**Health Leadership Project (HLP)**
**USAID/Haiti Notice of Funding Opportunity Number: 72052118RFA00005**
**QUESTIONS AND ANSWERS**

**Question 1:** Can USAID kindly confirm that no Past Performance References (PPR) are required? If PPRs are required, kindly confirm the maximum number for the prime recipient and each sub recipient and that they can be included as an annex.

**Answer 1: Past Performance Information is required. USAID/Haiti will attach the Past Performance Information Sheet. The Applicant and the Sub-applicants that the Applicant proposes to transition at the end of Year 2 should submit past performance references. The applicant may submit five (5) past performance reference sheets, covering the past five-year period. The past performance reference sheets will not count against the prescribed page limitation.**

**Question 2:** On Page 38 of the RFA in section 6 annex, USAID requests a narrative to explain the staffing plan and an organizational chart. However, the list of annexes provided on page 32 does not include this narrative under the maximum two pages for a) Summary staffing plan and organizational chart. Would USAID consider increasing the maximum page limit for this annex to allow for sufficient pages for the narrative?

**Answer 2: The maximum page length is increased to 5 pages.**

**Question 3:** The NOFO asks for Annex F to contain a draft MEL plan. Can USAID please clarify the scope of the draft plan? Can USAID please provide a template or an outline?

**Answer 3: Please see the attached Mission Activity MEL Plan Template.**

**Question 4:** Would USAID consider granting applicants an extension for the Health Leadership Project due to the current unrest in Haiti and to allow for meaningful engagement with country stakeholders in the development of applications?

**Answer 4: The NOFO Closing Date is extended to October 9, 2018.**

**Question 5:** On page 5, USAID mentions that the Health Finance and Governance (HFG) Project will end in September 2018. On page 16, USAID states that it plans to have HLP overlap with HFG for a smooth transition. Can USAID provide an estimated start date for HLP and confirm it will begin before September 31, 2018?

**Answer 5: There is no current planned overlap between the end of HFG and the start of HLP.**

**Question 6:** On page 38, USAID states that applicants must submit a staffing plan and organizational chart, along with narrative description for each. Since staffing plans and organizational charts are typically represented graphically over an entire page, would USAID consider providing more than two pages for Annex A (Summary staffing plan and organizational chart)?

**Answer 6: Please see the answer to question 2.**

**Question 7:** On page 19 of the updated NFO, USAID indicates that "The Applicant will include in its application at least two (2) identified local NGO partner(s)..."

a. Could USAID verify that private Haitian organizations are eligible if they are non- governmental organizations?
b. Are Haitian/American organizations based in the US eligible?
c. Are Haitian organizations that have previously received funding from USAID eligible?

**Answer 7: Draft Definition of "Local Partner"**

**Under PEPFAR, a "local partner" may be an individual or sole proprietorship, an entity, or a joint venture or other arrangement. However, to be considered a local partner in a given country served by PEPFAR, the partner must meet the criteria under paragraph (1), (2), or (3) below:**

**(1) an individual must be a citizen or lawfully admitted permanent resident of and have his/her principal place of business in the country served by the PEPFAR program with which the individual is or may become involved, and a sole proprietorship must be owned by such an individual; or**

**(2) an entity (e.g., a corporation or partnership):**
**a) must be incorporated or legally organized under the laws of, and have its principal place of business in, the country served by the PEPFAR program with which the entity is or may become involved;**
**b) must be at 75% for FY 2018 beneficially owned by individuals who are citizens or lawfully admitted permanent residents of that same country, per sub-paragraph (2)(a), or by other corporations, partnerships or other arrangements that are local partners under this paragraph or paragraph (3);**
**c) at least 75% for FY 2018 of the entity's staff (senior, mid-level, support) must be citizens or lawfully admitted permanent residents of that same country, per sub paragraph (2)(a), and at least 75% for FY 2018 of the entity's senior staff (i.e., managerial and professional personnel) must be citizens or lawfully admitted permanent residents of such country; and**
**d) where an entity has a Board of Directors, at least 51% of the members of the Board must also be citizens or lawfully admitted permanent residents of such country; or**

**(2) Partner government ministries (e.g., Ministry of Health), sub-units of government ministries, and parastatal organizations in the country served by the PEPFAR**

**program are considered local partners. A parastatal organization is defined as a fully or partially government-owned or government-funded organization. Such enterprises may function through a board of directors, similar to private corporations. However, ultimate control over the organization rests with the government.**

**Note: To be considered a local partner, the applicant must submit supporting documentation demonstrating their organization meets at least one of the three criteria listed above.**

**Question 8:** On page 28 of the updated NFO, USAID indicates that local partners will be awarded separate cooperative agreements from USAID.

a. Could USAID clarify if the Prime IP should budget for $7 million for Years 1-2, or $7 million for Years 1-5, given that the Prime IP will build the capacity of local solutions partner(s) for all five years?
b. Should Prime IPs sign sub award agreements with the identified local solutions partner(s) for Years 1-2 while building their capacity?

**Answer 8: Applicants are expected to submit a budget reflective of their activities for Year 1 and Year 2, and for technical assistance to be provided to the Local Partners for Year 3, Year 4 and Year 5. USAID/Haiti will request a separate budget for the Local Partner(s) before transition for an anticipated three-year cooperative agreement(s) to be awarded directly to the Local Partner(s). This separate agreement(s) to the Local Partner(s) will meet all USAID transition requirements. During Year 1 and Year 2, while implementing the award, the successful Applicant (Prime Implementing Partner), will be expected to prepare the Local Partner for transition, and after successful transition, to continue providing ongoing technical assistance to the Local Partner for the remaining term of the agreement.**

**As such, the budget application must reflect the 5-year term of the Prime Implementing Partner's effort, including fully implementing the work for two (2) years, and providing technical assistance to the Local Partner(s) for three (3) years during the time when the Local Partner is the Implementing Partner for the activity. Please note that in accordance with the USAID transition requirements in ADS 303, the Prime Implementing Partner, along with USAID/Haiti, will certify as to the Local Partner's readiness to transition from a sub-award to a direct prime award.**

**USAID/Haiti estimates the award for the Prime Implementing Partner to be $7,000,000 for the 5-year period of performance (Years 1 through 5). USAID/Haiti estimates the award to the Local Partner or Partners for the 3-year period of performance (Years 3 through 5) to be $8,000,000.**

**Question 9:** On page 37 of the updated NFO, USAID requested that bidders add two subsections to the Implementation Approach (capacity building strategy and gender and social inclusion). Would USAID consider allowing additional pages for the Implementation Approach in order to adequately explain the additional material requested?

**Answer 9: USAID is not considering allowing additional pages for the Implementation Approach. However, the Applicant is requested to include a draft local partner capacity building plan under Annex (not included in the 13-page limit).**

**Question 10:** On page 49 of the updated NOFO, the 5% cost share requirement has been changed to apply to local solutions partner(s). Could USAID confirm if the local solutions partner(s) need to meet the total cost share requirement based on the separate cooperative agreement they would receive from USAID (in this case, 5% of the $8 million)?

**Answer 10: The Prime Applicant is required to include a cost share in its budget application. It is the Prime Applicant's responsibility to determine the composition of the cost share, including any apportionment of cost share around training and capacity building activities that it includes in its overall budget. At the time of transition, when the budget for the Local Partner is submitted to USAID, the Local Partner's budget must reflect a cost share. Any determination as to its composition will be determined between the Prime IP and the Local Partner(s).**

**Question 11:** On page 52 of the updated NFO, under the "Gender and Social Inclusion Strategy" section, USAID states "If a GSIS or gender transformative components under the activity are not applicable, appropriate". Could USAID kindly complete the sentence?

**Answer 11: The truncated sentence is deleted.**

**Question 12:** On page 41 of the updated NFO, USAID states that Applicants should include up to five Past Performance Reference Sheets. Should only the Prime IP submit up to five Past Performance Reference Sheets, or can each local solutions partner(s) also submit up to five separate, additional Past Performance Reference Sheets?

**Answer 12: The Prime Applicant should submit 5 PPR sheets for itself, and also 5 PPR sheets for each Local Partner included in the application.**

**Question 13:** Given the significant changes in the updated NFO, will USAID consider extending the deadline for the proposal beyond September 28, 2018?

**Answer 13: Please see the answer to question 4.**

**Question 14:** Can USAID please share the data sources for the baselines listed in Table 1. Indicator included in Annex G: Health Systems Strengthening Project MEL Plan?

**Answer 14: Please see the following link. https://www.usaid.gov/sites/default/files/documents/1864/HSS-Vision.pdf**

**Question 15:** The previous iteration of the NOFO encouraged innovation to drive the effectiveness and sustainability of community health workers (CHWs). Are affordable and practical innovations, technology platforms, and/or applications that support primary health and CHWs still encouraged in the proposal, so long as they are fully compatible and complementary to government efforts and systems already being used (e.g.,DHIS2)?

**Answer 15: USAID/Haiti encourages the Applicant to include such innovations in its application.**

**Question 16:** Will the epidemiology of HIV-AIDS be a key factor in the selection of target areas or populations?

**Answer 16: USAID/Haiti believes this question is not applicable to the HLP NOFO.**

**Question 17:** According to Section A - V. Guiding Principles listed on page 19, "…As part of the overall strategy forHLP, the Prime Implementing Partner (Prime IP) will identify at least two (2) local solutions partner(s)that the HLP Activity will be transitioned to at the end of Year 2." Can USAID please provide a definition of the requirements to be considered a local organization (e.g., Composition of the Board structure; registration requirements; whether the subsidiary of an international or foreign organization would be eligible, etc.)?

**Answer 17: Please see the answer to question 8.**

**Question 18:** Can USAID please provide a listing of the top 5 local (Haitian) recipients of USAID health programming funds? This information is not readily available from public-access databases.

**Answer 18: USAID/Haiti will not provide such a listing.**

**Question 19:** Given the limited number of potential local organizations eligible for local solutions partnerships, will USAID request that local organizations refrain from signing exclusivity agreements at proposal stage?

**Answer 19: USAID/Haiti will not make this request.**

**Question 20:** According to Section A - V. Guiding Principles listed on page 19, "…As part of the overall strategy for HLP, the Prime Implementing Partner (Prime IP) will identify at least two (2) local solutions partner(s) that the HLP Activity will be transitioned to at the end of Year 2." Can

USAID please clarify whether or not all/majority costs will transition to local solutions partners after year 2? Does USAID expect key personnel to transition to the local solutions partner after year 2 also?

**Answer 20: Applicants are expected to submit a budget reflective of their activities for Year 1 and Year 2, and for technical assistance to be provided to the Local Partners for Year 3, Year 4 and Year 5. USAID/Haiti will request a separate budget for the Local Partner(s) before transition for an anticipated three-year cooperative agreement(s) to be awarded directly to the Local Partner(s). This separate agreement(s) to the Local Partner(s) will meet all USAID transition requirements. During Year 1 and Year 2, while implementing the award, the successful Applicant (Prime Implementing Partner), will be expected to prepare the Local Partner for transition, and after successful transition, to continue providing ongoing technical assistance to the Local Partner for the remaining term of the agreement.**

**As such, the budget application must reflect the 5-year term of the Prime Implementing Partner's effort, including fully implementing the work for two (2) years, and providing technical assistance to the Local Partner(s) for three (3) years during the time when the Local Partner is the Implementing Partner for the activity. Please note that in accordance with the USAID transition requirements in ADS 303, the Prime Implementing Partner, along with USAID/Haiti, will certify as to the Local Partner's readiness to transition from a sub-award to a direct prime award. USAID/Haiti estimates the award for the Prime Implementing Partner to be $7,000,000 for the 5-year period of performance (Years 1 through 5). USAID/Haiti estimates the award to the Local Partner or Partners for the 3-year period of performance (Years 3 through 5) to be $8,000,000.**

**Further, it is the role of the Prime IP to prepare the Local Partner(s) for transition to a direct award with USAID/Haiti. As such, the Prime IP should ensure that the Local Partner(s) is fully staffed inclusive of appropriate key personnel. Determining whether Prime Key Personnel will transition to the Local Partner is a decision to be made by the Prime IP and the Local Partner.**

**Question 21:** According to Section A - V. Guiding Principles listed on page 19, the Prime IP will, "…Develop a meaningful capacity building agenda for the Prime IP to implement including a plan to support, guide, and direct the local partner(s) with specialized expertise and targeted training to support the local partner(s) to function effectively, efficiently and sustainably under a sub-grant awarded by the Prime IP."
Can USAID please clarify any expectation or guidelines for cost sharing between both the Prime IP and the local solutions partner(s) for training and capacity building activities?

**ANSWER 21: The Prime Applicant is required to include a cost share in its budget application. It is the Prime Applicant's responsibility to determine the composition of the cost share, including any apportionment of cost share around training and capacity building activities that it includes in its overall budget. At the time of transition,**

**when the budget for the Local Partner is submitted to USAID/Haiti, the Local Partner's budget must reflect a cost share. Any determination as to its composition will be determined between the Prime IP and the Local Partner(s).**