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Issuance Date:	April 18, 2016
NOFO Questions Due:	April 28, 2016, 8:00 am Nairobi time
Response to questions:	On/about May 03, 2016
Applications Closing Date:	May 18, 2016, 8:00 am Nairobi time

Subject: **REVISED Notice of Funding Opportunity Number: RFA-615-16-000008**

Program Title: **Human Resources for Health (HRH) Kenya Program**

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from qualified U.S. and Non-U.S. Organizations to provide funding in support of a program entitled Human Resources for Health (HRH) in Kenya. Please see Section III of this Notice of Funding Opportunity (NOFO) for eligibility requirements.

Subject to the availability of funds an award will be made to that responsible applicant whose application best meets the objectives of this funding opportunity and the selection criteria contained herein. 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.

For the purposes of this NOFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section III of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NOFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-606-545-5035 or via email at support@grants.gov for technical assistance.

The successful Applicant(s) will be responsible for ensuring the achievement of the program objectives. Please read each section of the NOFO.

Please send any questions to the point(s) of contact identified in Section IV. The deadline for questions is shown in the cover page. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the U.S. Government nor does it commit the U.S. Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Brian K. Woody
Agreement Officer

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ABREVIATIONS AND ACROYNMS USED IN THIS NOFO

AEF	Afya Elimu Fund
AIC	Africa Inland Church
CDC	Centre for Disease Control
CDCS	Country Development Cooperation Strategy
CHMT	County Health Management Team
CPD	Continuous Professional Development
DFID	Department for International Development
DHIS	District Health Information Systems
EPCMD	Ending Preventable Child and Maternal Deaths
FP	Family Planning
GOK	Government of Kenya
HELB	Higher Education Loans Board
HIV/AIDS	Human Immune Deficiency Virus/ Acquired Immune Deficiency Syndrome
HRH	Human Resources for Health
HRH-ICC	Human Resources for Health- Inter Agency Coordination Committee
HRIS	Human Resources Information System
HSS	Health Systems Strengthening
IR	Intermediate Results
IT	Information Technology
JICA	Japan International Cooperation Agency
KMTC	Kenya Medical Training Collage
LGBT	Lesbian, Gay, Bisexual and Transgender
LMS	Leadership, Management and Sustainability
PEPFAR	President's Emergency Plan for AIDS Relief
PMI	Presidential Malaria Initiative
NACC	National AIDS Control Council
NASCOP	National AIDs and STI Control Program
QA	Quality Assurance
RFA	Request for Application
RMNCAH	Reproductive, Maternal, Neonatal, Child and Adolescent Health
STI	Sexually Transmitted Infections
TB	Tuberculosis
USAID/KEA	United States Agency for International Development/ Kenya and East Africa
USG	United Stated Government
UNAIDS	United Nations Program on HIV&AIDS
UNFPA	United Nations Population Funds
UNODC	United Nations Office on Drugs and Crime
WISN	Workforce Indicators for Staffing Needs
WHO	World Health Organization

SECTION I: PROGRAM DESCRIPTION

HUMAN RESOURCES FOR HEALTH (HRH) KENYA

1. BACKGROUND

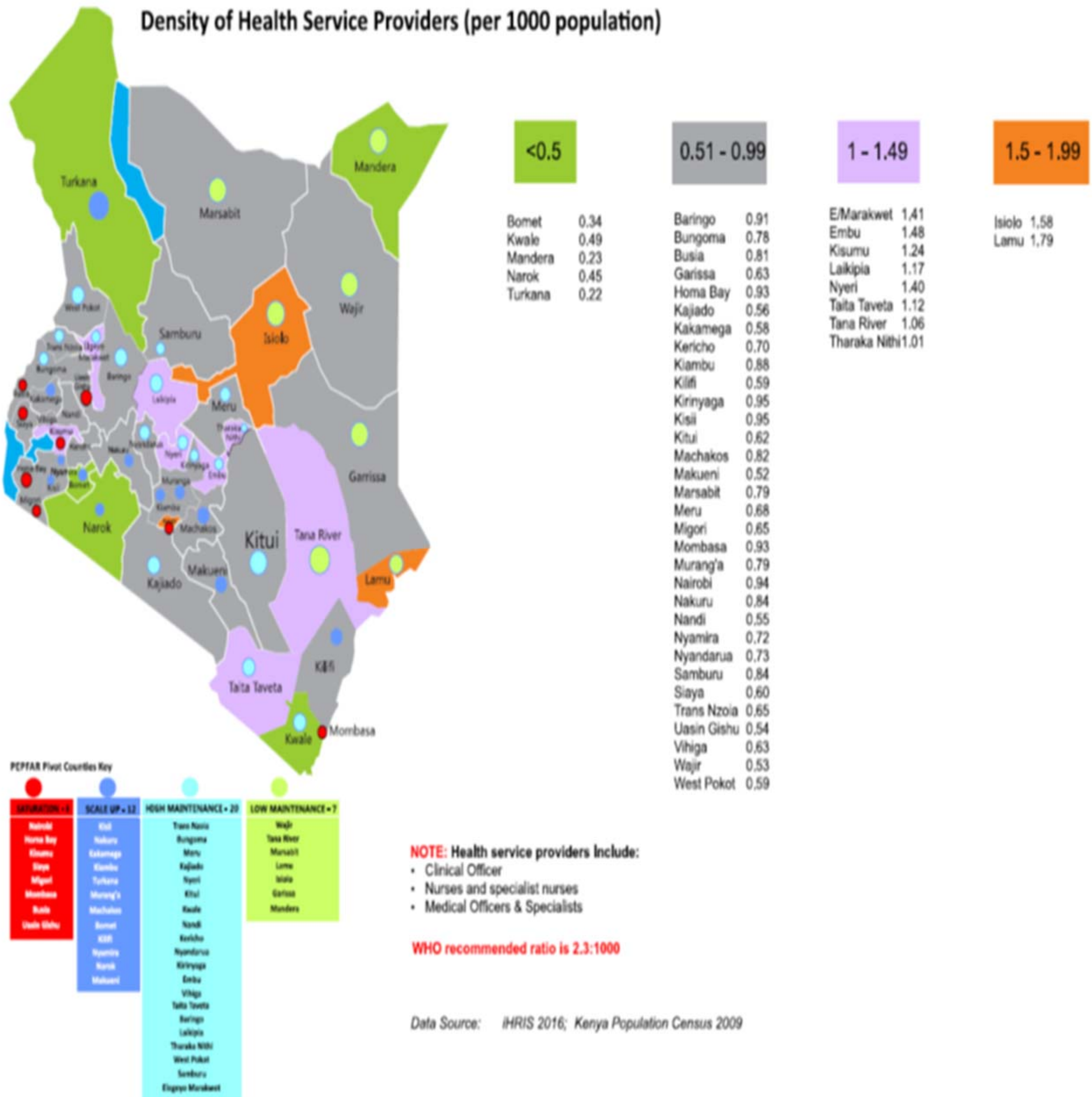
Human Resource for Health (HRH) is one of the six Health Systems Strengthening (HSS) building blocks according to the World Health Organization (WHO). Health workforce estimates are based on the number of health workers per the population size. The World Health Organization (WHO) has recommended a minimum ratio of 2.3 health workers per 1000 people. Kenya is far below this, at 1.5 health workers per 1000 people. WHO has in the recent past developed a workload based tool for assessing health workforce needs, referred to as Workload Indicators of Staffing Need (WISN), which is influenced by the population seeking health services. In any country, an increase in population size should be matched by an increase in the number of health workers joining the workforce. In most developing countries, the key factors that contribute to chronic shortage of health workers include: low ratio of health workforce to population; high population growth compared to number of new health workers; and poor distribution of the few available health workers. A shortage in health workers directly contributes to lower quality health services and poor health outcomes.

Kenya is identified by WHO as one of the 57 HRH crisis countries, based on the low health workforce to population ratio. The rate of population growth is much higher than that of hiring new workers, and a majority of the health workers are based in urban areas where only an estimated 30 percent of the population resides. Health workers vacancy rates are high; the production of new key/specialized cadres (doctors, nurses, clinical officers, nutritionist, pharmacists and record personnel) is low; and those who leave due to attrition are infrequently replaced. In addition to low health workers numbers, distribution of the few health workers is another challenge. Distribution of health workers is biased in favor of urban areas against the rural areas where the majority of the population lives and also where the burden of disease is higher. Distribution of health workers in Kenya is influenced by remuneration package for the health workers as well as other non-monetary motivators such as housing, schools, infrastructure, adequate supportive supervision, recognition for performance as well as career ladder growth potential, all of which are more available in urban than in rural areas. Currently, personnel emoluments are estimated to consume close to 70 percent of the Government of Kenya (GOK) annual allocation to the health sector. To meet the WHO recommended minimum ratio of health workers per population, the country may have to almost double the current number of health workers, which will have a significant implication on resource allocation. For optimum use of the current available workforce, a strong, effective HRH management system especially at the county level must be developed in order to improve health outcomes. Due to the lack of health workers and budget to support them, development partners and donors have been filling this gap through contracts to meet specific service demands in the health sector. The U.S. government, with PEPFAR resources, has contracted health workers to safeguard investments by the USG and ensure quality of services to target populations. It is expected that the contracted health workers should be transitioned to county governments soon as resources are available.

USAID/KEA has invested in a variety of HRH mechanisms. In 2009, USAID/KEA awarded the Capacity Kenya activity to address HRH management system weaknesses, including: hiring; retention; motivation; and forecasting of the Kenya health workforce. In 2010, the Leadership, Management and Sustainability (LMS) Kenya activity was awarded to address leadership and management weaknesses in the health sector as identified by a 2009 study on health sector leadership and management. In 2012, the Funzo Kenya activity was awarded to address health workforce training systems issues based on a training needs assessment completed by USAID and GOK in 2011. In 2014 HRH Capacity Bridge was awarded as a follow-on to the Capacity Kenya project to mainly support HRH functions transition from national government to county governments. All four mechanisms have now either ended or are soon ending. Some of the accomplishments of HRH Capacity Bridge, LMS and Funzo Kenya include: training approximately 3,000 health workers in various levels of leadership; In-service training of close to 9,000 health workers, tuition fees support to over 5,000 students undertaking medical courses (of which 50 percent were women); developing the first ever five-year National HRH strategy 2009-2014 and the subsequent Health Sector Human Resources Strategy 2014-2018; supporting the establishment of a Human Resources Information System (HRIS); support to the HRH Interagency Coordination Committee (ICC); and support to the bulk personnel filing system to mention a few. These achievements enabled more resources to be allocated to HRH by the GOK; provided key data on HRH in Kenya; and enabled GOK and stakeholders to better coordinate and synergize interventions. USAID's HRH mechanisms also worked closely with training institutions, and this has resulted in an increase in new health workers graduating into the workforce. Loans provided to students to take medical training courses has not only reduced dropout rates but also increased the leveraging of resources from non-USG entities toward HRH workforce development. The gains have been achieved by working closely with the national government, however due to devolution there is need to enhance engagement at the county level to sustain investments made.

New Challenges

In 2013, Kenya implemented devolution, as outlined in the 2010 Kenyan constitution. The health sector is one of the most fully devolved, with counties becoming responsible for planning, resourcing and delivering health services, and the national Ministry of Health officially retaining mainly policy and national planning functions. Management of the health workforce was among the devolved health sector functions. Each county has become an independent unit for HRH management with similar or greater HRH systems challenges compared to before devolution. While the low ratio of health workers to population was generalized at 1.5/1000 population before devolution, the variations of the health workers to population ratios are clear with some counties having really low coverage as illustrated in the diagram on Density of Health Service Providers (per 1000 population).



The HRH systems achievements by the three previous USAID HRH implementing mechanisms highlighted above were mainly at the national level, and these achievements must be transferred to the county level to ensure service continuity and sustainability of results. Counties across Kenya are struggling with HRH management challenges that have resulted in interruptions of services due to labor disputes at the county level; resignation of key staff; and the transfer of health workers to other counties. If these challenges are not addressed, quality of health services will suffer.

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.

The PEPFAR 3.0 HRH Strategy Goal is to: "ensure that PEPFAR investments in HRH directly support the program's overall pivot", and the overarching goal of PEPFAR's HRH Strategy is to: "ensure adequate supply and quality of human resources for health to expand HIV/AIDS services in PEPFAR-supported moderate- and high-volume sites and/or high HIV-burden areas". The PEPFAR HRH strategy's objective is to support this goal, with focus on five interrelated objectives that directly support PEPFAR re-alignment and achieving an AIDS-free generation. The diagram on PEPFAR HRH objectives illustrates:

PEPFAR HRH Objectives

The Government of Kenya's Health Sector Human Resources Strategy 2014-2018, objectives and strategies are formulated around the following six projected outcomes:

- Adequate and equitably distributed health workers
- Sector Jobs made attractive and retention of health workers
- Strengthened institutional framework and improved health workers performance
- Strengthened human resources development systems and practices
- Strengthened human resources planning and management at all levels
- Adequate financial resources mobilized to support investments in HRH

There are clear similarities between the PEPFAR HRH strategy and the Government of Kenya's Health Sector Human Resources Strategy 2014-2018. The HRH Kenya mechanism is aligned to both the strategies and should address these objectives, focusing mainly at the county level which has the responsibility for HRH management.

2. PURPOSE AND OBJECTIVE OF THE HRH KENYA PROGRAM

The **objective** of HRH Kenya is to contribute to USAID/Kenya and East Africa's Country Cooperation Development Strategy (CDCS) Development Objective 2 "Health and Human Capacity Strengthened".

The **purpose** of HRH Kenya is *Strengthened health workforce management to achieve improved health outcomes*. This purpose should directly contribute to the achievement of USAID/Kenya and East Africa's (USAID/KEA) CDCS Intermediate Results 2.1 "Increased Kenyan ownership of health, education and social systems" and 2.2 "Increased use of quality health and education services". The HRH Kenya activity is aligned to the Government of Kenya's Health Sector Human Resources Strategy 2014-2018 whose purpose is to guide and provide a road map for HRH interventions for improved health service delivery. USAID expects that the HRH Kenya activity should have strengthened the delivery of health service provision at the county level by increasing the number of qualified health workers entering the workforce, particularly in areas with high disease burden, contributing to the improved health of Kenyans. In order to achieve this goal, USAID/Kenya expects HRH Kenya activity to achieve the following intermediate results (IR):

IR 1: Improve quality of training and increase number of those graduating and entering health workforce

1.1 Support sustainable interventions that increase the number of graduating health workers
1.2 Improve quality of pre-service training; faculty, environment and curriculum
1.3 Institutionalize in-service training

IR 2: Improve management and leadership of health workforce at the county level

2.1 Improve HRH management systems at the county for effective, attraction, recruitment, deployment and retention

2.2 Improve county HR managers' technical, leadership and governance skills

2.3 Establish platform for exchange of learning and information with county governments and key stakeholders

2.4 Improve national level HRH policy, guidelines coordination and regulation for effective county HRH management

IR 3: Optimize data use for effective HRH decision making at national and county level

3.1 Institutionalize HRIS functions and use for decision making at national and county levels
3.2 Establish linkages between HRIS to regulatory and service delivery data systems
3.3 Support regular HRH assessments for evidence based planning and budgeting

3. EXPECTED OVERALL OUTCOME

It is anticipated that by the end of this activity the health worker training colleges should have increased the number of well-trained graduates that are responsive to Kenya's disease burden, counties should have efficient HRH management systems enabling significant reduction of staff shortages and county leadership should make HRH decisions based on accurate workforce data.

4. SCOPE AND MISSION

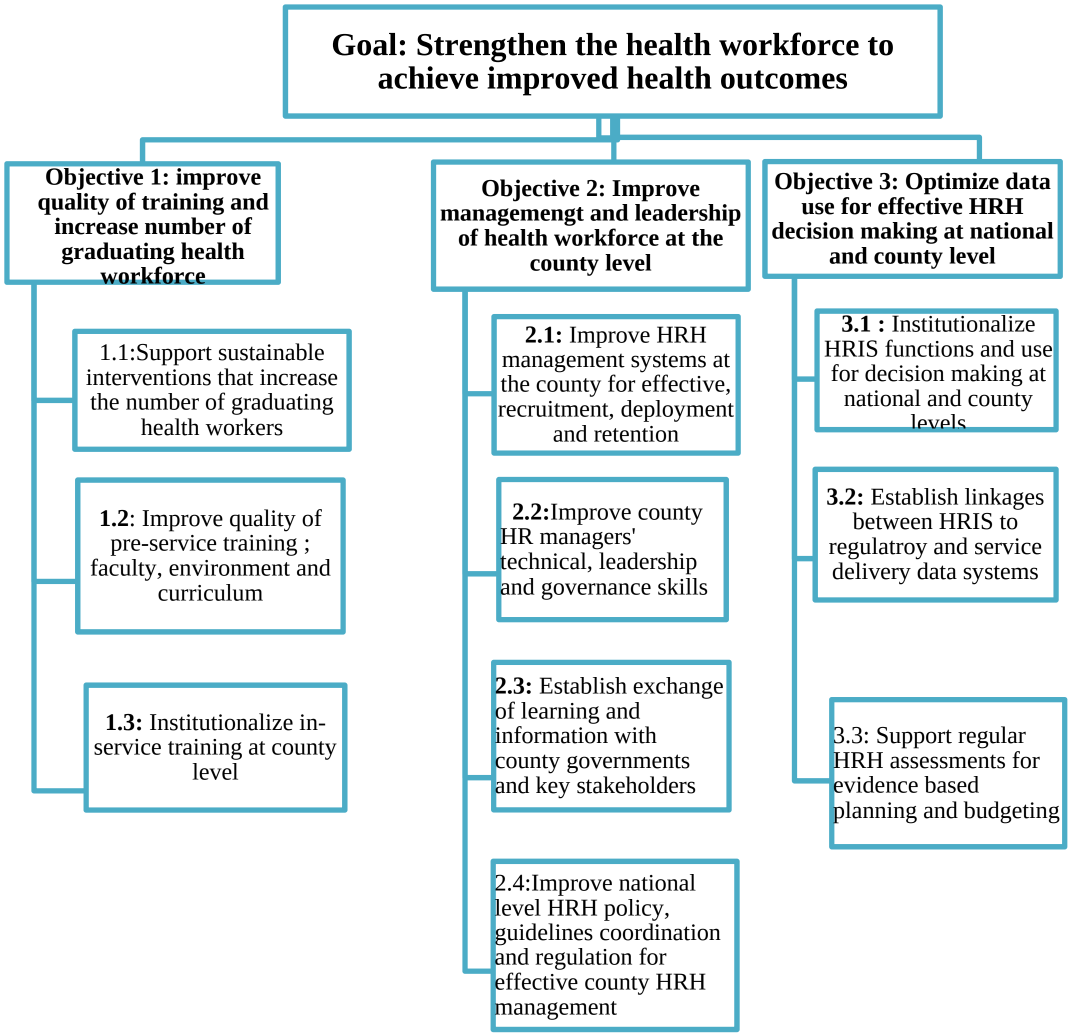
HRH Kenya should support improved HRH management and systems across Kenya, with specific emphasis on high burden HIV/AIDS counties identified by the President's Emergency Plan for AIDS Relief (PEPFAR), Reproductive, Maternal, Neonatal, Child and Adolescent Health (RMNCAH) and Presidential Malaria Initiative (PMI). HRH builds upon existing strengths and opportunities and expands on the scope of the following USAID HRH activities: HRH Capacity Bridge, FUNZO Kenya and Learning, Management and Sustainability (LMS). The selection of tasks and focus on pre-service training, county capacity building and Human Resources Information Systems (HRIS) is based on consultations with national and county governments; 2014-2018 Health Sector Human Resources Strategy; 2010 Health Systems Assessment ; 2014 Capacity Kenya end of project evaluation report; 2014 FUNZO Kenya midterm performance review report; HRH consultations with USAID/Washington; the PEPFAR 3.0 HRH Strategy 2015; and activities of other development partners in the area of HRH management. The offeror is encouraged to work in close coordination and collaboration with other USG and development partner efforts addressing HRH and devolution. The offeror is encouraged to support the county government, in particular the County Health Management Teams (CHMTs), to support strategic coordination and collaboration within and across development and implementing partners operating in each county.

5. GEOGRAPHIC FOCUS

HRH Kenya should have interventions at:

- The national level for activities related to policy, guidelines and regulation in support of HRH systems;
- Health workforce training institutions (public and select non-public medical training colleges and universities); and
- High disease burden countries 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, Tukana, Nandi and Machakos.

6. RESULTS FRAMEWORK FOR HRH KENYA



7. ACTIVITY PURPOSE

Strengthened health workforce management to achieve improved health outcomes

USG investments in the health sector to address challenges in HIV/AIDS and TB; reproductive, maternal, neonatal, child and adolescent health (RMNCAH), family planning (FP); and malaria require an appropriate number of skilled health workers, especially in health facilities that are supported by USG. Investing in HRH systems is critical in order to enable sustainable 1) production of quality health workers who should address USG targeted health challenges, 2) adequate capacity at the county level to plan and budget for appropriate HRH management that should ensure adequate numbers of equitably distributed health workers and 3) an effective functional and institutionalized Human Resources Information System (HRIS) and its use for evidence based decision making.

Sub-Purpose 1: Improve quality of training and increase number of those graduating and entering health workforce

Health outcomes suffer due to the low number of health workers with adequate skills entering the workforce and providing services to patients. The low number of health workers graduating from training institutions is due to a lack of admission capacity by the institutions and inability to pay tuition fees by students. These challenges frequently occur in low-resource regions of the country where health indicators are also lower than the national average. Investments in increasing the number of cadre specific medical students from regions with poor health indicators should help ensure there are adequate numbers of qualified healthcare workers to serve in these regions. There is a need to invest in training institutions to create a higher quality learning environment and faculty which should translate into better prepared graduates entering the workforce.

Output 1.1: Support sustainable interventions that increase the number of graduating health workers

Kenya continues to experience an acute shortage of healthcare providers. A key barrier to increasing the number of health professionals graduating from pre-service education is the cost of education itself – many students simply do not have the financial resources available to either enter health professional education institutions or complete their full course of studies. Traditional loans from banks are generally denied to students who are viewed as being high-risk, and many of their families also do not qualify for loans. Some institutions attempt to assist students by accepting alternative methods of payment, however, this is inadequate and many students never complete their studies.

USAID/KEA has collaborated with the Higher Education Loan Board (HELB) in the last three years to provide loans to health professional students. Through the FUNZO Kenya Project, USAID together with HELB and private sector established the Afya Elimu Fund (AEF) which is a loan to enable medical students' access and or complete their course of training. As a result of the loan program, 5,000 students (approximately 50 percent women, and 50 percent men) are currently enrolled in medical school or have graduated. Not only has the loan program increased the number of graduates, it has also provided employment and career opportunities to the growing youth population, particularly women.

To increase the sustainability of the loan program, additional sources of funding, especially from non-USG sources are critical, as is additional capacity building of the Afya Elimu Fund (AEF) structures to leverage resources and manage the program. The full potential from county governments, non-USG donors, private sector and development partners to leverage resources remains untapped. In addition, the ability to track loan recipients, their graduation rates and deployment post-graduation is essential to tracking its effectiveness in increasing the number of additional service providers available to provide the essential services needed to meet the PEPFAR

90-90-90 targets; increase use of modern contraception; and ending preventable child and maternal deaths (EPCMD) and effective control of malaria in endemic regions.

Illustrative areas of work:

- Support AEF and diversification of funding for health student loans
- Provide technical assistance to strengthen the capacity of AEF structure to assume responsibility for resources mobilization and managing health student loans
- Provide technical assistance to develop tracking mechanisms for loan recipients among other graduates post-graduation

Output 1.2 Improve quality of pre-service training; faculty, environment and curriculum

There is need to maximize the impact of additional graduates, hence it is essential that they receive an education that equips them with the requisite knowledge and skills to provide essential services in HIV, RMNCAH, FP, malaria and other areas of health. Improving pre-service training requires interventions that should ensure 1) faculty numbers, skills and knowledge are up-to-date and are consistent with established policies, guidelines and procedures; 2) the learning environment is improved in terms of space, teaching aids and infrastructure 3) the curriculum is updated regularly and it is regulated to meet standards and quality set by the authorized bodies 4) management systems are improved to enable effective resources utilization.

The 2015 PEPFAR 3.0 HRH Strategy has an objective to “support adequate supply and appropriate skills mix of health workers to deliver HIV/AIDS services at PEPFAR-supported moderate- and high-volume program sites and/or high HIV-burden areas”. This is in response to an insufficient number of health care workers with the right skills and ability to deliver HIV services in high HIV-burden areas/moderate- and high-volume program sites. The strategy proposes an approach that includes among others strengthening the capacity of pre-service training institutions for health care cadres involved in the HIV continuum. HRH Kenya is aligned to the strategy as it seeks to expand the supply of existing health workers that can provide specific services including HIV, RMNCAH, FP, and malaria services. Currently USAID is working with eight regional hubs and their satellite colleges. Regularization of the curriculum review process that was started under the Funzo project should continue to be supported to ensure continuity and full ownership by regulators and training institutions.

Illustrative areas of work:

- Support training institutions to improve faculty capacity
- Support training institutions management systems and development of budgeted strategic plans for an improved learning environment
- Provide technical assistance for resources mobilization from private sector funding institutions for infrastructure improvement

- Provide technical assistance for the development and delivery of standardized training programs for health care workers to ensure quality performance
- Support regularization of curriculum reviews and development by regulatory bodies and training institutions.

Output 1.3 Institutionalize in-service training

In-service training remains to be a priority area of investment for donor supported interventions in HRH management. Due to a lack of appropriate tracking and regulatory systems, it has been difficult to track the efficiency and benefits of these investments. There is a need to continue improving the institutionalization of trainings related to PEPFAR, EPCMD, FP and Malaria. Under devolution, responsibility for in-service training is at the national level in close collaboration with the counties. The national level retains responsibility for long-term, high-cost trainings such as graduate schools and specialist trainings, while the county level coordinates short term specific in-service trainings in the county.

Previous USAID HRH mechanisms have worked to establish in-service training capacity at the national and county levels. Based on the need for counties to take the leading role in determining their training needs; to capture these trainings in a database for accountability and regulation; and to develop more cost-effective training models, this activity is expected to continue to improve institutionalized support and capacity for in-service training. The activity should also work to strengthen the link between pre-service and in-service training to ensure harmony and responsiveness of the curriculum and faculty to new developments in HIV/AIDS, RMNCAH, FP, and malaria. Objective 3 of the PEPFAR HRH Strategy emphasizes the need to improve health worker performance at moderate- and high-volume sites and/or high HIV-burden areas for service quality. While the function of actual in-service training has shifted to the service delivery mechanisms, the national and county level interventions should be implemented by HRH Kenya to 1) strengthen oversight and support systems, 2) ensure a quality improvement approach and 3) ensure basic quality assurance (QA) mechanisms (e.g., Continuing Professional Development (CPD), re-licensure, standard operating procedures) are in place at the national level for priority cadres (doctors, nurses, clinical officers, laboratory staff, records officers, nutritionists and pharmacists) to regulate health worker practice of HIV/AIDS services. In addition the HRH Kenya mechanism should develop linkages with the service delivery mechanisms for the purpose of coordinating in-service training. The current USAID support to in-service institutionalization has engaged various training institutions as regional training hubs that include; Moi University, Pwani University, Masinde Muliro University of Science and Technology, Kenya Methodist University, Maseno University, Kenyatta University, Kenya Medical Training College(KMTC) Nairobi, KMTC Garissa, KMTC Nakuru, Tenwek School of Nursing, Outspan Medical College Nyeri, AIC Kijabe School of Nursing and Maua School of Nursing.

Illustrative areas of work:

- Provide technical assistance in support of in-service training and curricula that ensure up-to-date knowledge and skills in HIV, RMNCAH, FP, malaria and other areas of health in response to local health priorities, including addressing the needs of youth, distinguishing specific needs of women and men, low-income and other marginalized groups as well as other characteristics of the population.
- Develop the capacity of county level in-service training systems to design, manage, implement and evaluate trainings and monitor their impact
- Provide technical assistance to develop a system for tracking the in-service training received by individual health care workers
- Provide technical assistance to create a continuum of learning that coordinates pre-service education and in-service training content
- Support in-service reporting through the HRIS and link the same to regulatory systems for CPD
- Coordinate with service delivery mechanisms for effective institutionalization of in-service training

Sub-Purpose 2: Improve management and leadership of health workforce at the county level

The devolved HRH management function has had positive effects and challenges at the county levels in varying magnitude from county to county. While the decisions to hire based on county needs has seen some counties such as Mandera County significantly increase their health workforce, in the majority of counties many health workers have resigned due to demotivation as a result of inadequate HRH planning and budgeting. This has affected service delivery significantly. There is a need to work with county governments to strengthen their health workforce management systems, so that they can be in a position to attract, retain, remunerate and motivate their workforce. This type of support should ensure counties are able to improve their health workforce numbers, distribute them equitably and also ensure they deliver quality services. Efforts by the current HRH mechanisms have enabled initial health workforce systems support; however there is much that needs to be done to ensure counties are at a better place for sustained effective and efficient health workforce management. The applicants should consider the four (4) key approaches described below to achieve desired outcomes.

Output 2.1: Improve HRH management systems at the county for effective attraction, recruitment, deployment and retention

The current county health management teams are at various levels regarding their capacity to effectively manage their health workforce. A majority have not been able to attract, recruit, deploy and retain their workforce to meet the basic minimum required levels. Existing HRH management gaps among the focus counties must be identified and addressed with high impact approaches. There is a need to develop a maturation strategy to track the levels of each county and support them to achieve next levels while graduating others.

Illustrative areas of work

- Identify county specific HRH management gaps
- Support personnel forecasting and planning at the county level
- Work with counties to establish best approaches to meet the identified gaps for effective health workforce attraction, recruitment, deployment and retention
- In collaboration with the county health teams, identify HRH resources needs to meet existing gaps and develop resource mobilization approaches
- Establish mechanisms for regular reviews and planning for sustained health workforce systems
- Support county government counterparts to develop their technical, leadership and governance skills to reinforce local ownership and responsibility for HRH
- Provide technical assistance to streamline the HRH transition processes to ensure continued quality of care post-transition
- Establish county HRH maturation stages as a tool for engagement and sustainability

Output 2.2: Improve county HR managers' technical, leadership and governance skills

County allocations and expenditure data has indicated clearly that a larger proportion of county budgets are related to workforce wages and related interventions. It calls for counties to invest in the personnel responsible for managing the workforce portfolio. Human resources managers are responsible to ensure adequate, equitably distributed and quality health workforce at the county at all times. The devolved HRH management functions calls for highly skilled HR managers at the county level. The technical, leadership and governance skills of the HR manager should ensure appropriate planning, budgeting and advocacy for resources for HRH at the county level. There is a need to work in collaboration with the county health teams and establish the HR manager needs and develop effective approaches to meet the needs in a sustainable way.

Illustrative areas of work

- Provide technical assistance to support the development of a position of professional county HRH managers in focus counties where this does not exists
- Evaluate the needs of county HRH managers' technical, leadership and governance skills
- Develop sustainable approaches to address the identified needs
- In collaboration with the county health teams, advocate for the recognition and support of HRH manager roles for effective management of the county HRH resources
- Improve HRH manager advocacy skills to better negotiate with county management for adequate resources for HRH either within the county budget or from external sources

Output 2.3: Establish platform for HRH coordination and information exchange with county governments and key stakeholders

There is not one uniform approach for all counties to solve their health workforce needs. Approaches should reflect county specific challenges and priorities, and while contexts vary, counties can learn from one another on successes in HRH management. County HRH coordination is therefore vital for learning, knowledge exchange and synergy of interventions. Similar coordination and learning forums such as the HRH Interagency Coordination Committees (ICC) have been supported at the national level with great success. Inter-county and intra-county coordination and learning forums should be supported to facilitate learning and information flow.

Illustrative areas of work

- Identify and support county level HRH coordination and information exchange forum
- Continue supporting county cluster HRH coordination and information exchange forum
- Establish HRH success stories and information sharing platform through use of innovative IT based systems

Output 2.4: Improve national level HRH policy, guidelines coordination and regulation for effective county HRH management

The national government according to the Kenya constitution is vested with the responsibility of developing HRH policies, guidelines and oversight for the county governments to ensure consistency and quality of HRH management across the country. The regulatory function of health professionals training, practice and conduct is a function of professional bodies and is mainly centralized at the national level. Currently the counties are struggling to establish their HRH management systems since most of the requisite policies and guidelines are not yet in place. The professional bodies are yet to develop clear county level engagement strategies. The result of the lack of guidance from national and regulatory bodies has contributed to slow transition of HRH management systems at the county level. There is a need to invest in this area in order to catalyze the necessary process at national level in support of stronger county HRH management systems.

There is need to work closely with the regulatory bodies to support the health professionals regulatory functions for key cadres namely doctors, pharmacists, nurses, clinical officers, nutritionists, public health officers, and laboratory workers. The regulatory bodies are at various levels of development and the HRH Kenya should assess and make a determination which bodies to support for which functions with a clear end point upon which transition should take place.

Illustrative areas of work

- Provide technical assistance and support to the national government to enable development or completion of the relevant HRH policies and guidelines in support of county HRH management systems
- Support HRH technical assistance to key government departments
- Support national HRH coordination committee or forum in which national and county governments, together with key stakeholders, engage for effective county HRH management
- Support translation and oversight of Kenya HRH strategy to county level for better HRH management
- Support professional regulatory functions for effective county level HRH performance.

Sub-Purpose 3: Optimize data use for effective HRH decision making at national and county levels

Health workforce shortages and poor distribution has been as a result of failure to generate and utilize quality HRH data for effective planning and budgeting. Current USG support to HRH information systems has identified existing gaps in the health workforce, and has also been used to forecast and quantify health workforce needs at the national and some county governments. Currently many counties budget for health workforce based on historical information and assumptions but not on available evidence based data. The HRIS is linked to district health information systems (DHIS) ; as a result the user is able to relate disease epidemiology, and county health indicators to personnel distribution and availability. The roll out of the HRIS system to the county level is ongoing and should be supported to cover HRH Kenya focus counties. The capacity of county personnel to manage and utilize the HRIS should be strengthened. Support to HRIS systems should be through the following three (3) interventions

Output 3.1 Institutionalize HRIS functions and use for decision making at national and county levels

The applicant is expected to support national and county HRIS ownership by hosting the system at the government facilities at national and county level, and training the personnel on data entry, management and results generation. Counties should be supported to ensure their personnel have the capacity to manage and maintain the hardware and operate the software effectively. Capacity of CHMTs to utilize data from the HRIS should be strengthened for them to make informed decisions on budgeting and advocacy for resources toward HRH.

Illustrative areas of work

- Sensitize the county management on the importance of the HRIS for management of their health workforce
- Work on a roll-out plan for HRIS in focus counties where this has not been done
- Build the capacity of county personnel to enter personnel data and generate reports for decision making
- Sensitize the county management on regular use of data generated by HRIS for decision making, budgeting and resource mobilization for health workforce.
- Together with the county team develop and implement a phase-out plan

Output 3.2 Establish linkages between HRIS to regulatory and service delivery data systems

The health sector has had multiple sets of data from different systems which are supported by different donors. HRIS supported by USG has been a great source of information for the counties where it has been implemented. In counties implementing HRIS, CHMTs have managed to identify the HRH numbers and distribution. Some of the counties have used the information to identify their health workforce gaps and subsequently hired staff to fill these gaps. The HRIS system should be more useful once linked to other data systems such as the District Health Information System (DHIS). This should enable counties to relate HRH information to other data such as disease epidemiology and related health indicators. The HRH Kenya mechanism is expected to ensure HRIS linkage to other data systems, to generate more holistic information for better informed decision making for CHMTS, implementing partners, and other stakeholders.

Illustrative areas of work

- Establish county data systems linkage coordination forum
- Develop data linkage and use implementation framework and guidelines
- Implement data linkages and monitor progress
- Support the counties and other stakeholders to use the data and monitor progress
- Establish HRIS data systems linkages with regulatory boards, and support data use for regulation and professional licensing.

Output 3.3 Support regular HRH assessments for evidence based planning and budgeting

Information generated on national HRH numbers, distribution and cadres has been used to determine health workforce to population ratios, and this has aided in determining national health workforce needs. The PEPFAR 3.0 HRH Strategic Plan has indicated the need to conduct a health workforce assessment to identify challenges for effective PEPFAR support. The information generated should form the baseline for future regularized and institutionalized PEPFAR specific (and any other specific service need) workforce data under HRIS.

Illustrative areas of work

- Conduct regular assessments to inform HRH data needs for specific interventions (e.g. PEPFAR interventions)
- Incorporate specific services data collection process into the HRIS as part of routine data collection
- Document and share information from the assessments for planning and budgeting

CROSS-CUTTING THEMES

Relationships

USAID/KEA's experience shows that working in an integrated fashion, linking donors, partners, and research, is a best practice that contributes to better health outcomes. The approach has helped strengthen the roles of health service providers at the former district and sub-district levels, increased stakeholder commitment and contributed to long-term sustainability. The initiatives outlined in this RFA present a timely opportunity to achieve greater impact and scale in USAID/KEA's development goals, the GOK's devolution of the health system, and the improved health of all Kenyans.

Within the GOK, the county government (particularly the County Health Management Team), the sub-county health management teams, the Ministry of Health, the National AIDS Control Commission

(NACC), the National AIDS and STI Control Program (NASCOP), and the Division of Family Health (which includes reproductive health, child health, immunization, nutrition and health promotion units) should serve as key partners to coordinate and collaborate with.

USAID, and other USG agencies and departments, including but not limited to the Department of Defense, the Centers for Disease Control and Prevention (CDC), and the Peace Corps should serve as key partners. Bilateral and multilateral donors such as UNAIDS, UNFPA, UNODC, DFID and JICA and others are present in Kenya to varying degrees within counties and work on strengthening HRH in Kenya

Gender

The social constructions of gender, gender inequality and gender-based violence have a critical impact on the health of all Kenyans. Men still often hold the decision making power as to when, where and at what cost women and children can seek treatment and care for illnesses. Often, women only seek care for themselves or their children upon receiving permission from their husband or male head of household. Women's restricted mobility, especially in rural areas, affects their ability to access treatment and care. A lack of employment and training opportunities for female healthcare workers in many areas may also contribute to limited access to treatment and care, as some studies indicate that women prefer to be treated by a female health worker or are prohibited from being seen by a male healthcare worker. Other studies indicate that men are less likely to access health care services than women, especially if those services are far from their homes or workplace. Gender and sexual minorities such as the LGBTI community have markedly less access to health services and at the same time suffer disproportionately higher risk factors for gender-based violence including sexual assault. Attitudes of healthcare providers toward women and gender and sexual minorities decrease health seeking behavior among these populations and key populations (men who have sex with men, male and female sex workers, and people who inject drugs) can be refused services at health facilities due to stigma and discriminatory laws. HRH Kenya activity should ensure a gender balance and prevent gender based discrimination of the recipients of its interventions including selection for hiring, recruitment for training (preservice and inservice) as well as county level engagements for HRH systems strengthening and data systems.

Sustainability

Sustainability within the context of USAID Project Design is achieved when host country partners and beneficiaries are empowered to take ownership of development processes, including financing, and maintain project results and impacts beyond the life of the USAID project. Sustainability is a key priority and outcome of the HRH Kenya activity. This analysis centers on the three high level results of the HRH Kenya logframe: 1)Improve quality of training and increase number of those graduating and entering health workforce, 2) Improve management and leadership of health workforce at the county level and 3) Optimize data use for effective HRH decision making at national and county levels. To achieve the results, as outlined in the logframe, requires coordination with various systems and institutions, both public and private and an emphasis on innovation and non-traditional partnerships. To sustain the HRH systems results, it is recommended that the HRH Kenya activity continue to pursue local partnerships, leverage the private sector, increase HRH domestic resource mobilization at the county level, and build capacity of county health teams in relation to the HRH system strengthening, with targeted national support.

[END OF PROGRAM DESCRIPTION]

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AUTHORIZING LEGISLATION

This NOFO and any resulting awards are made under the authority of the Foreign Assistance Act of 1961, as amended. Any resulting awards will be subject to 2 CFR 200 and 2 CFR 700.

Award Administration:

Resulting awards to U.S. Non-Governmental Organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS 303), 2 CFR 200 and Standard Provisions for U. S. Non-Governmental Organizations available at:
http://www.usaid.gov/ads/policy/300/303maa

Resulting awards to Non-U.S. Non-Governmental Organizations will be administered in accordance with ADS-303 and Standard Provisions for Non-U.S. Non-Governmental Organizations. Standard Provisions for Non-U.S. Non-Governmental Organizations are available at:

http://www.usaid.gov/policy/ads/300/303mab.pdf.

Resulting awards to Public International Organizations (PIOs, or IOs) will be administered in accordance with Chapter 308 of USAID's ADS including the Standard Provisions set forth in ADS-308.3.14.

ADS-308 is available at: http://www.usaid.gov/ads/policy/300/308

Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime recipient under grants and cooperative agreements. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

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SECTION II: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability, USAID intends to provide $38 million in total USAID funding over a five year period with an estimated start date of September 1, 2016.

USAID intends to award one Cooperative Agreement pursuant to this notice of funding opportunity.

USAID reserves the right to fund any one or none of the applications submitted.

2. Start Date and Period of Performance for Federal Awards

The period of performance anticipated herein is five years for this activity. The estimated start date will be upon the signature of the award, on or about September 1, 2016.

3. Substantial Involvement

USAID/KEA considers collaboration with the Recipient crucial for the successful implementation of this program. Substantial involvement during the implementation of the HRH program shall include the following:

1. Approval of the Recipient's Annual Implementation Plans to ensure host government input has been incorporated both at national, county and sub-county levels. The plans include:
    a. Approval of Annual Work Plans
    b. Approval of the Recipient's Monitoring and Evaluation Plan

2. Approval of Specified Key Personnel.
    The required technical qualifications of the positions listed below are critical to the successful implementation. In accordance with the Substantial Involvement, prior approval from the Agreement Officer is required to fill the listed positions as "Key Personnel". The positions include:
    - Chief of Party
    - Deputy Chief of Party/Technical Director
    - Director Monitoring and Evaluation
    - Director Finance and Administration

3. Agency and Recipient Collaboration or Joint Participation.

    When the recipient's successful accomplishment of HRH Kenya objectives would benefit from USAID's technical knowledge, the AO may authorize the collaboration or joint participation of USAID and the recipient on the program. There should be sufficient reason for Agency involvement, and the involvement should be specifically tailored to support identified elements in the HRH Kenya program description. When these conditions are met, the AO may include appropriate levels of substantial involvement such as the following:

(1) Collaborative involvement in the formation of coordination and collaboration committee members. This includes those that bring together development partners that support HRH management at the national and county levels to provide advice to the MOH. USAID shall participate as a member of this committee as well. Involvement of USAID shall also be in Technical Working Groups (TWG) committees on HRH that shall deal with programmatic or technical issues including reviewing and providing pre-approval to the activities on annual work plans.

(2) Concurrence on the substantive provisions of sub-awards. 2 CFR 200.308 already requires the recipient to obtain the AO's prior approval for the sub-award, transfer, or contracting out of any work under an award. This is generally limited to approving work by a third party under the agreement. If USAID wishes to reserve any further approval rights for sub-awards or contracts, it must clearly spell out such Agency involvement in the substantial involvement provision of the agreement.

(3) Monitor to authorize specified kinds of direction or redirection because of interrelationships with other projects. All such activities must be included in the program description, negotiated in the budget, and made part of the award.

4. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the Requirements of 2 CFR 200. 311

5. Authorized Geographic Code

The geographic code for this program is **935**. This means any area or country including the recipient country, but excluding any country that is a prohibited source. The list of countries designated as Prohibited sources is found at http://www.usaid.gov/ads/policy/300/310mac

6. Purpose of the Award

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of achieving strengthened health workforce management that will achieve improved health outcomes for the Human Resources for Health program at national, county and sub-county level in Kenya.

The successful Recipient should be responsible for ensuring the achievement of the program objectives, and the efficient and effective administration of the award through the application of sound management practices. The Recipient should assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

SECTION III: ELIGIBILITY INFORMATION

1. **Eligible Applicants**

USAID encourages applications from a broad range of interested parties, foreign and domestic non-profit organizations, foreign and domestic for-profit companies that forego profit, faith-based organizations, foundations, academic institutions, civic groups and regional organizations. USAID welcomes applications from potential new partners and organizations which have not previously done business with USAID.

If the applicant proposes to partner with other organizations through sub-awards, it should present a clear structure in terms of roles and responsibilities of each sub-recipient, lines of authority, and managerial decision-making process. Resources should be shared among the sub-recipients based on their contributions to the program. In preparing their applications, applicants must not enter into exclusive arrangements for labor with any local staff or local organizations.

Applicants must have established financial management systems, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a risk assessment by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required and may conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

USAID welcomes applications from organizations which have not previously received financial assistance from USAID.

2. **Cost Sharing or Matching**

Although there is no specific cost share requirement applicants are encouraged to provide a cost share. Type of costs acceptable for cost share are consistent with 2 CFR 200, including overhead and /or indirect costs for U.S organization and the Standard provision 'Cost Share' for Non-U.S. organizations; and Cost Share can be audited.

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Mr. Brian K. Woody
Agreement Officer
USAID/Kenya and East Africa Mission
Bwoody@usaid.gov

Ms. Anne Karanja
Acquisition and Assistance Specialist
USAID/Kenya and East Africa Mission
Akaranja@usaid.gov

Ms. Nancy Amayo
Acquisition and Assistance Specialist
USAID/Kenya and East Africa Mission
Namayo@usaid.gov

Questions and Answers:

Questions regarding this NOFO should be submitted in writing to Brian Woody, Agreement Officer, via e-mail at Bwoody@usaid.gov with a copy to Anne Karanja and Nancy Amayo at Akaranja@usaid.gov and Namayo@usaid.gov respectively no later than the date and time specified on the cover page to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Any information given to a prospective Applicant concerning this NOFO will be furnished promptly to all other prospective Applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

2. Content and Form of Application Submission

Applications shall be submitted electronically to the e-mail addresses above in two separate parts: (a) technical application and (b) Cost/Business application, and should be prepared according to the structural format set forth below. Please note that each email is limited to a total size of 10MB. Applications must be submitted no later than the closing date and time for application submission indicated in the cover letter accompanying this NOFO unless the NOFO is amended to extend the deadline. Applications, which are submitted late or incomplete, run the risk of not being considered in the review process. Late applications will be considered for award only if the Agreement Officer (AO) determines it is in the Government's interest.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines. Section V addresses the technical evaluation procedures for the applications.

Applicants are expected to review, understand, and comply with all aspects of the NOFO.

3. Preparation of Applications

Each Applicant shall furnish the information required by this NOFO. Applications shall be submitted in two separate parts: (a) Technical Application, and (b) Cost/Business Application.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application." If, however, a grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers} and, mark each sheet of data it wished to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

4. Application Submission Procedures

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

Applicants must submit applications electronically to the points of contact listed in this NOFO. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

The technical application and the cost application shall be submitted as individual email attachments (one attachment for the technical application and one attachment of the cost application), e.g. that you consolidate the various parts of a technical application into a single document before sending them. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the NOFO and the application format. No addition or modifications will be accepted after the submission deadline.

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Please note that each email is limited to a total size of 10MB.

5. Technical Application Format

Technical applications should be specific, complete and presented concisely. A lengthy application does not in and of itself constitute a well thought out application. Applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the results of this program. Technical applications should take into account requirements of the program and selection factors found in this NOFO.

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.

The technical application must follow the following format:

a. Cover Page (*not included in page limit*)

The cover page must include at a minimum the following information:

- NOFO Number
- Project Title
- Name of the organization(s) submitting the application
- Name and title of contact person or position within the organization
- E-Mail Address
- Telephone and fax numbers
- Postal and physical addresses

Applicants should also state clearly whether the identified contact person has the authority to negotiate on behalf of the applicant, or not, the contact information for the appropriate person with the authority to negotiate must be included.

b. Table of Contents *(not included in page limit*)

c. Acronym List *(not included in page limit*)

d. Executive Summary

e. Technical Understanding and Proposed Approaches

The technical application body shall be organized using the same headings as the technical selection factors. The sections are listed and further described below:

1. Selection factor #1- Technical understanding of HRH context and proposed approaches to achieve objectives (60 points)
2. Selection factor #2 - Key Personnel and Management Structure (20 points)
3. Selection factor #3 - Organizational Capacity and Experience (20 points)

1. Selection factor # 1 – Technical understanding of HRH context and proposed approaches to achieve objectives (60 points)

The technical application should be specific, complete and presented concisely. The technical application should demonstrate the applicant's capabilities and expertise with respect to achieving the expected results of this activity. The technical application should take into account the content provided in the Program Description, the instructions provided in this section and the evaluation criteria found in this NOFO.

The technical application should describe the conceptual framework(s) upon which the design is built. The technical application should reflect a thorough understanding of the current context and policy environment in Kenya. The application should describe how the applicant will strengthen human resources for health (HRH) management systems in order to achieve USAID, PEPFAR, RMNCAH, PMI and GOK strategic objectives. The technical application should describe how activities and results will be sustained after the cooperative agreement has ended.

The technical application must clearly describe the selection criteria for identifying target counties, populations and institutions. For each of the targeted counties, populations and institutions, the technical application should describe the specific interventions that will be made available to them. The technical application should describe the value added of HRH management and development systems to public and private sector providers and how mutual accountability will be defined between public and private sector providers. The technical application should also describe what specific tools will be developed to improve HRH management and development at national and county levels for effective health service delivery.

The technical application will clearly describe how the GoK, private sector and other stakeholders will be engaged throughout the implementation of the HRH Kenya mechanism. The technical application will clearly describe the level of support to the GoK at national and county levels. The technical application will describe the interventions which will pivot technical assistance support from national level to county level. The technical application will describe how counties, training institutions and national level departments will be engaged as both beneficiaries and partners under HRH Kenya. The technical application will describe how the applicant will approach development partners in order to diversify support under HRH Kenya.

The technical application should clearly describe specific data collection and information sharing methodologies which will be employed to measure the coverage and depth of activities; health workforce training; county HRH systems strengthening; and Human Resource Information Systems (HRIS) interventions for effective health service delivery. The technical application should also identify specific instances where secondary data analysis will be employed as a strategy to synthesize existing data. The technical application should define stakeholders for information sharing in order to maximize impact and how this information will be adapted for each particular stakeholder depending on context.

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.

The application must demonstrate understanding of the geographic prioritization of counties for HRH systems strengthening in support of service delivery and burden of disease. The application must clearly demonstrate what synergies will be achieved by implementing activities in collaboration with county governments, private sector and other donors. The application must demonstrate the applicants understanding of the PEPFAR HRH strategy, GoK Health sector Human Resource strategy 2014-2018 and the devolved governance structures as stipulated in the Kenyan Constitution 2010, and how they will be applied to achieving the expected results of the activity.

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.

The technical application should describe how the health worker training institutions will be selected for support and systems strengthening, the type of interventions that each institution will receive and the expected end results upon which support will be transitioned. The technical application should describe the selection criteria for counties that will receive HRH management and develop systems strengthening the type of support for the counties and expected end result upon which the support will be transitioned. The technical application should describe how the HRIS support to the counties will be rolled out, and the expected end result upon which the support will be transitioned out.

2. Selection factor #2 - Key Personnel and Management Structure (20 points)

The technical application shall include a management and staffing plan. The management plan for the program shall be explicitly stated. If the application is from a consortium, partnership with more than one organization, or includes significant implementation sub-grantees, the management plan must identify the formal relationships, roles, and responsibilities of each consortium member, partner organization, or implementing sub-grantee. The staffing plan shall state the roles and responsibilities of planned professional staff positions, their required educational qualifications and experience, and where they would be based. This section should include a detailed organizational chart.

The Chief of Party (COP) shall be designated as Key Personnel. The other key personnel for HRH Kenya shall be the Deputy Chief of Party/ Technical Director, the Director Finance and Administration and the Director Monitoring and Evaluation. The Applicant may propose alternative positions as Key Personnel than those listed below. Further, USAID may designate alternative positions as Key Personnel at the time of award should the management and staffing plans warrant this.

The application narrative shall clearly summarize the professional qualifications of proposed Key Personnel in light of the roles of responsibilities of each position. Key Personnel will be assessed on the appropriateness of their experience and qualifications given the role and responsibilities for which they are proposed, including their effectiveness and success in similar positions. Minimum qualifications are stated below. The Applicant may highlight additional position qualifications in keeping with a position’s specific roles and responsibilities. Availability of Key Personnel is an important criterion and must be clearly stated and supported by letters of commitment, as noted below.

For each proposed Key Personnel, a complete and current résumé demonstrating the candidate’s qualifications and experience shall be submitted as an annex. Résumés shall not exceed four pages in length and shall be in chronological order starting with most recent experience. Each résumé shall be accompanied by a signed letter of commitment from each candidate indicating his/her (a) availability to serve in the stated position and for the stated term of service; and (b) agreement to the compensation levels as set forth in the cost proposal. Applicants shall also submit three (3) references of professional contacts, with current contact information including email addresses and telephone numbers, for each proposed candidate. USAID may also check other sources to gather information on proposed personnel including, but not limited to, other USAID or U.S. Government persons who have knowledge of their previous work.

Chief of Party

- Advanced degree in public health, health systems management, or other related field
- Minimum fifteen (15) years of relevant professional experience managing and implementing health Systems related projects and minimum ten (10) years' experience in Kenya preferred
- Preferably a Kenyan
- Demonstrated ability to manage, lead and make effective decisions.
- Demonstrated ability to negotiate and partner with government representatives, for-profit private sector entities, civil society, donors and other stakeholders
- Demonstrated ability to communicate effectively in English, both verbally and in writing; ability to interact professionally in Kiswahili

Deputy Chief of Party/ Technical Director

- Advanced degree in public health, Health Systems Management, or other related field
- Minimum ten (10) years of relevant professional experience managing and implementing health Systems related projects with a minimum of five (5) years of experience in Kenya preferred
- Preferably a Kenyan
- Demonstrated ability to manage, lead and make effective decisions.
- Demonstrated ability to negotiate and partner with government representatives, for-profit private sector entities, civil society, donors and other stakeholders

Director Monitoring and Evaluation

- Advanced degree in public health, or other related field
- Minimum of ten (10) years of professional experience, with at least seven (7) years of relevant professional experience managing and implementing formative research and/or program monitoring
- Demonstrated ability to meet, PEPFAR, RHMNCAH, PMI, and/or other USG required deadlines for planning, target setting, and reporting
- Demonstrated ability to work effectively with communities, civil society, local government representatives and other stakeholders
- Demonstrated ability to communicate effectively in English, both verbally and in writing; ability to interact professionally in Kiswahili

Director, Finance and Administration

- A post-graduate degree in Business, Accounting, Finance or related field relevant to the position requirements.
- At least seven years of experience in financial management for large complex projects, of which at least five years were working in the field of international development.
- Professional level of oral and written fluency in English language.

3. Selection factor #3 - Organizational Capacity and Experience (20 points)

The technical application should demonstrate how the applicant (and proposed partners or sub-Awardees) is uniquely qualified to implement HRH Kenya activities. The applicant should describe its experience and institutional technical expertise in implementing human resources for health systems strengthening activities similar to those described in the NOFO in terms of approach, magnitude, and complexity. The applicant should highlight lessons learned from this experience and how these would be applied to HRH Kenya. The applicant should demonstrate its experience working with multiple stakeholders at multiple levels of the Government of Kenya. The applicant should demonstrate its experience working with the private sector. The applicant should demonstrate a record of implementing projects in Kenya. The applicant should provide relevant information on the applicant's ability to attract and retain high-quality Key Personnel for the duration of its programs. The applicant should demonstrate its experience working with U.S. Government projects and complying with financial regulations.

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:

- 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 the activities over the life of the project
- Draft first year work plan
- Draft monitoring & evaluation plan
- Resumes with professional references and letters of commitment
- Other information (e.g., letters of support, maps, charts, graphs)
- Past Performance information

Note: Past performance information will be included as an annex (not included in technical application page limit). The Applicant shall provide detailed past performance information, which should include all relevant Awards (Contracts, Grants and Cooperative Agreements) performed within the last five (5) years that are similar in size, scope and expected results to what is contained in the Program Description. At minimum, the list should include for each referenced Award:

- Name of the Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount; and

- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

- If the Applicant encountered problems on any of the referenced Awards, they may provide a short explanation and the corrective action taken. Applicant shall not provide general information on their performance.

- USAID reserves the right to obtain from any sources relevant information concerning an Applicant's past performance and may consider such information in its evaluation.

6. Cost/Business Application Format

The cost application must be submitted separately from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a risk determination.

The following sections describe the documentation that applicants for an assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary level of detail.

A Cost Application consists of:

a. The SF-424, Application for Federal Assistance; SF-424A, Budget Information – NonConstruction Program; and SF-424B, Assurances – Non-Construction Programs. The SF-424 is embedded here and included as an annex to this NOFO.

SF424_SF424A.xls

b. A summary budget: It must provide a breakdown by cost element, and by activity, for the duration of the project for the anticipated costs under this Cooperative Agreement.

c. A detailed/Itemized budget must be submitted in U.S. dollars for the applicant and all sub-awards for the duration of the project. It must be in Excel format with unlocked formulas to show how calculations are derived. An accompanying budget narrative must be submitted in Word, text accessible, for the prime applicant and all sub-awardees, and must provide in detail the total costs for implementation of the project that the applicant is proposing. The budget narrative must provide detailed budget notes and supporting justification of all proposed budget line items. It must clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. The budget format is embedded here and included as an annex to this NOFO.

Budget Template.xls

The detailed budget must include:

- The breakdown of all costs associated with the program by activities;
- The breakdown of all costs associated with the project according to costs of, if applicable, headquarters and/or county offices;
- The breakdown of all costs according to each partner organization or subcontractor/subgrantee involved in the project;
- The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- The name, position, annual salary, and expected level of effort (in days) of persons charged to the activity. There may be TBD positions, i.e. support staff. Furthermore, 260 days equals one year of labor. Information provided must show work experience and annual salary history for at least the three most recent years for all staff proposed under this project.
- If not included in an indirect cost rate agreement negotiated with the U.S. Government, the applicable fringe benefit rates for each category of employees, and an explanation of the benefits included in the rate;
- A breakdown of allowances by specific type and by person, and they must be in accordance with the applicant's policies;
- Travel, per diem and other transportation expenses detailed to include number of trips, expected itineraries, number of per diem days and per diem rates;
- Separate cost line items for other direct costs such as supplies, communication costs, visas, passports, and other general costs;
- The breakdown of the financial and in-kind contributions of all organizations involved in implementing this Cooperative Agreement;
- Potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;
- Provide a security budget as separate cost estimate line items, and these costs must be in accordance with the applicant's policies.

d. A budget Narrative explaining costs estimated and providing the rationale and the basis on which they were derived including sufficient information to determine the reasonableness and realism of proposed salaries, equipment, vehicles, etc. The applicant must include all estimated costs associated with branding and marking and environmental compliance in its proposed budget.

e. Cost Sharing or Matching: Applicants are encouraged, but not required, to provide a cost share contribution under this program.

f. Program Income: If it is expected that program income might be generated under this project, then program income earned under the resulting award shall be added to the project and used to further eligible project objectives as agreed upon by USAID. Applicants should describe how program income might be generated under the proposed activities and how it envisions program income being utilized to successfully accomplish project objectives.

The successful applicant will be required to progressively report earned program income and its proposed use. Program Income will be accounted for in accordance with the 2 CFR 200.307 for U.S organizations and Standard Provision entitled Program Income for non-U.S. organizations.

Also include in the Cost Application:

(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 minimus 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.

(ii) Details of sub-award arrangements to the extent they are known at the time of application development. In case there are multiple organizations and partners, please explain as clearly as possible the management structure and how the parties are going to interact.

NOTE: If sub-awards are anticipated and not explained in the original application, the agreement officer's approval (after award) will be required before the sub-agreement may be executed.

(iii) A copy of the self-certification for compliance with USAID policies and procedures for personnel, procurement, and travel.

The business section of the cost/business application should include:

i. Required certifications, assurances and other statements. These can be found at http://www.usaid.gov/ads/policy/300/303mav. Please note that these certifications are required for both the applicant and all subawardees whether U.S. or non-U.S. organizations. They include:
   a) A signed copy of Certifications, Assurances, and Other Statements of the Recipient, which include:

      - Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
      - Certification on Lobbying (22 CFR 227);
      - Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206);
      - Certification Regarding Terrorist Financing;
      - Certification Regarding Trafficking in persons; and

- Certification of Recipient

b. Other certifications and statements found in Certifications, Assurances, and Other Statements of the Recipient, which include:

- A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
- A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable;
- Other Statements of Recipients.

ii. Applicant and subawardees, if any, must submit additional evidence they deem necessary for the Agreement Officer to make a Risk Assessment Decision. The information submitted should substantiate that the applicant:

a) Has adequate financial resources or the ability to obtain such resources, as required during the performance of the Cooperative Agreement.
b) Has the ability to comply with the Cooperative Agreement terms and conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
c) Has a satisfactory record of performance. Generally, relevant unsatisfactory performance in the past is enough to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance or the applicant has taken adequate corrective measures to assure that it will be able to perform its functions satisfactorily.
d) Has a satisfactory record of business integrity.
e) Is otherwise qualified to receive a Cooperative Agreement under applicable laws and regulations.

iii. If the applicant has never received a cooperative agreement, grant or contract from the U.S. Government, the applicant will be required to submit a copy of its accounting manual.

iv. Unique Entity Identifier and System for Award Management
Dun and Bradstreet Universal Numbering System (DUNS) and SAM.gov Requirements - USAID MAY NOT award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. The applicant must have an active registration in www.sam.gov. Each applicant is required to:

(a) Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.;

(b) Provide a valid unique entity identifier/valid DUNS number in its application; and

(c) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

v. The applicant must state that the application is valid for no less than 150 days.

vi. Branding Strategy and Marking Plan **-** Pursuant to ADS 303.3.6.2.f and ADS 320.3.1.2, only the apparently successful applicant will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before a cooperative agreement will be awarded.

These plans shall be prepared in accordance with the guidance in ADS 320.3.1.2 and the references therein. Please note that the Branding Strategy and Marking Plan shall not be included with the original application, but shall be provided only after a written request of the Agreement Officer.

In addition, the successful applicant(s) will be required to comply with the PEPFAR policy on marking and branding, inclusive of appropriate use of the PEPFAR logo. More information on PEPFAR branding guidelines can be found on the PEPFAR website at: http://www.pepfar.gov/documents/organization/198963.pdf

ADS Chapter 320 sections concerning "assistance" apply to this RFA. ADS Chapter 320 sections concerning "acquisition" do not apply to this RFA. ADS Chapter 320 can be found on the USAID website: http://www.usaid.gov/policy/ads/300/320.pdf

A helpful list of Frequently Asked Questions (FAQs) about branding and marking can also be found on the USAID website: http://www.usaid.gov/branding/marking_faq.html.

7. Funding Restrictions

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principle under 2 CFR 200 Subpart E. of the Uniform Administrative Requirements may be paid under the anticipated award.

NOTE: USAID will not reimburse potential applicants or the selected awardee for any pre-award costs.

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SECTION V: APPLICATION REVIEW INFORMATION

1. Review Overview

USAID will conduct a merit review of all applications received that complies with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following three criteria shown in descending order of importance.

The criteria presented below have been tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications; and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications in the same order as the Selection Factors.

The technical applications will be evaluated in accordance with the Selection factors set forth below. Thereafter, the cost applications of the apparently successful applicant(s) submitting a technically acceptable application will be evaluated for general reasonableness, allowability, and allocability. An award will be made to the responsible applicant whose application offers the greatest value to the U.S. Government, cost and other factors considered. The final award decision is made by the Agreement Officer, with consideration of the recommendations of the Selection Committee.

Selection Factors for the Technical Application:

The following three selection factors, which are further described below, will be the basis of evaluation for all technical applications. All factors are listed in descending order of importance.

1. Technical understanding of HRH context and proposed approaches to achieve objectives (60 points)
2. Key Personnel and Management Structure (20 points)
3. Organizational Capacity and Experience (20 points)

1. Technical understanding of HRH context and proposed approaches to achieve objectives (60 points)

In assessing this factor, the Selection Committee will consider:

a. Demonstrated understanding of the health workforce situation in the country in relation to current global HRH trends and devolved HRH function in Kenya.
b. HRH management in the country in relation to production, equitable distribution, continuing professional development, performance evaluation and retention.
c. Sustainable approaches to strengthening effective and efficient health workers training systems at pre-service and in-service.
d. Sustainable and innovative county HRH systems strengthening approaches .
e. Approaches to ensuring effective and efficient data use for HRH decision making.

2. Key Personnel and Management Structure (20 points)

In assessing this factor, the selection committee will consider:

a. Extent to which the proposed management and implementation structure is feasible, includes a sound management and organizational structure, provides adaptive project management mechanisms, and demonstrates coordination with existing programs and relevant stakeholders.
b. Proposed key personnel have relevant professional qualifications and experience appropriate to manage and achieve the specified results.

3. Organizational Capacity and Experience (20 points)

In assessing this factor, the Selection Committee will consider:

a. Demonstrated organizational knowledge and capacity to develop, manage and implement Human Resources for health systems strengthening programs of a similar size and complexity.
b. Demonstrated track record in implementing and monitoring similar human resources for health systems strengthening activities in terms of approach, magnitude, and complexity. Demonstrated experience working with multiple stakeholders at multiple levels similar to the Government of Kenya. Demonstrated experience working with the private sector. Demonstrated record of implementing projects in Kenya. Ability to attract and retain high-quality key personnel.

Evaluation of Cost

While Cost applications are not weighted, the cost application(s) of the apparently successful technical application(s) will be evaluated for cost effectiveness. Other considerations are the completeness of the application, adequacy of budget, cost reasonableness, allocability, allowability, realism, consistency with the technical application, adequacy of budget detail, financial feasibility, and overall cost control (e.g. avoidance of excessive salaries and other costs in excess of reasonable requirements) detail. In addition, the organization must demonstrate adequate financial management capability, to be measured for a risk assessment determination.

Cost estimates will be analyzed as part of the application evaluation process. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility.

Determination of Award

Following the recommendation of the Selection Committee, the Agreement Officer will make the final determination.

The Agreement Officer’s decision regarding funding of an award is final and not subject to review. Any information that may impact the Agreement Officer’s decision shall be directed to the Agreement Officer.

Anticipated Announcement and Federal Award Dates

The estimated start date will be upon the signature of the award, on or about September 1, 2016.

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SECTION VI: FEDERAL AWARD AND ADMINISTRATION INFORMATION

1. Federal Award Notices

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.

2. The Government may award the Cooperative Agreement(s) on the basis of initial applications received, and may not conduct discussions or negotiations. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with the award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

3. A written award mailed or otherwise furnished to the successful applicant within the application's validity time as specified either in the application or in this NOFO (whichever is later) shall result in a binding Cooperative Agreement without further action by either party. Before the application's specified validity expiration time, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received by the applicant before award. Negotiations or discussions conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

4. Applicants must set forth full, accurate and complete information as required by this NOFO. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.

5. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Cooperative Agreement unless explicitly stated otherwise in the agreement.

6. USAID reserves the right to perform a pre-award survey which may include, but is not limited to: (1) interviews with individuals to establish their ability to perform agreement duties under the project conditions; (2) a review of the prime recipient's financial condition, business and personnel procedures, etc.; and (3) site visits to the prime recipient's institution.

7. Authority to Obligate the Government: The Agreement Officer is the only individual who may legally commit the Government to the expenditures of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or a specific, written authorization from the Agreement Officer.
8. Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

2. **Administrative & National Policy Requirements**

For U.S. organizations, this section must state that 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable.

For non-U.S. organizations, ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.

For Public International Organizations (PIOs, or IOs), Chapter 308 of USAID's ADS including the Standard Provisions set forth in ADS-308.3.14 will apply.

Please refer to ADS 303.4 and 303.5 for additional information.

3. **Reporting Requirements.**

Program Reporting:

a) *Annual Work Plans:* Within 60 calendar days of the start of the Cooperative Agreement, the Recipient shall submit the first Annual Work Plan. The second Annual work Plan is due 30 calendar days prior to the end of first program year and will cover the second year of implementation. In Annual Work Plans, the Recipient will be required to outline all ongoing activities, benchmarks and results to be achieved over the course of the year within each of those activities.

   Annual Work Plans are to be submitted to USAID/KEA's Agreement Officer and designated AOR for this award electronically via e-mail.

b) *Quarterly Progress Report:* Quarterly Progress Reports will summarize progress in relation to agreed targets or milestones contained in the Work Plan, and report on all indicators in the monitoring and evaluation plan. The report will also include a narrative that describes the overall impact of program activities with respect to the higher level goals of the program. The report will specify any problems encountered and indicate resolutions or proposed corrective actions (for each corrective action, the recipient will designate responsible parties and establish a timeframe for completion). The report will list activities proposed for the next reporting period, noting where they deviate from the approved Work Plan and will provide information on accrued expenditures to date.

   Each progress report will also include the following:

   - At least one snapshot or success story;
   - Content for social media, such as text and photos for tweets;
   - Any innovative approaches supported by the program and their impact on achieving results;
   - A discussion of how the program is utilizing local expertise and strengthening local capacity to achieve program results;
   - Linkages with other USAID and other donor programs and their impact on the results of this program;
   - The extent to which women, youth, persons with disabilities, people from

minority clans, or other vulnerable groups were participants; and

- Summaries of reports by short-term consultants

The Recipient shall submit an electronic copy of each progress report to the AOR via e-mail. The progress reports are required to be submitted quarterly (30 calendar days after each quarter). The October report shall be a cumulative annual report (i.e. the fiscal year). Quarterly Progress Reports must use the standard USAID/KEA Quarterly Reporting Format in its entirety to be considered a timely and acceptable submission.

Standard Reporting Template.docx

The recipient shall submit the October Annual Report to the AOR and the Agreement Officer (AO), respectively. In addition, the recipient will provide, in electronic form, a copy of this report to one of the Development Experience Clearinghouse. Submission Instructions can be found at : http://dec.usaid.gov.

Participant Training: For all training activities financed under this award, conducted in-country, in the U.S., regionally, or in third countries, the Recipient must comply with Automated Directives System (ADS) Chapter 253 – Training for development and other USAID/KEA- specific policies and procedures governing the effective, efficient planning, design, and implementation of such training programs. For such trainings the Recipient must also comply with ADS 252, Visa Compliance for Exchange Visitors. Reports on trainings, workshops, or conferences will be included as annexes to quarterly reports.

c) *Monitoring and Evaluation Plan*: At the beginning of each Agreement Year, the Recipient will submit an annual Monitoring and Evaluation plan in conjunction with the annual work plan. The Monitoring and Evaluation plan for Year 1 of the activity will be due within 60 days of award. The Monitoring and Evaluation plan will include specific benchmarks and indicators for measuring progress for all interventions. The plan will specify how data will be collected and analyzed for each of the benchmarks and indicators. The monitoring and evaluation plan will also highlight how data collected will show the effectiveness and results of program approaches and methodologies employed and how the data will contribute toward enhancing understanding of best practices in the sector.

This plan shall be coordinated with the overall Mission's M&E Guidelines and the Mission's M&E Plan and aligned with USAID/KEA's Development Objective 2 Performance Monitoring Plan indicators.

d) *Final Report:* The Final Report that covers the entire five-year period of the award will be submitted 90 calendar days after the expiration of the award and will include:

- a description of the cumulative results achieved;
- final data compared to baseline data for all indicators included in the monitoring and evaluation plan;
- an assessment of the impact of the program, disaggregated by gender and age, and potentially highlighting vulnerable groups; summary of problems/obstacles

encountered during the implementation; and how those obstacles were addressed and overcome if appropriate;

- a presentation of life-of-project results towards achieving the project objectives and the performance indicators, as well as an analysis of how the indicators illustrate the three activities impact on strengthening the health workforce management to achieve improved health outcomes in selected counties and sub-counties in Kenya;
- recommendations regarding unfinished work and/or future needs and directions for further strengthening the health workforce management to achieve improved health outcomes in selected counties and sub-counties in Kenya as well as recommendations for what issues no longer require donor assistance;
- a summary of lessons learned, and any particularly important success stories.

The Recipient shall submit the original and one copy to the Financial Management Office, the Agreement Officer (if requested), and the AOR; and one copy, in electronic (preferred) or paper form of final documents to the USAID Development Experience Clearinghouse through either of the following:

(a) Online: http://dec.usaid.gov

(b) By Mail (for pouch delivery):
USAID Development Experience Clearinghouse
M/CIO/ITSD/KM/DEC
RRB M.01-010
Washington, DC 20523-6100

For questions on DEC submission, contact:

M/CIO/ITSD/KM/DEC
Telephone: +1 202-712-0579
E-mail: DocSubmit@usaid.gov

e) *PEPFAR Quarterly, Semi-Annual and Annual Progress Reports:*

In addition to the reports listed above, the Recipient must submit completed quarterly, semi-annual and annual progress reports which USAID provides to OGAC. In past years, these reports have followed the same submission timeline as reports for fiscal year quarters 2 and 4. The Recipient will also be expected to enter PEPFAR data quarterly into the DATIM (Data for Accountability Transparency and Impact) System for USAID.

f) *Demobilization Plan:* Ninety (90) days prior to the completion date of the Cooperative Agreement, a demobilization plan will be submitted for approval to the AOR and the AO. This plan should describe all actions to be completed to demobilize the Recipient's operations, including steps taken to transfer capacity and knowledge to sub-grantees and local stakeholders. The plan will provide dates for all actions and an inventory of commodities procured under the project with a disposition plan.

g) *Financial Reporting:* The Recipient will submit electronic copies of Financial Reports in keeping with 2 CFR 700. The Financial reports must be submitted via electronic format to the cognizant Mission Financial Payments office. In addition, copies of all final financial reports shall be submitted to the Chief Financial officer or Mission Controller, Agreement Officer (AO), and the Agreement Officer's Representative (AOR).

Other Reporting Requirements:

1. Data Reporting Requirements: The successful application will have to submit their datasets to the development data library (DDL) at www.usaid.gov/data, in a machine-readable, non-proprietary format, a copy of any Dataset created or obtained in performance of this award, including Datasets produced by a sub-grantee. This report must also be distributed to the AOR, AO, and the Performance Monitoring, Evaluation, and Learning Specialist. This is per the standard provision - "SUBMISSION OF DATASETS TO THE DEVELOPMENT DATA LIBRARY (OCTOBER 2014)."

2. TraiNet: The successful application will be required to collect information on all participant training financed under this Cooperative Agreement. This includes training data for any in-country training program or sub-program of more than 3 consecutive class days in duration, or more than 15 contact hours scheduled intermittently. This training data must be recorded using the web-based "TraiNet" reporting system. The training data must be consolidated according to training program or sub-program and must identify the following: subject area of training; total trainees per participant group, with gender breakdown; total cost of training for each program; and direct training costs (program costs, not overhead/fees).

3. GIS Reporting: The successful applicant will have to provide geographic location or coordinate data quarterly for all USAID-supported sites, including at both implementing organization offices, and locations of all sites that benefit from project resources (e.g. radio stations, clinics, communities, etc.) Project and Activity Location Data will be provided as latitude and longitude coordinates as derived from Global Positioning System (GPS) units, GPS-enabled mobile devices, or a digital map interface, such as Google Earth or Google Maps. When providing exact latitude and longitude coordinates poses sensitivity issues, another geographic resolution for reporting Project and Activity Locations will be agreed upon with the AOR. As specified in further guidance from USAID/KEA, additional attribute data such as project name, activity name, implementing partner name (including sub-partners information), project start and end dates, project description, beneficiaries, etc. will be submitted along with Project and Activity Location Data for reporting and portfolio management needs. This information will be provided quarterly. It should also be included as a section in the Annual Reports, and separately when not coinciding with the other reports. The AOR will provide guidance on the format to be used and additional attribute data to be reported.

4. Environmental Compliance: The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (http://www.usaid.gov/policy/ads/200/), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

   The Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

   No activity funded under this cooperative agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO).

   USAID prepared and approved an Initial Environmental Examination (IEE) for the office of Health Population and Nutrition [Development Objective (DO) 2] activities expected to be implemented under this RFA. The IEE covers activities expected to be implemented under this grant. USAID has determined that a negative determination with conditions apply for this program. `The recipient shall be responsible for implementing all the IEE conditions pertaining to activities to be funded under this program.

   As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this CA to determine if they are within the scope of the approved Regulation 216 environmental documentation.

   If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

   Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

SECTION VII: FEDERAL AWARDING AGENCY CONTACT(S)

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified in the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement shall not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Any questions or comments concerning this NOFO must be submitted in writing by email to Mr. Brian K. Woody at bwoody@usaid.gov and both Ms. Anne Karanja at akaranja@usaid.gov and Ms. Nancy Amayo at namayo@usaid.gov by the deadline stated at the top of this NOFO's cover letter.
In addition to the name and address of the POC above, USAID may establish a generic e-mail address for inquiries.

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SECTION VIII: OTHER INFORMATION

(1) USAID reserves the right to fund any or none of the applications submitted.

(2) Other relevant Information:

(i) Value Added Tax (VAT): The successful applicant will have to comply with USAID VAT Guidance as to the submission of the necessary forms to ensure compliance with the Government of Kenya's laws.

(ii) Partner Vetting: 2 CFR 701.3 - Partner Vetting shall apply to this NOFO and is summarized below:

(a) USAID has determined that any award resulting from this assistance solicitation is subject to vetting. An applicant that has not passed vetting is ineligible for an award.

(b) The following are the vetting procedures for this solicitation:

(1) Prospective applicants review the attached USAID Partner Information Form, USAID Form 500-13, and submit any questions about the USAID Partner Information Form or these procedures to the agreement officer by the deadline in the solicitation.

(2) The agreement officer notifies the applicant when to submit the USAID Partner Information Form. For this solicitation, USAID will vet [all Key Individuals as determined by the AO] The Agreement Officer will notify the applicant(s) who must be vetted. Within the timeframe set by the agreement officer in the notification, the applicant must complete and submit the USAID Partner Information Form to the vetting official. The designated vetting official is:

Vetting official: [To be communicated later]
Address: [To be communicated later]
Email: [To be communicated later]

(3) The applicants must notify proposed subrecipients and contractors of this requirement when the subrecipients or contractors are subject to vetting.

Note:
Applicants who submit using non-secure methods of transmission do so at their own risk.

(c) Selection proceeds separately from vetting. Vetting is conducted independently from any discussions the agreement officer may have with an applicant. The applicant and any proposed subrecipient or contractor subject to vetting must not provide vetting information to anyone other than the vetting official. The applicant and any proposed subrecipient or contractor subject to vetting will communicate only with the vetting official regarding their vetting submission(s) and not with any other USAID or USG personnel, including the agreement officer or the agreement officer's representatives. The agreement officer designates the vetting official as the only individual authorized to clarify the applicant's and proposed subrecipient's and contractor's vetting information.

(d)(1) The vetting official notifies the applicant that it: (i) Is eligible based on the vetting results, (ii) is ineligible based on the vetting results, or (iii) must provide additional information, and resubmit the USAID Partner Information Form with the additional information within the number of days the

vetting official specified in the notification.
(2) The vetting official will coordinate with the agency that provided the data being used for vetting prior to notifying the applicant or releasing any information. In any determination for release of information, the classification and sensitivity of the information, the need to protect sources and methods, and the status of ongoing law enforcement and intelligence community investigations or operations will be taken into consideration.

(e) Reconsideration: (1) Within 7 calendar days after the date of the vetting official's notification, an applicant that vetting has determined to be ineligible may request in writing to the vetting official that the Agency reconsider the vetting determination. The request should include any written explanation, legal documentation and any other relevant written material for reconsideration.
(2) Within 7 calendar days after the vetting official receives the request for reconsideration, the Agency will determine whether the applicant's additional information merits a revised decision.
(3) The Agency's determination of whether reconsideration is warranted is final.

(f) Revisions to vetting information: (1) Applicants who change key individuals, whether the applicant has previously been determined eligible or not, must submit a revised USAID Partner Information Form to the vetting official. This includes changes to key personnel resulting from revisions to the technical portion of the application.
(2) The vetting official will follow the vetting process of this provision for any revision of the applicant's Form.

(g) Award. At the time of award, the agreement officer will confirm with the vetting official that the apparently successful applicant is eligible after vetting. The agreement officer may award only to an apparently successful applicant that is eligible after vetting.
Partner Vetting

(a) The recipient must comply with the vetting requirements for key individuals under this award.
(b) Definitions: As used in this provision, “key individual,” “key personnel,” and “vetting official” have the meaning contained in 22 CFR 701.1.
(c) The Recipient must submit within 15 days a USAID Partner Information Form, USAID Form 500-13, to the vetting official identified below when the Recipient replaces key individuals with individuals who have not been previously vetted for this award. Note: USAID will not approve any key personnel who are not eligible for approval after vetting. The designated vetting official is:

Vetting official: [To be communicated later]
Address: [To be communicated later]
Email: [To be communicated later]

(d)(1) The vetting official will notify the Recipient that it—

(i) Is eligible based on the vetting results,
(ii) Is ineligible based on the vetting results, or
(iii) Must provide additional information, and resubmit the USAID Partner Information Form with the additional information within the number of days the vetting official specifies.

(2) The vetting official will include information that USAID determines releasable. USAID will determine what information may be released consistent with applicable law and

Executive Orders, and with the concurrence of relevant agencies.

(e) The inability to be deemed eligible as described in this award term may be determined to be a material failure to comply with the terms and conditions of the award and may subject the recipient to suspension or termination as specified in the subpart “Remedies for Noncompliance” at 2 CFR part 200.

(f) Reconsideration:

(1) Within 7 calendar days after the date of the vetting official's notification, the recipient or prospective subrecipient or contractor that has not passed vetting may request in writing to the vetting official that the Agency reconsider the vetting determination. The request should include any written explanation, legal documentation and any other relevant written material for reconsideration.
(2) Within 7 calendar days after the vetting official receives the request for reconsideration, the Agency will determine whether the recipient's additional information merits a revised decision.
(3) The Agency's determination of whether reconsideration is warranted is final.

(g) A notification that the Recipient has passed vetting does not constitute any other approval under this award.

(h) When the prime recipient anticipates that it will require prior approval for a subaward in accordance with 2 CFR 200.308(c)(6) the subaward is subject to vetting. The prospective subrecipient must submit a USAID Partner Information Form, USAID Form 500-13, to the vetting official identified in paragraph (c) of this provision. The agreement officer must not approve a subaward to any organization that has not passed vetting when required.

(i) The recipient agrees to incorporate the substance of paragraphs (a) through (i) of this award term in all first tier subawards under this award.

(j) Prospective contractors at any tier providing the following classes of services [TBD by AO] must pass vetting. Recipients must not procure these services until they receive confirmation from the vetting official that the prospective contractor has passed vetting.

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ANNEX I - STANDARD PROVISIONS

1. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (DECEMBER 2014)

a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brandmark with the tagline "from the American people," unless amended by USAID to include additional or substitute use of a logo or seal and tagline representing a presidential initiative or other high level interagency initiative. The USAID Identity (including any required presidential initiative or related identity) is on the USAID Web site at www.usaid.gov/branding. Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:

(1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;

(2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;

(3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(5) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

b. The recipient must implement the requirements of this provision following the approved Marking Plan in the award.

c. The AO may require a preproduction review of program materials and "public communications" (documents and messages intended for external distribution, including but not limited to correspondence; publications; studies; reports; audio visual productions; applications; forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.

d. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer's Representative (AOR) and to USAID's Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows: "The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

e. Any "public communication" in which the content has not been approved by USAID must contain the following disclaimer: "This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

f. The recipient must provide the USAID AOR with two copies of all program and communications materials produced under this award.

g. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:

(1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(3) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;

(4) Impair the functionality of an item;

(5) Incur substantial costs or be impractical;

(6) Offend local cultural or social norms, or be considered inappropriate; or

(7) Conflict with international law.

h. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country.

(1) Approved waivers "flow down" to subawards and contracts unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(2) USAID determinations regarding waiver requests are subject to appeal by the recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.

i. The recipient must include the following marking provision in any subawards entered into under this award:

"As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's, or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."

[END OF PROVISION]

2. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) – SOLICITATION PROVISION (FEBRUARY 2012)

APPLICABILITY: This provision must be included in any new assistance award or amendment to an existing award (if not already incorporated into the agreement) obligating FY04 or later funds made available for HIV/AIDS activities, regardless of the program account. Further guidance is found in AAPD 14-04, Section 2.D.

CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—

(a) Shall not be required, as a condition of receiving such assistance—

(1) To endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or

(2) To endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and

(b) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a) above.

[END OF PROVISION]

3. PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS – REPRESENTATION (APRIL 2015)

(a) The recipient must not require employees, subawardees, or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractor from lawfully reporting such waste, fraud, or abuse to a designated Investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The recipient must notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this provision are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) (1) In accordance with section 7 43 of Division E, Title VI I, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision.

(2) The Government may seek any available remedies in the event the recipient fails to comply with the requirements of this provision.

[END OF PROVISION]

4. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)

APPLICABILITY: This provision must be included in any new Request for Applications (RFA) or Annual Program Statement (APS), and any new assistance award or amendment to an existing award obligating or intending to obligate (in the case of solicitations) FY04 or later funds made available for HIV/AIDS activities, regardless of the program account.

CONDOMS (ASSISTANCE) (SEPTEMBER 2014)

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled "USAID HIV/STI Prevention and Condoms". This fact sheet may be accessed at:

http://www.usaid.gov/sites/default/files/documents/1864/CondomSTIIssueBrief.pdf.

The prime recipient must flow this provision down in all subawards, procurement contracts, or subcontracts for HIV/AIDS activities.

[END OF PROVISION]

5. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)

APPLICABILITY: This provision must be included in any new Request for Applications (RFA) or Annual Program Statement (APS), and any new assistance award or amendment to an existing award obligating or intending to obligate (in the case of solicitations) FY04 or later funds made available for HIV/AIDS activities, regardless of the program account. Further guidance is found in AAPD 14-04, Section 2.E

PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)

(a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b)(1) Except as provided in (b)(2), by accepting this award or any subaward, a nongovernmental organization or public international organization awardee/subawardee agrees that it is opposed to the practices of prostitution and sex trafficking.

(b)(2) The following organizations are exempt from (b)(1):

(i) the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.

(ii) U.S. non-governmental organization recipients/subrecipients and contractors/subcontractors.

(iii) Non-U.S. contractors and subcontractors if the contract or subcontract is for commercial items and services as defined in FAR 2.101, such as pharmaceuticals, medical supplies, logistics support, data management, and freight forwarding.

(b)(3) Notwithstanding section (b)(2)(iii), not exempt from (b)(1) are non-U.S. recipients, subrecipients, contractors, and subcontractors that implement HIV/AIDS programs under this assistance award, any subaward, or procurement contract or subcontract by:

(i) Providing supplies or services directly to the final populations receiving such supplies or services in host countries;

(ii) Providing technical assistance and training directly to host country individuals or entities on the provision of supplies or services to the final populations receiving such supplies and services; or

(iii) Providing the types of services listed in FAR 37.203(b)(1)-(6) that involve giving advice about substantive policies of a recipient, giving advice regarding the activities referenced in (i) and (ii), or making decisions or functioning in a recipient's chain of command (e.g., providing managerial or supervisory services approving financial transactions, personnel actions).

(c) The following definitions apply for purposes of this provision:

"Commercial sex act" means any sex act on account of which anything of value is given to or received by any person.

"Prostitution" means procuring or providing any commercial sex act and the "practice of prostitution" has the same meaning.

"Sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act (22 U.S.C. 7102(9)).

(d) The recipient must insert this provision, which is a standard provision, in all subawards, procurement contracts or subcontracts for HIV/AIDS activities.

(e) This provision includes express terms and conditions of the award and any violation of it shall be grounds for unilateral termination of the award by USAID prior to the end of its term.

[END OF PROVISION]

6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)

APPLICABILITY: This provision is required in accordance with 2 CFR 25, Universal Identifier And System of Award Management. Agreement Officers (AOs) must include this provision in all assistance solicitations and all awards, unless the AO exempts an organization from compliance with the provision under one of the following exceptions, from paragraph d. below:

Exceptions. The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the System of Award Management (SAM) do not apply, at the prime award or subaward level, to:

(1) Awards to individuals

(2) Awards less than $25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)

(3) Awards where the AO determines, in writing, that these requirements would cause personal safety concerns.

UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)

a. **Requirement for System of Award Management (SAM).** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another award term.

b. **Requirement for Data Universal Numbering System (DUNS) numbers.** If you are authorized to make subawards under this award, you:

(1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

(2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.

c. **Definitions.** For purposes of this award term:

(1) System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).

(2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:

(i) A governmental organization, which is a State, local government, or Indian tribe;

(ii) A foreign public entity;

(iii) A domestic or foreign nonprofit organization;

(iv) A domestic or foreign for-profit organization; and

(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements).

(iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:

(i) Receives a subaward from you under this award; and

(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

ADDENDUM (JUNE 2012):

a. Exceptions. The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the System of Award Management (SAM) do not apply, at the prime award or subaward level, to:

(1) Awards to individuals

(2) Awards less than $25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)

(3) Awards where the Agreement Officer determines, in writing, that these requirements would cause personal safety concerns.

b. This provision does not need to be included in subawards.

[END OF PROVISION]

7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)

APPLICABILITY: This provision is required in accordance with 2 CFR 170, Award Term for Reporting Subawards and Executive Compensation. AOs must include this provision in all assistance solicitations and all awards expected to exceed $25,000, unless an exemption applies under paragraph d. of the provision or the exemptions listed below in this applicability statement. If the AO determines that an exemption applies, the AO must provide guidance to the recipient on reporting with generic information.

Exemptions.

(1) The requirements to report under this provision do not apply to: (i) Awards to individuals (ii) Awards less than $25,000 (2) When the AO determines, in writing, that these requirements would cause personal safety concerns, reporting under this provision can be accomplished using generic information.

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014) a. Reporting of first-tier subawards.

(1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery

funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

(2) Where and when to report.

(i) You must report each obligating action described in paragraph a.(1) of this award term to www.fsrs.gov.

(ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

(3) What to report. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

(1) Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

(i) The total Federal funding authorized to date under this award is $25,000 or more;

(ii) In the preceding fiscal year, you received— (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:

(i) As part of your registration profile at www.sam.gov.

(ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

(1) Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if–

(i) In the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term:

(i) To the recipient.

(ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

(1) Subawards, and

(2) The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions.

For purposes of this award term:

(1) Entity means all of the following, as defined in 2 CFR 25:

(i) A governmental organization, which is a State, local government, or Indian tribe;

(ii) A foreign public entity;

(iii) A domestic or foreign nonprofit organization;

(iv) A domestic or foreign for-profit organization; and

(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(2) Executive means officers, managing partners, or any other employees in management positions.

(3) Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements).

(iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

(4) Subrecipient means an entity that:

(i) Receives a subaward from you (the recipient) under this award; and

(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

(5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(i) Salary and bonus.

(ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

(iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(v) Above-market earnings on deferred compensation which is not tax-qualified.

(vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

[END OF PROVISION]

8. ELECTRONIC PAYMENTS SYSTEM

1. Definitions:

a. "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.

b. “Electronic Payment System” means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:

a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.

b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.

c. Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.

d. The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient’s written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment methods is available to recipients at http://solutionscenter.nethope.org/programs/c2e-toolkit.”

[END OF PROVISION]

9. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

APPLICABILITY: In accordance with the policy at ADS 303.3.30, AOs must include this provision in all solicitations and awards. When no construction activities are contemplated under the award, the AO must insert “Construction is not eligible for reimbursement under this award” in section d) of this provision. If the award permits construction activities based on the policy above (or as authorized by waiver), the AO must insert the description and location(s) of the specific construction activities in section d) of this provision. The AO must not make a general reference to the Program Description. The AO must also ensure that there is a specific line item for construction activities in the award budget.

LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.

b) Construction means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

c) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.

d) Description [Type of construction and location(s)]

e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

[END OF PROVISION]

10. USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

APPLICABILITY: For use in all solicitations and resulting awards. Please refer to ADS 303, Section 303.3.31, "USAID Implementing Partner Notices (IPN) Portal For Assistance" for additional guidance.

USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

(a) Definitions

"USAID Implementing Partner Notices (IPN) Portal for Assistance ("IPN Portal)" means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at https://sites.google.com/site/usaidipnforassistance/. Universal amendments are those which affect all assistance awards or a designated class of awards as specified in each amendment by the IPN Portal Administrator.

"IPN Portal Administrator" means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance.

"Universal bilateral amendment" means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

(1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and

(2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.

(c) Procedure to register for notifications.

Go to https://sites.google.com/site/usaidipnforassistance/ and click the “Register” button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

(d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient’s review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:

(1) (a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

(2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

(3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

[END OF PROVISION]

11. REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION (August 2014)

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1)Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2)Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government".

For the purposes of section 7073, it is USAID's policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

(1)The Applicant represents that it is [ ] is not [ ] an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2)The Applicant represents that it is [ ] is not [ ] an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

[END OF PROVISION]

12. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

APPLICABILITY: This provision must be included in Request for Applications (RFAs), and in awards.

USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities.

b. USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

[END OF PROVISION]

13. TRAFFICKING IN PERSONS (APRIL 2016)

a. The recipient, subawardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:

(1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;

(2) Procurement of a commercial sex act during the period of this award;

(3) Use of forced labor in the performance of this award;

(4) Acts that directly support or advance trafficking in persons, including the following acts:

i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

a) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or

b) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

iv. Charging employees recruitment fees; or v. Providing or arranging housing that fails to meet the host country housing and safety standards.

b. In the event of a violation of section (a) of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).

c. If the estimated value of services required to be performed under the award outside the United States exceeds $500,000, the recipient must submit to the Agreement Officer, the annual "Certification regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013" as required prior to this award, and must implement a compliance plan to prevent the activities described above in section (a) of this provision. The recipient must provide a copy of the compliance plan to the Agreement Officer upon request and must post the useful and relevant contents of the plan or related materials on its website (if one is maintained) and at the workplace.

d. The recipient's compliance plan must be appropriate to the size and complexity of the award and to the nature and scope of the activities, including the number of non-United States citizens expected to be employed. The plan must include, at a minimum, the following:

(1) An awareness program to inform employees about the trafficking related prohibitions included in this provision, the activities prohibited and the action that will be taken against the employee for violations.

(2) A reporting process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking, including a means to make available to all employees the Global Human Trafficking Hotline at 1-844-888-FREE and its e-mail address at help@befree.org.

(3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.

(4) A housing plan, if the recipient or any subawardee intends to provide or arrange housing. The housing plan is required to meet any host-country housing and safety standards.

(5) Procedures for the recipient to prevent any agents or subawardee at any tier and at any dollar value from engaging in trafficking in persons activities described in section a of this provision. The recipient must also have procedures to monitor, detect, and terminate any agents or subawardee or subawardee employees that have engaged in such activities.

e. If the Recipient receives any credible information regarding a violation listed in section a(1)-(4) of this provision, the recipient must immediately notify the cognizant Agreement Officer and the USAID Office of the Inspector General; and must fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.

f. The Agreement Officer may direct the Recipient to take specific steps to abate an alleged violation or enforce the requirements of a compliance plan.

g. For purposes of this provision, “employee” means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

h. The recipient must include in all subawards and contracts a provision prohibiting the conduct described in section a(1)-(4) by the subrecipient, contractor, or any of their employees, or any agents. The recipient must also include a provision authorizing the recipient to terminate the award as described in section b of this provision.

[END OF PROVISION]

[END OF ANNEX I]

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ANNEX II - SF 424 FORMS AND BUDGET TEMPLATE

SF-424 Application for Federal Assistance

SF-424A, Budget Information – Non-Construction Program

SF-424B, Assurances – Non-Construction Programs.

Detailed Budget Template.

[SF 424 FORMS AND DETAILED BUDGET TEMPLATE ATTACHED TO THE WWW.GRANTS.GOV POSTING.]

[END OF ANNEX II]

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ANNEX III – CERTIFICATIONS AND ASSURANCES AND OTHER STATEMENTS OF APPLICANTS

[Certifications and Assurances and Other Statements of Applicants ATTACHED TO THE WWW.GRANTS.GOV POSTING.]

[END OF ANNEX III]

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ANNEX IV – USAID/KENYA STANDARDIZED REPORTING TEMPLATE

[SEE REPORTING TEMPLATE ATTACHED TO THE WWW.GRANTS.GOV POSTING.]

[END OF ANNEX IV]

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ANNEX V – OTHER RELEVANT DOCUMENTS

a) USAID DO2 IEE - [See USAID DO2 IEE attached to the www.Grants.Gov posting.]

b) AID 500-13 Partner Information Form – [See form attached to the www.Grants.Gov posting]

c) Guidance on Taxation of U.S. Government Foreign Assistance within Kenya - [See USAID DO2 IEE attached to the www.Grants.Gov posting.]

d) 2014-2018 Health Sector Human Resources Strategy at http://www.health.go.ke/wp-content/uploads/2015/09/HRH%20Strategy%20%202014%20-2018.pdf

e) 2010 Health Systems Assessment at http://www.cmamforum.org/Pool/Resources/Kenya-HSA-Report-Final-2010.pdf

f) 2014 Capacity Kenya end of project evaluation report at http://pdf.usaid.gov/pdf_docs/pa00jrd2.pdf

g) 2014 FUNZO Kenya midterm performance review report at http://pdf.usaid.gov/pdf_docs/pa00k7rr.pdf

h) PEPFAR 3.0 HRH Strategy 2015 at http://www.pepfar.gov/documents/organization/237389.pdf

[END OF ANNEX V]

END OF NOTICE OF FUNDING OPPORTUNITY