



To All Offerors:

From: USAID/CA Regional Mission
Acquisition and Assistance Office
Park Palace Building
41 Kazibek Bi Street
Almaty, Kazakhstan 050010

Date: March 01, 2019

Subject: Amendment No. 01 to Notice of Funding Opportunity
(NFO) No.: 72011519RFA00003
USAID/Kyrgyz Republic Tuberculosis (TB) Control Program

The purpose of this Amendment No.01 to the above referenced NFO is to incorporate changes in the NFO and provide Questions and Answers as Attachment No. 01 to this Amendment.

Accordingly, the changes are as follows:

1) Pages 25-29 – SECTION D. APPLICATION AND SUBMISSION INFORMATION, 5. “Technical Application Format”, is revised to read as follows:

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this NFO.

The Technical Application should be in English and submitted in a Microsoft Word (.docx) or **PDF formats**. The technical application must not exceed **20 (twenty) pages**, utilizing Times New Roman 12-font size, single-spaced, typed in standard 8 ½” x11” on letter size paper with one-inch margins both right and left, and each page numbered consecutively. Cover letter, dividers, table of contents, and annexes will not count toward the page limit. Any pages that exceed the page limitation will not be furnished to the Selection Committee.

The technical application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this activity. Therefore it should be specific, complete and presented concisely. It should take into account and be arranged in the order of the technical evaluation criteria specified in Section E. The proposed technical approach should clearly demonstrate how it will be operationalized in Kyrgyz Republic specific environment, as well as how the applicant will foster local ownership, sustainability and assist the country on its journey to self-reliance.

The following documents are not included in the page limitation.

- Cover page
- Executive Summary
- Table of contents
- Dividers

The following documents should be provided as annexes:

- Staffing Organogram
- A draft Activity Monitoring, Evaluation and Learning Plan (not to exceed three pages)
- 5-Year Implementation Plan (not to exceed three pages)
- Key Personnel CVs and Letters of Commitment
- Institutional Capacity and References
- Branding Strategy and Marking Plan

Any pages that exceed the page limitation will not be furnished to the Evaluation Committee. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.

The technical application must include the following sections:

a. Cover Page (not included in 20-page limit)

The Cover Page should include the following:

1. Program title and NFO number;
2. Name of organization (s) applying for the agreement (Lead or Primary Applicant clearly identified);
3. Any proposed partnerships (subgrantees or implementing partners) clearly identified;
4. Contact person for Prime Applicant: (telephone number, email address, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures). State whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed with contact information; and
5. DUNS number of the Applicant.

b. Table of contents (not included in 20-page limit):

The table of contents must list all parts of the technical application, with page numbers and attachments.

c. Executive Summary (not included in 20 page limit; not to exceed 2 pages)

Briefly describe a) the proposed goals, b) the key activities and anticipated results, and c) managerial resources of the Applicant, and how the overall project will be managed.

d. Technical Approach (included in 20-page limit):

In this section, applicants are not to merely repeat what is already described in this NFO. Applicants should focus on describing how they propose to achieve the project objective(s) and how the project will make a significant contribution towards achieving the strategic objectives and areas for action identified in the project description. Applicants will elaborate in their technical approach the most effective way to develop and realize the objectives of this project including the reasonable course of action and tasks that are relevant to the current needs of the Kyrgyz Republic. Applicants should present a convincing and compelling articulation of their technical approach. They should also ensure that the “other considerations” provided in this NFO are incorporated into the approach.

The Technical Approach should describe the Applicant’s approach to achieving the results and sub-results as specified in this NFO.

- Describe the Applicant’s strategic approach for the achievement of project results, along with the proposed scale of impacts by the end of the award.
- Include a succinct description of major challenges and possible solutions for each objective;
- Demonstrate how the applicant will build local capacity and assist with the country’s journey to self-reliance.
- Explain how programming will take into account differences in addressing TB/MDR-TB control among men and women.

e) Management Structure and Staffing (included in 20-page limit):

The application should include a description of proposed management and administrative structure, policies, and practices for overall implementation of the program including personnel, financial and logistical support; realistic strategies for cost-containment; and a realistic plan for monitoring the technical and financial activities and the reporting of sub-recipients and grantees. It must present a clear, complete and effective proposed organizational structure with clear lines of authority. Illustrate how this approach is responsive to multiple client needs and a changing environment.

The application must include a description of proposed sub-applicants, and a plan for dividing responsibilities and funding among partners to manage and implement activities (if applicable). In addition, the applicant must describe a division of labor that makes use of partnerships, and/or grants, as necessary, to result in the most efficient and effective implementation of activities to achieve results. This includes highlighting the strengths that the prime and each sub-applicant bring. The Applicant should submit a one-page letter of commitment from proposed sub-

applicants or major partners and present a clear description for how the Applicant will coordinate with local partners, the private sector, other USAID programs, and other implementing organizations to complement efforts, prevent duplication, and maximize results.

Applicants will propose not more than four key personnel positions. The Applicant must provide specific individuals for these key management or technical positions necessary for the effective implementation of the proposed technical approach and achievement of the goals and objectives as detailed in this NFO. Proposed key personnel must demonstrate proven experience and effectiveness in similar positions and projects in developing countries. Offerors must detail the individual's qualifications and experience relevant to this NFO.

Qualifications collectively by the key personnel are included in Section F.

Annexes:

a) Staffing organogram: The applicant must provide an organogram illustrating its management and staffing structure.

b) Key Personnel CVs and Letters of Commitment: The applicant must provide a CV/resume for each key personnel in its application. Each CV/resume will be accompanied by a signed letter of commitment from each individual indicating her/his: (a) present position and availability for deployment on the Project, and (b) agreement to the compensation levels as set forth in the Cost Proposal. USAID neither requests nor desires exclusivity agreements between Applicants and proposed individuals. Offerors will also submit not less than three (3) references of professional contacts, with current contact information including email addresses and telephone numbers for each proposed key personnel. The CV, letters of commitment and references must not exceed 3 pages for each applicant. CVs must also highlight key personnel's role (if any) on the activities submitted as institutional past performance.

c) 5-Year Implementation Plan: The Applicant must include a 5-Year Implementation Plan that is no more than three pages and meets the following requirements:

- o The Implementation Plan must present an implementation plan for the five-year period, including activities organized by each of the **four sub-purposes** outlined.
- o The 5-Year implementation plan must contain the initial annual work plan which shows proposed year one and two activities detailed by month.
- o Years three and four activities must be shown by quarter.
- o Year five should demonstrate institutionalization of project results and transition of major deliverables to the Government of Kyrgyz Republic.
- o The implementation plan must specify a timetable for the implementation of all planned activities, reflecting major tasks, milestones, deliverables, and institutional responsibilities. Includes a proposed approach for ensuring that program elements are sustainable by the end of the award.

d) Draft Activity Monitoring, Evaluation, and Learning Plan (MELP or MEL Plan): The Applicant must include a draft Activity Monitoring, Evaluation, and Learning Plan that is no more than three pages and meets the following requirements:

- o The MEL **must** describe how the project's performance will be monitored and how indicators will be measured. The MEL must include both USAID standard indicators (<http://f.state.sbu/Pages/Indicators.aspx>) and custom indicators, targets for each objective.
- o The MEL **must** be based on the program goal, purpose, objectives and indicators. The MEL **must** specify methodologies that will be used to monitor the progress of program activities toward achieving the expected outputs and, outcomes and results. Indicators **must** be disaggregated by gender and where appropriate by age, occupation, and residence. Indicators must be included that will track gender differentials in access and use of services and the sustainability of program activities.
- o The MEL **must** also include data sources, the frequency of data collection, collection methods, responsible parties of data collection, baseline information or plan for immediate baseline data collection, and benchmarks for each proposed indicator.
- o The Applicant **must** include an M&E narrative detailing how the collection, analysis, and reporting of performance data will be managed under the project, how gender will be incorporated into the M&E methodology and analysis, and how data will be shared and used to inform programming.
- o Either baseline information or a plan for the immediate collection of baseline data at the start of the program **must** be included. Activities undertaken to improve the electronic TB MIS must include a plan for ensuring the collection of gender-disaggregated data for TB at the national level. Annual national indicators for case notification and treatment success rate will be gathered from the NTP and the World Health Organization's annual global report on TB. The program will report progress quarterly in a standardized format.

e) Institutional Capacity and References: In a one-page narrative, the applicant must provide the following information:

- A brief description of organizational history and experience in implementing similar projects.
- Examples of accomplishments in developing and implementing similar projects.
- Relevant experience with proposed approaches.
- Institutional strength as represented by the breadth and depth of experienced personnel in project relevant disciplines and areas.

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In addition, applicants must include the following information for up to 5 activities of similar scale and scope. This information must be provided in the annex using the Applicant Past Performance Information Short-Form (see Section G):

- Name, address, current telephone number and email address of responsible representative(s) from the organization for which the work was performed;
- Contract/grant name and number, if any, annual amount received for each of the last three years and beginning and end dates;
- Brief description of the project/assistance activity.

USAID may use the Contractor Performance Assessment Retrieval System (CPARS) and the Past Performance Information Retrieval System (PPIRS) if there is information available on the recipient in these systems if and when the Agreement Officer finds the existing databases to be insufficient for evaluating an Applicant's performance.

f) Branding Strategy and Marking Plan

Pursuant to ADS 320.3.1.2, the apparently successful applicant will be requested to submit a Branding Strategy and Marking Plan that will be negotiated for the award. **The Branding Strategy and Marking Plan** will not be a part of the technical evaluation, will not be evaluated as part of Merit Review, and will not count towards the page limitation of the technical proposal. Offerors must include estimated costs associated with both Branding Strategy and Marking plans, if any, in the Cost Volume. These plans must be prepared in accordance with the guidance in ADS 320.3.1.2, 2 CFR 700, and the references therein. Please also review the template provided as attachments to this NFO.

Sincerely,



Brian LeCuyer
Agreement Officer

Attachment 01 "Questions and Answers"

Attachment No. 01 – Questions and Answers:

Question 1: Is the draft Activity Monitoring, Evaluation and Learning Plan considered to be part of the Implementation and Monitoring section of the technical approach? Can USAID consider exempting section f) Implementation and Monitoring from the 25-page limit?

Question 2: Page 28: Is the MEL plan referenced on page 28 of the request for applications included in the 25-page limit for the technical approach?

USAID Response to Question 1-2: The Technical Approach now has a 20-page limit. The draft Activity Monitoring, Evaluation and Learning Plan (MEL Plan) is now an annex limited to three pages.

Question 3: Page 25: Under section 5, the request for applications states the following: "Cover letter, dividers, table of contents, and annexes will not count toward the page limit (e.g., draft initial work plan, performance monitoring, and evaluation plan; personnel resumes; applicant past performance reports short-form, certificates; forms; acronym list etc.)". However, on page 27 under section 5.f., it states that the implementation plan, including the initial annual workplan is included in the 25-page limit. Could you please clarify this?

USAID Response to Question #3: The Technical Approach now has a 20-page limit. The Implementation Plan is now an annex limited to three pages.

Question 4: On page 25, the RFA states that cover letter, executive summary, dividers, table of contents, and annexes will not count toward the page limit. Page 26 identifies a "Branding Implementation Plan and Marking" as an Annex. On page 27 and 28 the RFA states that the Implementation and Monitoring Plan is included in 25-page limit, as well as a draft Activity Monitoring, Evaluation and Learning Plan. Can USAID please clarify if the Implementation and Monitoring Plan and draft Activity Monitoring, Evaluation, and Learning Plan should be included as annexes or if they are included in the 25 page limit of the technical application?

USAID Response to Question #4: The "Branding Implementation and Marking Plan" on page 26 is incorrectly named and should be referred to as the "Branding Strategy and Marking Plan" as it is referred to on page 29. This is corrected in the amended RFA. This plan is separate from the Implementation Plan and MEL plan, and it is only submitted by the apparently successful applicant.

Question 5: The NFO does not specify if the Authorized Geographic Codes 937 and 110 are applicable to the procurement of goods and services. Can USAID confirm the geographic codes to be applicable for the procurement of goods and services once awarded?

USAID Response to Question #5: The authorized geographic codes for procurement of goods and services under this RFA are 937 and 110.

Question 6: Page 27: Under section (f) on this page, the request for applications states: "The Implementation Plan must present an implementation plan for the five year period, including activities organized by each of the three objectives outlined." Which three objectives is this sentence referencing?

USAID Response to Question #6: Section (f) on page 27 of the NFO 72011519RFA00003 is revised to read as follows: "The Implementation Plan must present an implementation plan for the five year period, including activities organized by each of the four sub-purposes outlined." See page 5 of RFA.

Question 7: Page 18: Under section I. g., it is stated that "the program will focus on country-level activities." Are there any regions or districts that are to be prioritized under this Activity, or is it expected that all areas of the country will be covered?

USAID Response to Question #7: The activity will work on a country level as many activities will be focused on developing policies and national guidelines. The regions or districts for specific program interventions will be identified during implementation in close consultation with the MOH, NTP, national and international partners.

Question 8: On page 32, under the budget category of Outreach and Communications Costs, the RFA states "costs associated with outreach and communications may be represented separately or incorporated in other direct cost categories." Can USAID confirm that it will allow Outreach and Communications costs to be included under the budget category of Other Direct Costs, along with other program activity costs, rather than including these Outreach and Communications costs under its own separate budget category?

USAID Response to Question #8: Yes, the Applicant can include Outreach and Communications Costs under Other Direct Costs category.

Question 9: On page 32, under Indirect Costs, USAID establishes the documentation requirements to justify indirect costs for the prime Applicant and Major Sub-Applicants.

a. Can USAID please clarify what constitutes a Major Sub-Applicant, for the purpose of this section?

b. If a Major Sub-Applicant does not have a NICRA, can USAID confirm if the Major Sub-Applicant is required to submit the indicated indirect cost documentation (i.e., Reviewed Financial Statements Report or Audited Financial Statements Report)?

USAID Response to Question #9: A Major Sub-Applicant is one that will be involved in implementing activities under the award as opposed to a small grantee that would be a beneficiary of the activity. If a Major Sub-Applicant does not have a NICRA, the Major Sub-Applicant is required to submit indirect cost documentation (e.g. Reviewed Financial Statements Report or Audited Financial Statements Report) in order for USAID to determine the reasonableness of indirect cost rates applied in the cost application.

Question 10: On page 18, the RFA states that USAID intends to carry out an external mid-term performance evaluation? Can USAID please clarify if the cost of this external mid-term performance evaluation will be covered by USAID or if the applicant should include these costs in

USAID Response to Question #10: Yes, the cost of any external mid-term evaluation will be covered by USAID.

Question 11: On page 29, when referring to the Past Performance Information Short-Form Annex the RFA states the applicants should provide “Contract/grant name and number, if any, annual amount received for each of the last three years and beginning and ends dates.” Box 6 of the Past Performance Information Short-Form found in Annex 1 asks for “Dollar Value of Work.” Can USAID please clarify if the applicant should put the total value of the award or only the annual amounts from the last three years?

USAID Response to Question #11: The total value of the award.

Question 12: On page 26, “Branding Implementation Plan and Marking Plan” is listed as an annex. However, on page 29, the RFA states that “pursuant to ADS 320.3.1.2, the apparently successful applicant will be requested to submit a Branding Strategy and Marking Plan.” Can USAID please confirm that the submission of a Branding Strategy and Marking Plan is not required at this time?

USAID Response to Question #12: Confirmed. Submission of a Branding and Marking Plan is not required at this time. The apparently successful Applicant will be requested to submit a Branding and Marking Plan.

Question 13: On page 25, the RFA states “the Technical Application should be in English and Submitted in a Microsoft Word (.docx) format.” Can USAID please confirm if PDF (.pdf) format would be acceptable for the submission of the Technical Application?

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USAID Response to Question #13: The technical applications should be submitted in a Microsoft Word or PDF formats. The NFO 72011519RFA00003 is amended to reflect the changes.

Question 14: On page 27, the RFA states “the Applicant should submit a one-page letter of commitment from proposed sub-grantees or major partners.” However, letter of commitments (LOC) from proposed sub-grantees or major partners are not listed as an annex. Can USAID please confirm that LOCs from proposed sub-grantees or major partners should be included as an annex to the Technical Application?

USAID Response to Question #14: Yes, the applicant is to submit a one-page letter of commitment from the proposed sub-grantees or major partners as an annex to the Technical Application. The NFO 72011519RFA00003 is amended to reflect the changes.

Question 15: Can USAID please clarify if the Institutional Capacity and References Annex should only be for the Applicant or also include sub-partners? If sub-partners should also be included, can USAID please clarify if a one-page narrative and 5 Past Performance Information Short-Form can be included for each partner?

USAID Response to Question #15: The Applicant is not required to submit the Institutional Capacity and References for each sub-applicant. If the Applicant wished to submit sub-applicant references, these must be included among the five Past Performance Information Short-Forms.

[END OF AMENDMENT 01]