

April 24, 2014

REQUEST FOR APPLICATIONS NO. AID-621-14-000008-RFA

“COMMUNITY HEALTH AND SOCIAL WELFARE SYSTEMS STRENGTHENING”

AMENDMENT NO. 1

The subject RFA is hereby modified as follows:

1. Under SECTION I – FUNDING OPPORTUNITY DESCRIPTION, E Program Description Framework, under bullet “Technical Approach” delete the following sentence: “This causal relationship is articulated in the Results Framework in this solicitation.”
2. Under SECTION IV – APPLICATION AND SUBMISSION INFORMATION, E. Application Preparation Guidelines, (1) TECHNICAL APPLICATION FORMAT, b. Implementation Plan, insert the following text at the beginning of paragraph 2: “The Implementation Plan must demonstrate how the programming principles will be realized through the proposed interventions.”
3. Add the following after ATTACHMENT H:

“ATTACHMENT I

QUESTIONS AND ANSWERS FOR RFA NO. AID-621-14-000008-RFA

1. **Question:** On page 16 of the RFA, the first paragraph (Under Objective 2.1), the RFA document states that, “As a note, targeted national, regional and district human resources interventions, such as implementation of strategies for recruitment, retention, financing and human resources for health (HRH) information systems for social workers will be implemented through interventions supported through the Health Office’s Health Systems Strengthening portfolio.” However, under the illustrative indicators on page 19 of the same document, the RFA document states that one of the indicators under Objective 2 is, “# of social welfare assistants graduated from accredited program”. Does the RFA require applicants to work with schools of social welfare and support an increase in # of social welfare assistants graduating from accredited programs?

Answer: The RFA does not require applicants to “work with schools of social welfare” to support an increase in the number of social welfare assistants. However, USAID is willing fund such activities as well as other interventions that contribute to a program that achieves the stated objectives.

- 2. Question:** The RFA appears to use the terms PSWs and CHWs interchangeably. Does USAID consider these as the same roles or are these each a distinct cadre? For example, Obj 2.1 talks about PSWs and Obj 2.2 talks about CHWs very distinctly however, in the Illustrative Indicators section it reads “% of community health and social service workers using approved case work protocols, job aids, and tools”. In addition, the RFA appears to make a clear distinction between PSWs and Social Welfare Assistants. Are Social Welfare Assistants another cadre? For instance, “Supported interventions will accelerate implementation of the Social Welfare Assistant and para-social worker programs at the district, ward, and community levels.”

Answer: Community health workers, parasocial workers and social welfare assistants are distinct cadres within the United Republic of Tanzania.

- 3. Question:** On page 39, USAID notes that Apparently Successful Applicants will be asked to provide a branding and marking plan. Later in this paragraph the RFA states that, “Failure to submit and negotiate the Branding Strategy and the Marking Plan will make the applicant ineligible for award of a cooperative agreement.” Please confirm that a Branding and Marking Plan are not required as part of this proposal submission.

Answer: The Branding Strategy and Marking Plan are not required as part of this application submission.

- 4. Question:** On page 29, the RFA notes that the offeror should provide past performance references for “all contracts, grants and cooperative agreements which the organization has implemented involving similar or related programs over the past three years”. Providing all of the PPRs for the organization for the last three years would include a substantial number of PPRs which may not be relevant to this solicitation. Would USAID please confirm that the offeror is only required to submit up to five illustrative PPRS, and not all PPRs from the past three years?

Answer: Applicants are required to submit all past performance references for similar or related awards which the organization has implemented over the last three years within the three page limit. If references exceed three pages, the applicant should begin with the most recent references, based on award date, and provide references in reverse order by award date until the three page limit is met.

- 5. Question:** Page 29 of the RFA, Past Performance References, states: “Describe all contracts, grants and cooperative agreements which the organization has implemented involving similar or related programs over the past three years,” and gives a limit of 3 pages. Does this include only the prime organization or all subpartners as well? If the latter, would USAID consider increasing the page limit as the list of all contracts, grants and cooperative agreements may exceed 3 pages?

Answer: Applicants must submit PPRs for prime recipients only. Applicants are required to submit all past performance references for similar or related awards which the organization has implemented over the last three years within the three page limit. If references exceed three pages, the applicant should begin with the most recent references, based on award date, and provide references in reverse order by award date until the three page limit is met.

6. **Question:** On page 26, the RFA notes that applications must use 12 point font and that use of smaller font or other page format may result in removal of application material provided to the evaluation panel. Can USAID please confirm that a font size smaller than 12 point can be used on maps, charts or exhibits, as long as they are legible without magnification?

Answer: Yes, a font size smaller than 12 point can be used on maps, charts or exhibits, as long as they are legible without magnification

7. **Question:** Can USAID please confirm whether if PPRs are required from major subrecipients?

Answer: PPRs are only required for Prime recipients.

8. **Question:** Can USAID please confirm if PPRs should be resubmitted with the full technical proposal on the final due date?

Answer: The due date for PPRs is 16:00 EAT on April 28, 2014. Applicants should not resubmit PPRs with the full technical application.

9. **Question:** Can USAID please specify the largest size of file and/or email that can be received by the usaidtzco@usaid.gov address?

Answer: The file size for each transmission must not exceed 25 MB.

10. **Question:** On page 35, USAID notes that similar cost information should be submitted for all subrecipients. Can USAID please confirm that subrecipients include only organizations for which a budget has been developed in the proposal process and does not include potential grantees or access groups?

Answer: Yes, the subrecipients include only organizations for which a budget has been developed in the application process and does not include potential grantees or access groups.

- 11. Question:** The RFA notes that Key Personnel will not be considered during the evaluation. Should offerors still provide CVs in this submission?

Answer: No.

- 12. Question:** The RFA notes that Key Personnel will not be considered during the evaluation. For the purposes of the cost volume, should offerors use illustrative rates of personnel, or use rates and information on staff the offeror will propose if named the successful offeror?

Answer: Applicants should use the anticipated rates that represent appropriate compensation for the employee's qualifications and responsibilities in accordance with the organization's personnel policies and procedures.

- 13. Question:** In Objective 2.1, the RFA calls for acceleration of implementation of the Social Welfare Assistant and Para-Social Worker programs. Please confirm that USAID wants the incumbent to financially and technically support the training and placement of new PSWs.

Answer: This activity may fund financial and technical support for training and placement of new parasocial workers as an intervention to achieve Objective 2.1. Please refer to the Attachment E, Assessment of the Social Welfare Workforce in Tanzania: Final Report (June 2012) and Attachment F, Program to Develop and Mainstream a Cadre of Para-Social Workers Tanzania Human Resource Capacity Project (Progress Report, December 2012).

- 14. Question:** In Objective 2.2, the RFA talks about "promoting learning, best practice and evidence-building in the development of community health human resources." However, the link between this and the indicator for this Objective ("% of communities with incentivized CHWs") is not clear. Please clarify whether USAID wants the incumbent to work at the policy and advocacy level relative to community health human resources, or if USAID wants the incumbent to become involved in and support the implementation of CHWs at the community level.

Answer: This activity may fund interventions at the national and community levels. Types of illustrative interventions at the national level are clearly described in section 2.2 on page 17. The activity may also fund interventions at the community level that ensure and improve technical capacity of community health workers.

- 15. Question:** Can you please provide more clarification on USAID's expectations for 2.2: Expanded and better equipped community health workforce?

Answer: See the Answer to Question 14.

16. Question: Page 14 notes, “This causal relationship is articulated in the Results Framework in this solicitation.” There is no Results Framework in the solicitation. Does USAID intend for the applicants to develop one or is there one that should be referenced?

Answer: RFA has been amended to delete reference to “Results Framework” on page 14. Applications may include a logical framework for the proposed activity that responds to the objectives stated on Page 15 of the RFA.

17. Question: Per Section V, past performance will be evaluated as part of technical application. Can USAID confirm if it requires past performance narrative as part of the technical application in addition to the PPRs that are to be submitted by April 28 in advance of the RFA deadline?

Answer: The past performance narrative is part of the PPRs that are to be submitted by April 28 in advance of the RFA deadline. No additional past performance narratives should be submitted as part of the technical applications.

18. Question: Can USAID please advise if we may include an acronym list, table of contents, and other charts that will not count against the page limitation?

Answer: The RFA clearly states page limitations. Any graphs, charts, pictures, etc. submitted will be included in page counts. Any abbreviations and acronyms not included in Attachment A, should be written out and parenthesized in their first usage. No acronym list or table of contents is requested.

19. Question: Are a Table of Contents, Restriction on Disclosure and Use of Data page, and an Acronym List acceptable additions to the proposal? If so, do they have page limits?

Answer: See the Answer to Question 18 regarding the Table of Contents and Acronyms. See page 36 of the RFA regarding Disclosure of Data. The title page discussed in this section is equivalent to the cover page.

20. Question: Per the Cost Application Format instructions on pages 30-36, USAID requests that “the cost application should include a complete discussion of the relationship between the applicant and its partner organizations, how work under the program will be allocated and how work will be organized and managed.” Per the Technical Application Format under Implementation Plan on page 28, the RFA states that “documentation that reflects an exclusive relationship between sub-recipients is not requested and should not be submitted.” Can USAID please confirm that offerers can discuss potential partner relationships and management structure, especially with local and parastatal organizations, in a non-exclusive manner to ensure availability to work with the Apparently Successful Bidder?

Answer: Applicants may discuss potential partner relationships and management structure, especially with local and parastatal organizations, in a non-exclusive manner to ensure their availability to work with the Apparently Successful Bidder.

21. Question: Does USAID require the submission of Drug Certifications for Key Personnel?

Answer: Please refer to page 32. Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking. A key individual is usually the in-country "project manager" or similar official principally responsible for administration of the USAID-financed activity. The Apparently Successful Applicant will be requested to update its certification upon identification of a key individual to include that individual's certification in addition to the individual certifying on behalf of the organization.

22. Question: Page 44 of the RFA states: "No later than the end date of this award, the recipient shall submit a draft of the Final Report to the AOR for approval." For cooperative agreements, it is customary to have three months after the period of performance before the Final Report is due. Could USAID please clarify the due date for the Final Report?

Answer: Recipients shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award. However, a draft of the Final Report should be submitted to the AOR no later than the end date of the award. Applicants should plan and budget in such a way to accommodate closeout of activities and drafting of the final report prior to the end of the period of performance.

23. Question: On p. 17 (S. 2.1) the RFA says: "As a note, targeted national, regional and district human resources interventions, such as implementation of strategies for recruitment, retention, financing and human resources for health (HRH) information systems for social workers will be implemented through interventions supported through the Health Office's Health Systems Strengthening portfolio."

Can USAID please confirm:

- (a) Whether these interventions are part of the scope of the current RFA or a separate RFA?
- (b) If these are part of a separate RFA, can USAID please clarify what sort of activities are expected to meet this objective?
- (c) If these are not included in this RFA, will this work be procured through alternate mechanisms?

Answer:

- (a) These interventions are not part of the scope of the current RFA.
- (b) Activities should be determined by the Applicant. On page 17, the RFA notes that USAID will fund “interventions that will accelerate implementation of the Social Welfare Assistant and parasocial worker programs at the district, ward and community levels. USAID will also fund activities that improve performance of social workers, including on-the-job training and development of job aides with priority on case management.” USAID will not fund, through this RFA, broad systems strengthening interventions such as those that focus on “recruitment, retention, financing and HRH information systems”.
- (c) Future opportunities will be published via www.grants.gov or www.fbo.gov and communicated on USAID Mission Competitive Forecast via <http://www.usaid.gov/work-usaid/mission-competitive-forecast-pdf>

24. Question: On p. 28 of the RFA, the “Implementation Plan” is described as having components typical associated with a “Management Plan” (Cost-share plan; rapid start-up plan; organizational structure and staffing pattern; description of partner roles, expertise, and management, etc...).

- (a) On p. 37, this section is referred to as the “Implementation Approach” and the evaluation criteria scores it against programming principles, and “a robust learning agenda and other interventions to inform national policy and strategies”—neither of which is requested on p 28.
- (b) What does USAID expect from the Implementation Plan to be included in the Annex and the Implementation Plan/Approach to be included in the narrative? How do these differ?
- (c) On p. 29, under Institutional Capacity, the RFA requests that applicants include information on partner expertise, field management structure and financial controls. Much of this overlaps with what is requested in the Implementation Plan on p. 28. Please clarify how these 2 sections should differ?

Answer:

- (a) The Program Description Framework describes programming principles on pages 12-13. The Implementation Plan must demonstrate how these programming principles will be realized throughout activity implementation. Objective 3.2 also states that the RFA will fund activities that promote a “community health and social service learning agenda” and “continuous information sharing...[and] adoption of successful models within national policy and service delivery frameworks.” The Implementation Plan should fully describe how this will be realized.

The RFA language in Section IV E(1)b “Implementation Plan” has been amended to clarify the requirements.

- (b) The Implementation Plan discussed in the narrative should describe the plan for achieving results through the entire program. This Plan should incorporate the programming principles, management approach, etc. The Illustrative First Year Implementation Plan Matrix should be an “outline anticipated activities, outputs, and completion dates for the first year of the program.”
- (c) The ‘Institutional Capacity’ presents the institution’s existing assets (e.g. in-country or home-office technical experts that may charge time to the program, tools and resources developed under previous programs). It provides USAID/Tanzania with a sense of the expertise, resources and experience that the partner possesses, which helps the evaluators determine how suited the partner is to implement the activity. The Implementation Plan, on the other hand, describes how the partner will implement the activity, including the staffing pattern, the approach to implementation and how the activity will be managed on the ground.

25. Question: On p. 38, the RFA states that “key personnel will not be considered during the evaluation of applications.” On p. 28, the Implementation plan requires applicants propose an “overall staffing pattern” and on p. 29 under Institutional Capacity, the applicant is required to describe “institutional strength as represented by breadth and depth of experienced personnel.” Is it acceptable to name persons—key personnel and non-key personnel identified in the staffing pattern—in these places as well as the budget? Can they be accompanied brief bioblurbs in the text of the proposal?

Answer: Applicants must describe the program’s staffing pattern, including a description of the mix of skills of key personnel and technical staff. This staffing pattern must also demonstrate how the program will meet its objectives and integrated into the Implementation Plan. Key personnel and non-key personnel should not be identified in the staffing pattern, other places or in the budget. No brief biographies should be submitted in the text of the application.

Acknowledgement of Any Amendments to the RFA

Applicants shall acknowledge receipt of all amendments, if any, to this RFA by signing and returning the amendment as part of the cost application. The Government must receive the acknowledgement by the time specified for receipt of applications.

RFA-621-14-000008

Amendment No. 1

Community Health and Social Welfare Systems Strengthening Activity

Page 9 of 9

ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT NO. 1:

Signature

Printed Name

Organization Name

Date