking applicants to do surveys, generate new data but to use existing data like AIDS Indicator Survey, UDHS, Management Information Systems (MIS), Lot Quality Assurance Sampling (LQAS), HMIS as described in the NOFO for the baseline assessment and preparation of the AMELP.

5. Effective CLA will require timely access to data from RHITES and other IPs. Will USAID facilitate data sharing across IPs through a shared platform or MOU?

USAID Response: Yes USAID will facilitate data sharing across IPs through a shared platform

6. On page 24 of the RFA, USAID provides minimum and desired qualifications related to biodiversity and wildlife conservation for the COP; will USAID please clarify the COP qualifications?

USAID Response: The related section has been revised in the NOFO.

7. Page 27 (MEL qualifications) states "Master's Degree in Public Health, epidemiology, biostatistics research methods, or any behavioral science with relevance to SBC research, monitoring and evaluation and or Bachelor's degree in a relevant field with a minimum of fifteen (15) years' experience above"; can USAID clarify if the desired 15 years of experience is in lieu of the minimum 10 years' experience only if the candidate does not have a Master's Degree?

USAID Response: Yes, 15 years of experience in a relevant field if s/he does not have a Master's degree.

8. Page 37 (Annex 6) of the NOFO reads, “The Applicant must submit sub-awardee identified under this solicitation, which will at a minimum include the roles and responsibilities for each sub-awardee describing how each Sub will be involved into this Activity.”; can USAID please confirm that the RFA has not identified a sub-awardee and instead include information pertaining to the sub-awardees an Applicant is proposing?

USAID Response: Applicant is able to identify Subawardees at the submission stage, at their discretion, and submit their technical and cost applications with the Prime submission. However, in Annex 6, USAID would like the Prime applicant to clarify the roles and responsibilities for each subawardee which includes a description of how each subawardee will contribute towards achieving the objectives and results described in the Activity description. This should clearly explain the involvement of each sub-awardee into each IR.

9. Can USAID please elaborate on what should be included in Annex 6: Sub-award?

USAID Response: Refer to answer in Q.8.

10. Can USAID please confirm if all information for sub-awards listed on page 42 (Section vii) needs to be submitted with the Applicant’s proposal?

USAID Response: Yes.

11. Page 37 of the NOFO reads, “Cost/Business application must include a copy of the legal relationship between the parties;” can USAID provide examples of documentation that would meet this requirement?

USAID Response: Teaming Agreement is an example of legal relationship between Applicant and their subs. This Agreement must be signed by both parties. The detailed content of this Agreement was stated in the NOFO.

12. Under E.3. Sub-grants (p. 16) the NOFO states, “The Recipient must submit a request for the Agreement Officer approval for the proposed sub-grants, no later than 30 calendar days, detailing the process for identifying, evaluating, vetting, award, and monitoring sub-grant activities.” Can USAID clarify if it’s just 30 days or 30 days after award?

USAID Response: This requirement is for Sub-grantees who are not identified at the application stage but after awarding the Agreement. Since the sub-grant program will start in Year 2 of the Activity, the Recipient will start the process of selecting the sub-grantee(s) in Year 1. Once the sub-grantee(s) identified, the Recipient must submit a request for Approval to Agreement Officer, 30 calendar days prior, to review, comments and approve the selection of the proposed sub-grantee(s) and the substantive provisions of the sub-grantee(s).

13. Can USAID please confirm that (vi) Potential Request for Additional Documentation (p.38-39) does not need to be included as a section in the Business (Cost) Application?

USAID Response: This requirement is for the Applicant who will be considered for the Award and additional documents are not required at the submission stage.

14. Can USAID please specify if there are page limits for Key Personnel for section vi (p. 37) of the technical proposal?

USAID Response: Key Personnel section is not to exceed 3 pages.

15. Page 34 of the NOFO states, “The Technical Application is limited to a maximum of 30 pages, and includes Technical Approach, Management Structure, and Key Personnel.... the Technical Approach (not to exceed 30 pages).”; does USAID mean the whole Technical Application is limited to 30 pages or the Technical Approach within the Technical Application is limited to 30 pages with the full Technical Application limited to 40 pages including the 10 pages for the Management Section?

USAID Response: The Technical Application is limited to 30 pages, including Technical Approach, Management Structure and Key Personnel.

16. Page 47 of the NOFO (PPRs) states, “not to exceed the past 3 years”; will USAID consider projects that were still operating in the year 2016 regardless of month?

USAID Response: Yes.

17. What is the exact title of the key personnel for MEL? Page 24 of the NFO indicates MEL Advisor, whereas pages 27 & 35 indicate MEL Team Lead. Additionally, would you usually also consider a candidate with expertise primarily relevant to MEL in family planning training, increasing access or SBC or norm shifting?

USAID Response: Monitoring, Evaluation and Learning (MEL) Team Lead. Refer to qualifications in NFO for expertise.

18. In the public health and social science literature on norms, there are many definitions for what constitutes a norm. Would USAID please define what differences it sees between social and cultural norms?

USAID Response: Irrespective of the definitions, the NOFO requires the applicant to identify the social and cultural norms that impede the acceptance, uptake and use of FP and how they can be mitigated.

19. Does USAID expect FP4HD to report SDP-level data only where the project is supporting SDP-level interventions (in 11 focus districts)? If the expectation is reporting from all sites, including through above-site work, could you kindly advise on how we will avoid double-counting with RHITES implementing partners?

USAID Response: RHITES projects are not in the 11 focus districts for the activity.

20. Is there other guidance USAID can provide on whether expectations for reporting required (and other) indicators will differ for site-level vs above-site districts?

USAID Response: There are different activities expected at site/district level (mainly service delivery performance) and above site (e.g. leadership and policies), therefore, indicators will differ.

21. Given the district level work that is expected with FP4HD, should all SDPs in districts be considered ‘USG-assisted’?

USAID Response: For the 11 districts yes. However, at reporting you will consider, those SDP which USAID partner has supported.

22. To help with proposing baselines and targets for required indicators related to the percentage of USG-assisted and PEPFAR supported sites providing FP services can USAID comment on or provide documentation on current levels under the existing RHITES mechanisms?

USAID Response: PEPFAR indicators are reported through the national health system.

23. The Local Compensation Plan Summary, Attachment E, doesn't have position titles listed. Would USAID assist applicants with mapping positions to grades by sending a revised version that shows position titles?

USAID Response: Position titles will not be provided. The LCP relies on Grades and Steps. Grades guidance has been provided in Attachment E, LCP, for the Entry, Senior Levels and grads in between.

24. On page 2 of the NFO, the third paragraph requires applications to be submitted to the attention of Mr. Admir Serifovic and on page 47 (6a), submissions should be sent to the attention of Ms. Mercy Lapolo. Could USAID clarify?

USAID Response: As stated in the RFA, Questions will be submitted to KampalaUSAIDSolicita@usaid.gov to the attention of Mr. Admir Serifovic and Ms. Mercy Lapolo. Applications will be submitted to KampalaUSAIDSolicita@usaid.gov, to the attention of Ms. Mercy Lapolo, Acquisition and Assistance Specialist.

25. Could USAID advise on what exchange rate to use?

USAID Response: USAID does not prescribe a rate but encourages the bidder to follow their procedures to establish appropriate rate(s) to use.

26. On page 16 there is reference to "Implementation Letters" that have been established with the GoU, can USAID please attach this resource to the portal?

USAID Response: The Reproductive Health/Family Planning Implementation Letter is attached as Attachment I.

27. On page 48, Criterion A is stated as equal weight of B, but a sentence under Merit Review states "criterion A is more important than B". How is USAID going to score on "more important" if the scoring between the two is equal?

USAID Response: The Merit Review has been revised to read "Criterion A-60% and Criterion B-40%."

28. On page 35, USAID is specific on page requirements for the required 6 annexes; however, can applicants include any additional annexes in the application?

USAID Response: No.

29. With the push for localization, the assumption is that USAID wants local partners to not be constrained by exclusivity in partnership on this opportunity; can USAID state its position on local partners and exclusivity/non-exclusivity?

USAID Response: This is an open competition

30. To ensure that applications are responsive to the Q&A, and given that responses to the Q&A will only be released 10 days ahead of the deadline, would USAID consider extending the deadline?

USAID Response: No.

31. Is USAID able to provide an indicative breakdown of budget resources allocated per Intermediate Result (IR)?

USAID Response: It is anticipated that IR.1 will take 20%, IR.2 is 50% and IR.3 is 30 % of the budget.

32. May applicants include a list of acronyms with their technical applications as front matter that is exclusive of the page limits listed?

USAID Response: Yes.

33. May applicants include a list of acronyms with their budget (cost) applications as front matter that is exclusive of the page limits listed?

USAID Response: No.

34. For the required indicators, does USAID have baseline values against which applicants could set proposed targets (especially for CYPs)?

USAID Response: Yes. Routine health facility data is available for CYP.

35. Can USAID confirm that only the prime applicant needs to be registered in SAM at the time of the application submission?

USAID Response: The Prime and each Subawardee/Sub-grantee must be registered in SAM.

36. Can you USAID please clarify the type of baseline survey they would like within the 45 days (page 57 of the RFA)?

USAID Response: Refer to pg. 52, section 3; Vii- Baseline assessment - is what is being referred to. This has been revised in RFA, pg. 57.

37. Page 14, Section D, Activity Monitoring, Evaluation and Learning. The RFA states, "USAID/Uganda plans to conduct multiple evaluations of individual interventions/approaches, target populations, or implementation environment at different times as well as a comprehensive external evaluation of the activity during the fourth year." Should applicants budget for conducting "multiple evaluations of individual interventions/approaches," or only for resources needed to prepare for and participate in these evaluations?

USAID Response: USAID/Uganda is interested in continuous learning and rapid feedback for adaptive management. Applicants may plan and budget for individual interventions learning events as they become necessary for the program management and also budget resources needed to prepare for and participate in these evaluations conducted by USAID.

38. Page 16, Section E.3 Sub-grants. The RFA states that “FP4HD is expected to provide up to four (4) million United States Dollars (USD) threshold in sub-grants over the life of this Activity.” Can USAID please differentiate between a sub-awardee and sub-grantee with respect the USD\$4 million ceiling? Is this amount intended for primary consortium sub-award partners, or is this amount allocated for “sub-tier” sub-grants to be issued over the life of the project (e.g. to grassroots organizations)?

USAID Response: As stated in the RFA, the 4 million grants will be awarded to the local sub-grantees started Year 2 of the Activity. .

39. Page 19, Section E.8 Relationship to Other USAID Activities and Development Partners. The RFA makes clear that FP4HD will collaborate with other activities either currently under implementation or in the planning stages, including SBC4T. Can USAID further clarify how activities and/or strategies will be divided between the anticipated SBC4T and IR2 under FP4HD?

USAID Response: FP4HD is specifically focusing on FP while SBC4T will focus on all health technical areas with a specific role as an above site mechanism but bringing SBC interventions to scale through collaboration and partnerships district based implementing partners. USAID is aware that there may be some overlap and these issues will be addressed as activity is being implemented and this is to be done in a coordinated approach.

40. Page 21, Section E.9 Environmental Considerations. The RFA indicates that the cost application should include illustrative costs for environmental compliance implementation and monitoring. How would USAID like to see these costs represented? Are these costs to be separate line items in the budget?

USAID Response: Applicant can budget this cost in a separate line.

41. Page 21, Section E.9 Environmental Considerations. Can USAID clarify whether the Applicant must complete the Environmental Review Form or Environmental Review checklist, as described for 6) for named sub-awardees/core project partners, or whether this requirement is only for sub-grants issued during project implementation?

USAID Response: Sub-grants and sub-awards.

42. Page 35, Section D, 1) Technical Application, sub-section vi. Key Personnel. What is the page limit on the Key Personnel section? And does this page limit count against the 10 page limit on the Organizational Capacity and Management Structure section?

USAID Response: Refer to answer to Q. 14.

43. Page 35, iv. Technical Approach. This section indicates that a sustainability plan be included here (“include sustainability plan that demonstrates how activity results will be sustained even after USAID funding ends”). As applicants will also be providing a sustainability plan as an annex, may applicants exclude a description of the sustainability plan from this section?

USAID Response: Applicant will submit the detailed Sustainability Plan in Annex 4.

44. Page 35, v. Organizational Capacity and Management Structure. Can USAID please clarify what it means in bullet 2 by “Personnel and Management Structure spells out clear roles and responsibilities for ALL staff, key and non-key personnel, proposed including demonstrated knowledge, skills and qualifications”? Does a description of the roles and responsibilities of each position budgeted for need to be included here, or may this information be included in the skills matrix presented in the annex?

USAID Response: Roles and responsibilities of each staff members will be included under Management Structure. Personnel skills will be included in the Summary Matrix.

45. Page 36, Section D, 1) Technical Application, sub-section vii. Annexes—Annex 1. USAID requires that “resumes for all four (4) key personnel must include three (3) past performance references with up-to-date telephone numbers and email contact information for their most recent supervisors.” Can USAID please clarify exactly what information is required for a past performance reference? Does this only include the name, telephone number and email contact information for their most recent supervisors? Or does USAID require this information in addition to an explanatory letter of reference?

USAID Response: Past Performance for key personnel references can be submitted on an additional page that will not be considered as part of the three (3) pages limit for Resumes/CVs.

46. Page 38, (iii) Required Certifications and Assurances. Can USAID please confirm that “Certifications, assurances, representations, and other statements of the recipient,” assurances for non-construction programs; and evidence of responsibility are only required from the prime applicant?

USAID Response: Certifications and Assurances are required for the Prime and each Sub-awardee.

47. Page 39, (v) Budget and Budget Narrative. Could USAID clarify what the missing word is in the second to last sentence of the first paragraph of this section, “The budget narrative and should provide information in sufficient detail.”

USAID Response: This section has been revised in the RFA and reads “The budget narrative should provide information in sufficient detail.”

48. Page 39, (v) Budget and Budget Narrative. USAID states that “The required budget format is found in Attachment D of this RFA.” However, the Budget template Attachment D does not have any formulas and is missing line items necessary to allocate costs. Would USAID allow Applicants to submit a budget using their own organizational template?

USAID Response: As stated in Attachment D, Budget Template, “Cost Line Items are indicative & should therefore be adjusted as appropriate/applicable.” Therefore, Applicants will revise and adjust the USAID template as needed. All Applicants must use the budget template provided as part of this RFA to ensure fairness among all Applicants.

49. Page 39 (v) Budget and Budget Narrative, 1) Personnel. Can USAID confirm that established written policies on personnel compensation are only required for the prime applicant?

USAID Response: Yes.

50. Page 40 (v) Budget and Budget Narrative, 4) Travel. Can USAID confirm that the company travel policy is only required for the prime applicant?

USAID Response: Yes.

51. Pg. 40, 6) Contractual/Sub-awards/Sub-grants. It seems that there may be some words misplaced in this section. Can USAID please clarify this sentence: “The Applicant should indicate the subject, General Program Activities Cost, includes but not limited to venue and duration of any proposed trainings, workshops, conferences and seminars and their relationship to the objectives of the program, along with detailed estimates of costs such as venue, travel costs, per diem for participants, etc.”?

USAID Response: This section has been revised in the NOFO to read “The Applicant should indicate the subject of “General Program Activities Cost” in their detailed budget which includes but not limited to venue and duration of any proposed trainings, workshops, conferences and seminars and their relationship to the objectives of the program, along with detailed estimates of costs such as venue, travel costs, per diem for participants, etc.”

52. Page 41, Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA) Eligibility. Can USAID clarify what is meant by “associated disclosed practices”?

USAID Response: Disclosed practices documents such as personnel, travel policies, etc. as they required by USAID.

53. Page 48, 1. Overview. USAID indicates that all evaluation criteria will consider the Applicant’s consideration of the role of climate risk mitigation in all program activities. Can USAID please clarify how it is expecting climate risk mitigation to be addressed through this program?

USAID Response: Applicants are expected to conduct a climate risk analysis to identify any potential climate risks to their proposed interventions. Based on this analysis, if the climate risks are moderate or high, applicants are expected to propose and integrate climate risk management options into their proposals/designs. The aim is that the targeted activity outcomes should still be achieved, even in the wake of extreme weather and climate events.

54. Section E.1 – Geographic Scope states that “USAID through the RHITES activities supports voluntary FP services in about 72 districts. However, FP4HD will also conduct some site-level activities in select geographic areas. For example, there are other several sites and districts that receive PEPFAR program support from CDC et al but receive only limited support for FP/RH. Therefore, FP4HD will support at least 11 of these districts.”

USAID Response: Yes, in terms of service delivery, focus will be 11 districts

55. Are we right to assume that there will be districts among the 72 served by RHITES, in addition to the 11 districts supported by the PEPFAR program, where the Activity will required to provide direct service delivery? If so, which are these and how many?

USAID Response: Please refer to page 15, E.1 for geographical service delivery districts.

56. Page 19 of 74, section E.8, mentions that the FP4HD Activity will provide TA, professional development and other support to promote the responsive, uninterrupted, and accountable delivery of quality assured medicines and other supplies including contraceptive commodities. However, there is no mention of the source of these commodities. Please confirm which Activity will be responsible for the procurement and distribution of these commodities through-out the life of the project.

USAID Response: The various procurement entities will be the source of commodities - NMS for the public sector and JMS for the PNFP sector. USAID, GoU and other development partners will support the procurement of the FP commodities.

57. Will USAID allow submission of additional annexes other than those specified by the RFA?

USAID Response: Refer to answer of Q.28.

58. Would USAID clarify if an acronym list is included in the page limit?

USAID Response: No.

59. Regarding Annex 6, Subaward, USAID states “The Applicant must submit sub-awardee identified under this solicitation, which will at a minimum include the roles and responsibilities for each sub-awardee describing how each Sub will be involved into this Activity.” Would USAID clarify that this only pertains to current sub-contracting partners within the consortium, and not the sub-grant activity referenced under section E.3?

USAID Response: Yes, USAID confirms that this statement is related to subawards not to sub-grants program.

60. The hyperlink provided for Resource Link 2 on page 64 does not allow access to the document. Could USAID please update the link, and resend it?

USAID Response: USAID attached this document to the amended RFA as Attachment H.

61. Can USAID clarify the specific page requirements for the Technical Proposal: It is stated on page 34 in the RFA: The Technical Application is limited to a maximum of 30 pages, and includes Technical Approach, Management Structure, and Key Personnel – excluding annexes. Also noted on page 34: 1(iv) USAID is stating the technical approach should be 30 pages and on page 35 1(v) Organizational Capacity and Management Structure should not exceed 10 pages. Is the max page limit 30 pages with no more than 10 of those 30 pages allocated to the Org Capacity and Management section or max 30 pages for technical -Criterion A and a max 10 pages for Criterion B- Org Capacity and Management?

USAID Response: Refer to answer of Q.15.