



USAID | KENYA AND EAST AFRICA

DATE: May 06, 2016

SUBJECT: Amendment No. 01, Notice of Funding Opportunity Number RFA-615-16-000008

PROJECT TITLE: Human Resources for Health (HRH) Program, Kenya

Dear Prospective Applicant(s):

The purpose of this amendment number one (1) is to provide USAID's responses to the questions raised by prospective applicants, as reflected in pages two (2) through nine (9) of this Amendment No. 01. The total length of this Amendment is nine (9) pages including this cover page. The revised Notice of Funding Opportunity has been included in this Amendment.

This Amendment 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,

Brian K. Woody
Agreement Officer
Office of Acquisition & Assistance
USAID/Kenya and East Africa

USAID's RESPONSE TO QUESTIONS

1. On page 10 of the NOFO, there is a list of the 27 PEPFAR focus countries. Machakos County was not included. Would USAID confirm that Machakos County should be on this list?

USAID's Response: USAID confirms that Machakos is among the 27 PEPFAR focus counties. Please see revised bullet 3 under section 5 of page 10:

- *High disease burden counties aligned to PEPFAR, RMNCAH and PMI priorities . Currently there are 27 PEPFAR focus counties; however the counties may change with time based on dynamics in disease prevalence, changing priorities and resource availability. The 27 counties include Homa Bay, Nairobi, Kisumu, Siaya, Migori, Mombasa, Kiambu, Busia, Kisii, Bungoma, Uasin Gishu, Trans Nzoia, Makueni, Meru, Kitui, Kakamega, Nakuru, Kilifi, Nyamira, Bomet, Narok, Muranga, Kwale, Kajiado, Turkana, Nandi and Machakos.*

2. There appears to be an inconsistency in the use of "Intermediate Result" (page 9) and "Objective (page 11) and the use of "Sub- Purpose" with "Output" (pages 12-19). Please clarify the nomenclature USAID would like used for consistency in responding to the NOFO.

USAID's Response: Please use Sub-purpose and Output in line with **Section 7.Activity Purpose of the Program Description.**

3. On page 15, the RFA states that "The applicants should consider the three key approaches described below to achieve desired outcomes." Could USAID please clarify, which of the four outputs listed below this statements are considered the three key approaches? Similarly, on page 18, the RFA states that "Support to HRIS systems should be through the following two interventions." Could USAID kindly clarify which of the 3 outputs listed below this statement should be considered as part of the two interventions?

USAID's Response:

On page 15, USAID confirms that the applicant should consider four (4) key approaches. Please see revised section in paragraph:

"...The applicants should consider the four (4) key approaches described below to achieve desired outcomes."

On page 18, USAID also confirms that support to HRIS systems should be through three (3) interventions. Please see revised section in paragraph:

"...Support to HRIS systems should be through the following three interventions."

4. On page 8, the RFA states that “PEPFAR in Kenya focuses on 27 counties with the highest burden of HIV/AIDS. HRH Kenya is expected to focus interventions mainly on the high HIV/AIDS disease burden counties due to budget limitations, as these counties also have high resource demands for HRH.” On page 29, the RFA states that “The technical application must clearly describe the selection criteria for identifying target counties, populations and institutions.” Could USAID please clarify whether the applicant is expected to target all 27 counties and describe the selection criteria for those counties or if it is up to the applicant to determine the number of target counties out of the 27 focus counties based on its selection criteria that it will share?

USAID’s Response: The applicant is expected to target the high disease burden counties aligned to PEPFAR, RMNCAH and PMI.

5. On page 30, the RFA states that “The technical application should describe how funds received from the various contributors including USAID, GoK, and private sector towards Afya Elimu Fund (AEF) for medical students’ tuition loans will be disbursed. The technical application should provide a detailed report indicating the beneficiaries, residence counties, training institution, course of training and amounts allocated to the beneficiary segregated by source of fund.” Could USAID kindly provide clarity on the breakdown of the sources of funding and whether the applicant is expected to use sources of funds beyond USAID? Also, how much is being allocated for the Afya Elimu Fund?

USAID’s Response: As per output 1.1, the Afya Elimu Fund (AEF) sources include but are not limited to USAID, the High Education Loans Board (HELB) and private sector. The applicant may use additional sources of funds as this will aid in increasing the sustainability of the loan program.

6. On page 30, the RFA states that “The technical application should describe how funds received from the various contributors including USAID, GoK, and private sector towards Afya Elimu Fund (AEF) for medical students’ tuition loans will be disbursed. The technical application should provide a detailed report indicating the beneficiaries, residence counties, training institution, course of training and amounts allocated to the beneficiary segregated by source of fund.” We are concerned that applicants do not have access to this information making it is impossible to provide a detailed report as requested in the technical application. Will USAID make this information available or is this intended to be an illustrative report?

USAID’s Response: In addition to Response 5 above, USAID confirms that the applicant should provide a detailed illustrative report of how the AEF funds shall be disbursed. Please see revised paragraph under Selection Factor 1, in page 30:

The technical application should describe how funds received from the various contributors including USAID, GoK, and private sector towards Afya Elimu Fund (AEF) for medical students’ tuition loans will be disbursed. The technical application should provide a detailed illustrative report indicating the

beneficiaries, residence counties, training institution, course of training and amounts allocated to the beneficiary segregated by source of fund. The technical application should describe how moneys repaid by the beneficiaries will be revolved back into the AEF to support more students. The technical application should describe how the AEF will be sustained beyond the HRH Kenya mechanism.

7. It was noted that in the Kenya RMNCAH procurement, the Kenya HRH Implementer must coordinate with RMCAH focus counties, specifically Buringo and Samburu, neither of which are listed as part of the 27 PEPFAR focus counties. Should these counties be included in Kenya HRH technical strategies?

USAID's Response: In line with section 5.Geographic Focus of page 10, USAID confirms that focus will be in high disease burden counties aligned to PEPFAR, RMNCAH and PMI.

8. Will USAID kindly provide information on counties where DHIS and HRIS are effectively linked at the present?

USAID's Response: HRIS at the national level has been linked to DHIS however the roll out of the HRIS at the county level has been an identified need. Output 3.2 therefore anticipates that the HRIS be rolled out at County level.

9. In reviewing the RFA it speaks to a main focus on the 27 PEPFAR counties on page 9 and 10. We interpret this to mean more emphasis should be placed on these counties, but other counties can be involved to help ensure continued standard of education/practice as faculty transfer and graduating students enter into service delivery. Is this interpretation correct?

USAID's Response: The applicant is expected to be in line with the three provided levels of intervention illustrated in page 10 which include: 1) the national level –policies and guidelines, 2) the training institution level and 3) the county level supporting HRH management and HRIS.

10. On page 30, one of the annexes listed is the "Draft Monitoring and Evaluation Plan including standard and customized indicators, targets, and frequency of reporting." Does this refer to an indicator table by itself, or to an indicator table accompanied by a description of M&E activities (e.g., data collection and information sharing methodologies, secondary data analysis)?

USAID's Response: The applicant is expected to submit a complete Draft Monitoring and Evaluation plan that includes customized indicators, targets and frequency of reporting of all proposed activities.

11. On page 44, the NOFO states that “the Monitoring and Evaluation plan for Year 1 of the activity will be due within 60 days of award.” Should the Draft Monitoring and Evaluation Plan annex cover Year 1 of the activity, or Years 1-5 of the activity?

USAID’s Response: The draft Monitoring and Evaluation plan to be included as an annex should cover the entire duration of the project i.e. five (5) years. The Monitoring and Evaluation plan included under 3(c) of page 44 refers to the plan the successful applicant will be required to submit within 60 days of receiving an award from USAID, which will cover only year 1 but will be in line with the 5 year Monitoring and Evaluation plan submitted with the technical application.

12. Page 31 of the NOFO notes that a detailed organizational chart is required. Would USAID consider allowing the organizational chart to be included in the annexes?

USAID’s Response: This will be at the discretion of the applicant as long as the applicant maintains the page limit for all annexes to a maximum of 35 pages.

13. On page 30, the NOFO states that the technical application should include several items as annexes. The list includes a Logical Framework and a Gantt Chart. However, the instructions for the annexes on page 33 do not include the Logical Framework and Gantt Chart. Would USAID confirm that the Logical Framework and the Gantt Chart should be included in the list of annexes?

USAID’s Response: USAID confirms the following should be included as annexes. USAID further requests that you maintain the page limit for all annexes to a maximum of 35 pages.

Please see revised section in paragraph (f) of page 33:

f. Annexes

The page limit for the annexes to the technical application shall be limited to a maximum of 35 pages.

The annexes should include:

- i. Logical Framework or similar tool detailing the link between activities, deliverables, expected results, and how performance will be measured*
- ii. Gantt Chart or similar tool detailing the schedule of activities over life of project*
- iii. Draft first year work plan*
- iv. Draft monitoring & evaluation plan*
- v. Resumes with professional references and letters of commitment*
- vi. Other information (e.g., letters of support, maps, charts, graphs)*
- vii. Past Performance information*

14. Would USAID consider increasing the page limit for the annexes, noted on page 33 of the NOFO, from 35 pages to 45 pages? Resumes with professional references and letters of commitment will take up 20 pages, leaving limited space for the other documents required by the NOFO.

USAID's Response: USAID requests that you maintain the page limit for all annexes to a maximum of 35 pages.

15. Page 33 of the NOFO requests past performance information to be included as an annex. Should past performance information be included for the prime only or for all partners contributing significantly to the project?

USAID's Response: USAID requires past performance information for the prime recipient and any identified subawardee that has a substantive role in program implementation.

16. It appears as if there is a typo on Page 34 at the end of the past performance information requirement in which the last bullet point is "Other Information." Please confirm that this is not part of the past performance information requirement.

USAID's Response: USAID confirms that the information included as "Other Information" has been removed.

17. Page 34 of the NOFO provides a budget template for use by applicants. Would USAID permit applicants to use their own standardized budget template for the cost application if it includes all of the details required by the NOFO and the embedded template?

USAID's Response: This will be at the discretion of the applicant as long as the applicant maintains the major cost categories of the budget which should also be consistent with the SF-424(a) form.

18. Provided an Applicant's budget template provides the level of detail requested in USAID's budget template and satisfies the needs of the SF-424 and SF-424(a), would USAID find it acceptable for Applicants to use their own budget templates for this submission?

USAID's Response: See Response 17 above.

19. Can USAID confirm that if an organization does not possess a NICRA, but would like to charge an indirect cost rate, that in accordance with 2 CFR 200.331, pass-through entities may allow subawardees to propose a de minimis indirect cost rate of 10% applied to modified total direct costs (MTDC) by including the following information in the subaward: "(4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in

compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f) of this part.” Can USAID also confirm that in so doing, the submission of Audited Financials and other documents supporting a rate of 10% are not required as described on page 36 of the NOFO?

USAID’s Response: In accordance with 2 CFR 200.331 part a(4) and 2 CFR 200.414(f), USAID confirms that where an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government does not exist, either a rate negotiated between the pass-through entity and the subrecipient, or a de minimis rate of 10% applied to the modified total direct costs (MTDC) may be used indefinitely.

USAID therefore confirms that submission of the applicant’s audited financial reports and other supporting documents listed paragraph f(i) of page 36 will not be required. However, as per paragraph 6(d) in page 35, the applicant will be required to include in the budget narrative sufficient basis of how the rate was derived in order to determine the reasonableness and realism of the proposed rate.

Please see revised section in paragraph f(i) of page 36:

Also include in the cost application:

f(i) A copy of the latest Negotiated Indirect Cost Rate Agreement (NICRA), for the applicant, if applicable.

If the applicant does not currently have a NICRA from their cognizant agency, in accordance with 2 CFR 200.331 part a(4) and 2 CFR 200.414(f), a de minimis rate of 10% applied to the modified total direct costs (MTDC) may be used indefinitely. Please note that as per 6(d) above, sufficient basis on how the rate was derived should be provided in the budget narrative.

20. The Cover Page reads that “While a single award is anticipated as a result of this NOFO, USAID reserves the right to fund any or none of the applications submitted,” but under “Federal Award Notices” on page 42 the NOFO states “The Government plans to award three Cooperative Agreements resulting from this NOFO to the responsible applicant(s) whose application(s) conforming to this NOFO offer the greatest value to the U.S. Government.” Could USAID please confirm if a single or multiple awards are anticipated at this time?

USAID’s Response: USAID confirms that a single award is anticipated under this Notice of Funding Opportunity. Please see revised paragraph 1 of page 42:

1. The Government plans to award one (1) Cooperative Agreement resulting from this NOFO to the responsible applicant whose application conforming to this NOFO offers the greatest value

to the U.S. Government. The Government may reject any or all applications, accept other than the lowest cost application, accept alternate applications, and waive informalities and minor irregularities in applications received.

21. Given the size and complexity of this activity, would USAID consider extending the application deadline to allow applicants to develop responsive and comprehensive proposals?

USAID's Response: The submission deadline remains unchanged.

22. The section on past performance information does not specify the number of past performance references that can be submitted and the page limit for each. Could USAID please provide clarity on the maximum number of PPRs that can be submitted and the length of each?

USAID's Response: The number and page limit of past performance references is at the discretion of the applicant. However, USAID requires that the applicant provides sufficient past performance information within the last five (5) years comparable to what is contained in the program description of this Notice of Funding Opportunity and this information should be within the annexes page limit of no more than 35 pages.

23. There is a discrepancy and overlap between the list of annexes on page 30 and the list on page 33. Taking into account that the draft 1st year work plan and the draft M&E plan appear on both lists, there is a total of seven annexes requested:

- Log framework (page 30)
- Gantt chart (page 30)
- Draft 1st year work plan (page 30 and 33)
- Draft M&E plan (page 30 and 33)
- Resumes with professional references and letters of commitment (page 33)
- Other information (e.g., letters of support, maps, charts, graphs) (page 33)
- Past Performance information (page 33)

Could USAID please confirm that the seven annexes listed above are the annexes that should be included? Could USAID also clarify whether all seven annexes fall within the 35 page limit for the annexes because no limit is given for the annexes listed on page 30?

USAID's Response: See Response 13 and 24.

24. On page 30, the NOFO states: "To illustrate these components, the technical application should include the following annexes". Does this refer to the components listed in the previous paragraph, or to the components listed in the previous two paragraphs?

USAID's Response: USAID confirms that this paragraph is making reference to the four (4) components listed which include: the Logical Framework, Gantt Chart, Draft First Year Workplan and Draft Monitoring and Evaluation Plan. Please note that these documents form part of the requested annexes and are subject to the annex page limit of no more than 35 pages.

Please see revised paragraph three (3) of page 30:

The technical application should clearly link proposed activities (inputs) to deliverables (outputs), expected results (sub-purposes), and the health improvement of Kenyans (purpose). The technical application should clearly identify how performance and progress will be measured. The technical application should also identify the schedule of activities. To illustrate these components, the technical application should include the following annexes (subject to paragraph f of page 33):

- Logical Framework or similar tool detailing the link between activities, deliverables, expected results, and how performance will be measured.*
- Gantt Chart or similar tool detailing the schedule of activities over life of project.*
- Draft First Year Work Plan including the timeline for mobilization and timing of proposed activities in the first year.*
- Draft Monitoring and Evaluation Plan including standard and customized indicators, targets, and frequency of reporting.*

ADDITIONAL INFORMATION:

1. In addition to the technical application format requirement provided under section 5 of page 28, the applicant will be required to submit all documents in both word and pdf format. Please see revised paragraph under section five (5) of page 28:

The application is limited to 35 pages for the technical application, excluding annexes and sections identified below as not included in the page limit. PAGES EXCEEDING THESE PAGE LIMITS WILL NOT BE EVALUATED. The application shall be typed in twelve point font on standard 8 1/2" x 11" or A4 sized paper with each page numbered consecutively. The application and all its annexes shall be in both word and pdf format.

END OF AMENDMENT 01