



USAID | CAMBODIA

FROM THE AMERICAN PEOPLE

DATE: November 01, 2017

TO: Interested Applicants

SUBJECT: Amendment 01
Notice of Funding Opportunity Number: 72044218RFA00003
Program Title: USAID Cambodia Social and Behavior Change Activity

Background

The subject Notice of Funding Opportunity (NOFO) was issued on October 11, 2017. Questions from interested applicants were received on or before October 25, 2017. As indicated in the NOFO, answers are posted as an amendment to the NOFO to provide all prospective applicants with the same information.

Purpose of the Amendment

The purpose of this Amendment is to (A) make specific changes to the NOFO and (B) provide answers to questions submitted by interested applicants.

Sincerely,

Javier O. Castano
Agreement Officer
USAID/Cambodia

(A) Specific changes to the NOFO are as follows:

1. In Section D, Part 5. Technical Application Format, sub-part e.(2) Management and Staffing Plan, **ADD** the following:

To support the narrative required in this section, applicants must submit (as part of Annex 2) an Organizational Chart and Staffing Plan Matrix with a list of positions, bulleted summary of main responsibilities, and an indication of whether each position will be a local or expatriate hire.

2. In Section D, Part 5. Technical Application Format, sub-part f. Technical Application Annexes, **DELETE** “Annex 4: Visuals (process maps, visual examples of work, graphic organizers, etc.)” and **REPLACE** with the following:

- “Annex 4: Hypothetical SBC Scenario and Example of an SBC Product”

3. In Section D, Part 5. Technical Application Format, sub-part f. Technical Application Annexes, **ADD** the following:

- “Annex 5: Letters of Commitment from Sub-partners”

4. In Section D, Part 6. Cost Application Format, under the section that reads “The Cost Application must contain the following sections:”, **DELETE** Section v. and **REPLACE** with the following: “v. Information to Support Risk Assessment”

5. In Section D, Part 6. Cost Application Format (page 38), **DELETE** “Note: Past performance references are not required to be completed in this document since they are provided in the technical application.” and **INSERT** the following:

“Information to Support Risk Assessment

Please provide information to support risk assessment of your organization by the Agreement Officer discussing the following items:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in 2 CFR 200;
- (3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards (this will include information discussed in Part 9. Past Performance Information);
- (4) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.”

(B) Questions on the NOFO and corresponding USAID answers are as follows:

SECTION A: PROGRAM DESCRIPTION

- **Question 1:** On page 4, Section I Introduction, the RFA indicates that the purpose of the activity is improved health behaviors among Cambodians in support of the Missions health sector goal of ensuring that Cambodians seek and receive quality health care with decreased financial hardship through more sustainable systems. Conversely, on page 8, Purpose, the RFA indicates the Activity will support the purpose described in USAID/OPHE's new PAD, which is to ensure that Cambodians seek and receive quality health care with decreased financial hardship through more sustainable systems. Can USAID please clarify the goal and purpose of the Activity?

Answer: The purpose of this activity supports the purpose of the PAD as indicated in the RFA. The intent is clear in Sections I and III.

- **Question 2:** Page 8: Can USAID please provide the USAID/OPHE's new Project Appraisal Document (PAD) or provide the location that the PAD can be found online?

Answer: No; the PAD is an internal document.

- **Question 3:** The RFA indicates that the successful applicant will focus on MCH, malaria, and TB. Can USAID clarify whether it is at the applicant's discretion to give "...attention to other health areas thematic areas such as family planning, nutrition, WASH, and other development sectors as possible" or whether this will be dependent on additional sources of funding from USAID.

Answer: Applicants should refer to the evaluation criteria to understand the emphasis of USAID's technical review.

- **Question 4:** On page 10 of the RFA, Section III, it indicates that the SBC Activity will select locations for the demonstration sites based on the provinces where the Cambodia Quality Activity will be operating. Can USAID please clarify if it is expected that all provinces will benefit to some degree from the demonstration sites?

Answer: Limited SBC demonstration site activities should focus on the provinces where the USAID Enhancing Quality of Healthcare Activity will be operating. Due to the nature of the coverage of some media channels (e.g. television or radio) that may be used, some other provinces may inadvertently benefit to some degree from the demonstration sites, but all provinces are not expected to benefit from SBC activities in the demonstration sites.

- **Question 5:** Page 12: The term “priority populations” is mentioned in several places in the RFA, including, for example, on page 12 in the Expected Results. Can USAID please clarify if there is a specific population to which this term refers?

Answer: Priority populations refer to the target audiences, which the applicant identifies after a rigorous, evidence-based process that the SBC interventions are likely to have the greatest impact on their health outcomes within the focus areas of MCH, Malaria, and TB and the geographic areas that align with the USAID Enhancing Quality of Healthcare Activity.

- **Question 6:** Page 12: Expected Result 2 under Objective 2 refers to utilization of health and social services. Can USAID please clarify to which services the term “social services” applies in the context of this RFA?

Answer: Social services refer to those services that help support or link to the improvement of health outcomes (e.g. referral from a domestic violence counseling session for a health issue).

SECTION C: ELIGIBILITY INFORMATION

- **Question 7:** Page 21: The RFA states that the proposed cost share will not be rated, but that its amount and composition will be reviewed by the selection committee for potential impact on the implementation and sustainability of the projects outcomes. Can USAID please clarify how this review will be conducted if the cost share will not be rated?

Answer: As part of the merit review the Selection Committee will determine if the proposed cost share contributions are necessary and reasonable for accomplishment of program objectives. The Selection Committee may identify related strengths and/or weaknesses under the Technical Approach criterion with respect to the activities proposed using cost share. Also, if it is determined that any portion of the proposed cost share does not meet the criteria in 2 CFR 200.306, and, as a result, the total proposed cost share amount does not meet the minimum requirement, such application(s) will become ineligible for award.

- **Question 8:** Page 21-22: The RFA states that USAID envisions the cost share, whether in-kind or cash, to be focused on media and communication activities, including, but not limited to, television and radio broadcasts, for example. Can USAID please clarify whether the cost share composition will be evaluated against this vision specifically, or only for its potential impact on the implementation and sustainability of the projects outcomes as stated on page 21.

Answer: USAID highlighted media and communications activities as having a high potential for cost share. The review of the proposed cost share composition will consider this vision but will not be limited as such.

- **Question 9:** Section C. 2 Cost Share or Matching on page 22 of the RFA states that USAID envisions the cost share, whether in-kind or cash, to be focused on media and communications activities, including, but not limited to, television and radio broadcasts, for example,” Can USAID please clarify if the applicant is able to sue other activities besides media and communications activities as cost share.

Answer: See previous answer. Applicants may propose to use cost share for other activities.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

- **Question 10:** Page 24: For each submission volume, can USAID please clarify if there is a maximum size of the email attachment(s) which can be sent?

Answer: The maximum size of an e-mail, including attachments, is 25MB.

- **Question 11:** Page 26: May applicants use a smaller font for footnotes, tables and labels, of at least 9pt Times New Roman?

Answer: ‘Yes’ for footnotes and labels provided the text is legible; ‘No’ for tables.

- **Question 12:** Could USAID/Cambodia confirm that smaller font sizes (Times New Roman 10pt, for example) are acceptable for text in tables?

Answer: See previous answer.

- **Question 13:** Page 27: Could USAID please clarify under which annex applicants should include sub-partner letters of commitment as requested at the end of the Management and Staffing Plan section in the RFA?

Answer: See specific change under (A) above.

- **Question 14:** In Section D.5 (Technical Application) regarding the Management and Staffing Plan (p.27), USAID requests that “letters of commitment from sub-partners, if applicable, must be included as an annex.” The Annex list (p.32), however, does not include an annex explicitly for sub-partner letters of commitment. Could USAID/Cambodia clarify whether offerors should include an additional annex for sub-partner letters of commitment?

Answer: See specific change under (A) above.

- **Question 15:** Page 27: Can USAID please clarify whether the required proposed indicators in the draft monitoring, evaluation, and learning plan need only address maternal and child health, malaria, and tuberculosis, or whether the proposed indicators

should also address the other potential health areas listed in the RFA, such as family planning?

Answer: The required proposed indicators in the draft monitoring, evaluation, and learning plan should only address maternal and child health, malaria, and tuberculosis.

- **Question 16:** Can USAID please provide further guidance on the Technical Application Annex 2 Staffing Plan Matrix (Section D.5.f).

Answer: See specific change above.

- **Question 17:** Page 32: Could USAID give further guidance if a Staffing Plan Matrix is required per Annex 2 and what categories of information USAID would like to see presented and/or a template that should be used?

Answer: See specific change above.

- **Question 18:** With reference to page 30, (4) Institutional Capacity: are the 3 pages for the Example of an SBC product included in the 28 page limit?

Answer: The three page limit on page 30 refers to the response to the hypothetical scenario. The three page limit for submission of the explanatory narrative of the SBC product on page 31 is not included in the 28 page limitation.

- **Question 19:** Page 31: Is the 3-page Example of an SBC Product also not included in the technical application page limit?

Answer: See previous answer.

- **Question 20:** Page 32: Does USAID have a desired page limit for key personnel resumes in Annex 3?

Answer: No.

- **Question 21:** Page 32: Will USAID require references to be included with key personnel resumes?

Answer: Yes; three references should be included as part of the submitted resumes.

- **Question 22:** Page 32: Will USAID accept resumes in Annex 3 for significant personnel (non-key personnel)?

Answer: No.

- **Question 23:** Page 31-32: Could USAID please clarify whether the visuals (process maps, visual examples of work, graphic organizers, etc.) requested in Annex 4 on page 32, are in relation to the SBC product example requested on page 31 of the RFA?

Answer: See specific change above.

- **Question 24:** Can USAID please clarify if the example of an SBC product (Section D.5.e, page 31) needs to be in pdf or can it be in another format? Can USAID clarify if the definition of product includes specific campaigns (that may include multiple materials).

Answer: The example of an SBC product can be in formats other than PDF files but should be readable or viewable through standard software found on a Microsoft Windows system (e.g. Adobe Acrobat, Microsoft Office, Windows Media Player, etc.). The example may include different materials from a specific campaign, a link to a multimedia format (e.g. a YouTube video of a previous public service announcement), etc.

- **Question 25:** Can USAID please clarify if the Technical Application Annex 4 (Section D.5.f, page 32) needs to be in pdf or can it be in another format? Can USAID please clarify if this needs to be provided in print or can it be in a multimedia format? Do these visual examples of work need to be in English or can Khmer and other languages suffice?

Answer: See previous answer. The example can be in other languages, but there should be an English translation attachment included (e.g. If a print ad example is in Khmer, there should be a translation of the text attached.)

- **Question 26:** Page 33: Does USAID have a specific list of questions or elements, or a preferred template, to be included in the Evidence of Responsibility listed as a required section under the cost application or will the information be furnished at the discretion of the applicant?

Answer: See specific change above.

- **Question 27:** Section D.6, page 33 outlines the sections of the Cost Application, which does not include the Past Performance as mentioned on page 39. Can USAID please clarify if this section needs to be included in the Cost Application?

Answer: See specific change above.

- **Question 28:** Page 39: Could USAID please clarify under which annex applicants should include past performance references?

Answer: See specific change above.

- **Question 29:** Page 39: Does USAID have a preferred template or specific list of elements to be included in the past performance references or will the information be furnished at the discretion of the applicant?

Answer: USAID does not have a preferred format; the references must include the performance location, award number (if available), a brief description of the work performed, and a funding organization point of contact list with names, current telephone numbers, and email addresses.

- **Question 30:** Can USAID please clarify if the applicant must only provide 3 past performance reference for itself, per Section D. 9, page 39?

Answer: See previous answer and paragraph 2 of Section D.9, page 39 of the RFA.

- **End of Amendment 01** -