

ATTACHMENT A

Question 1 SECTION IV – APPLICATION AND SUBMISSION INFORMATION, 5.
PAST PERFORMANCE (p.39):
The RFA instructions indicate that applicant and implementing sub-partners should provide references for similar or related projects completed during the past five years. Would USAID also consider references for ongoing projects that are similar in size and scope?

USAID Answer: The final assessment of a completed activity is preferred but if the applicant does not have five related and completed activities in the past five years, it may supplement with ongoing activities.

Question 2 SECTION IX – ATTACHMENTS: Attachment 1: Applicant Performance Report (p. 62): Part I of the Applicant Performance Report template does not provide a space for a description of the project. Can USAID confirm whether a description of the project should be included in Part I of the Applicant Performance Reports?

USAID Answer: Yes, please provide a brief description of the project in Part I of the Applicant Performance report.

Question 3 SECTION IV – APPLICATION AND SUBMISSION INFORMATION, 1.
TECHNICAL APPROACH (p. 34): Can an executive summary, acronym list, and table of contents be provided and not included in the page limit?

USAID Answer: An executive summary, acronym list and table of contents may be included but count toward the 15 page limit.

Question 4 SECTION IV – APPLICATION AND SUBMISSION INFORMATION, 3.
Technical Application Format (p. 34):
The RFA asks for non-exclusive letters of commitment from key personnel. Is there specific language regarding non-exclusivity that USAID would like to see used in the letters of commitment?

USAID Answer: There is no specific language that USAID requires.

Question 5 SECTION IV – APPLICATION AND SUBMISSION INFORMATION, 2.
MANAGEMENT APPROACH AND STAFFING PLAN (p. 36):
The RFA asks for an annex titled “Summary Staffing Plan and Organization Chart”. Can USAID please confirm that the applicant may include additional information on the management approach as needed in this annex so long as it does not exceed the page limit?

USAID Answer: The Summary Staffing Plan and Organization Chart should consist of the information identified in Section IV of the RFA and must not be used as spillover for an Applicant to present its management approach; it will NOT be evaluated by USAID.

- Question 6 It seems that evaluation studies including end line and mid-term as well as the baseline study will be carried out by an independent body. Will our role be only collaborating with the independent consultant? Or are we supposed to plan additional interim evaluations? The Senior Advisor, MERL job description on page 38 of the RFA stated the following: “S/he must have demonstrated experience in the design and implementation of rigorous qualitative and quantitative research and evaluation studies to IRB standard.” This indicates that we will be responsible in carrying out studies that require statistical rigor. I would, therefore, suggest requesting clarification on this issue.

USAID Answer: The applicant may propose operations research within the scope of the activity as part of robust M&E activities and to contribute to building the evidence base in the prevention/care/OVC technical areas.

The One C partner needs to have a strong M&E Advisor for the following reasons: USAID expects the One C partner to work in partnership with the independent evaluator in the design of the impact evaluation, PMP and critical operations research areas. Additionally, PEPFAR 3.0 has a very strong focus on M&E data to inform decisions regarding program implementation. USAID expects the partner to engage in the design of M&E systems and leading collection and analysis of strong community-level data.

- Question 7 The RFA has emphasized the necessity of logical frame work in several places under M&E sections. Does this mean the client would like our M&E plan to be shown in logical framework as opposed to the usual USAID requirement – PMP?

USAID Answer: As stated in the RFA, “The M&E Plan is based on the activity logical framework.” The partner’s M&E Plan will measure progress and achievement of the activity goal, purpose, sub-purposes, outcomes and outputs, tailored to the logical framework and technical approach implemented by the partner. A PMP is not required, only an M&E Plan as identified in the RFA.

- Question 8 Is the summary M&E Plan (MEP) expected to be included in the technical application 15 page limitation?

USAID Answer: Yes.

- Question 9 Does a detailed PMP need to be submitted e.g. performance monitoring indicators (including PEPFAR MERs and other standard or custom indicators) targets, data

sources, reporting frequencies? Is this also included in the 15 page limitation or can it be included as an annex?

USAID Answer: No, a detailed PMP does not have to be submitted with the 15 page application. Further, the partner will be required to prepare and implement an M&E Plan post-award pursuant to the RFA not a PMP.

Question 10 For the Applicant Past Performance Reference, does USAID prefer that we get the donor to fill out the second half of the form (PART II: Performance Assessment (to be completed by Donor), obtain the response, and submit with the proposal or will USAID request this information from the donor after submission?

USAID Answer: The Applicant should request that donors complete Part II and include the fully completed Reference in their application.

Question 11 p.34 of the RFA requests that the Applicant submit five (5) completed Applicant Performance Reports as one of the annexes. P.39 states that applicant must identify five (5) contracts, grants, or cooperative agreements and that the applicant must also identify the three (3) projects for the significant proposed implementing sub-partners.

a. Are the instructions to provide 5 performance reports from the prime and an additional 3 from each sub-partner resulting in more than 5 performance reports submitted?

USAID Answer: Yes.

b. Are the instructions to provide a total of 5 past performance reports, inclusive of select ones from each sub-partner?

USAID Answer: NO.

Question 12 Will an MD degree fulfill the higher degree requirements, instead of a MPH/MA for the key personnel?

USAID Answer: Yes

Question 13 Would USAID consider broadening its advanced degree requirements for the Finance and Administration Director position? Currently the RFA requires (per page 37) an advanced degree in social sciences, public administration, or a related field. Would USAID be willing to consider candidates with an advanced degree in finance or a related field?

USAID Answer: Yes

Question 14 Can USAID please confirm that letters of support are not needed at this stage for cost share? Some indication/description of how cost share will be met is required.

USAID Answer: Confirmed. However, the value and nature of the contribution should be described in the budget narrative.

Question 15 Would USAID please confirm allowances should be budgeted in the Fringe Benefits cost pool for the summary budget?

USAID Answer: USAID confirms that the allowances should be budgeted in the fringe benefits cost pool.

Question 16 Could USAID please clarify under which of the categories would they prefer us to put “consultant” cost within the summary budget. If they should be reflected under other direct costs, for example, or if we can add them as their own category to the summary table?

USAID Answer: Consultants may be budgeted under a separate budget line within the summary budget.

Question 17 Would USAID consider a longer window between questions/issues and presentation to allow for international proposed staff to be able to get to Malawi.

USAID Answer: Yes. As stated in Section IV of the RFA, “USAID/Malawi intends to hold the oral presentations within three (3) weeks of receiving applications. However, this may vary and is dependent on the number of applications received and time it will take to review the applications.” The three (3) week period is an estimate. Applicants selected to participate in the Oral Presentation phase will be provided an equal and reasonable time for travel to Malawi with an understanding that USAID/Malawi intends to move efficiently to the award phase.

Question 18 Will USAID please specify the priority target traditional authorities (TAs) within the target districts? Annex 2 provides the number of priority TAs per target district, but does not name them. This will be necessary for target setting for PEPFAR indicators and activity planning for achieving adequate saturation of interventions.

USAID Answer: The specific 58 TAs will be identified once the award is made. Please plan generically around serving in 58 TAs.

Question 19 Under IR 2.2, it states that Malawi One Community will “provide assistance in planning district condom needs for the public sector, as well as the condom social

marketing program.” Would forecasting needs for socially marketed condoms not duplicate efforts of condom social marketing programs?

USAID Answer: One C will plan district condom needs for free condom distribution in its 58 TAs and will link people to socially marketed condoms.

Question 20 For required PEPFAR indicators under IR1 that are to be jointly tracked with PEPFAR treatment partners, what is the expected mechanism at PEPFAR for avoiding double counting of beneficiaries? Who is expected to take lead in reporting, the PEPFAR treatment partners or Malawi One Community? Would the targets for these indicators be the same for Malawi One Community and PEPFAR treatment partners for the priority TAs?

USAID Answer: Mechanisms for planning/coordinated responses: The partner may suggest the best way to establish and maintain a relationship with treatment partners.

“Jointly tracked indicators”	Who is expected to take lead in reporting, the PEPFAR treatment partners or Malawi One Community?	Would the targets for these indicators be the same for Malawi One Community and PEPFAR treatment partners for the priority TAs?	What is the expected mechanism at PEPFAR for avoiding double counting of beneficiaries?
# of children tested for HIV (jointly tracked with PEPFAR treatment partners)	Treatment partners will take lead in reporting facility-based and outreach testing directly supported by them. One C will take lead in reporting community-based testing it directly organizes/supports.	No. Treatment partners will set target for HIV testing anticipated to happen in health facilities and outreach testing directly supported by them. One C will have its own targets for HIV testing the project directly supports (DSD/TA: please refer to the PEPFAR MER guidance).	<u>Double counting between different IPs:</u> There is a risk of double-counting of individuals tested/served through community-based platforms and in health facilities. IPs will report results the projects directly contributed for (DSD/TA: please refer to the PEPFAR MER guidance). De-duplication of data from 2 or more partners will be done at the USG level. <u>Double counting within a single partner:</u> Within the same IP, there is a risk of double counting because

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			beneficiaries may access services multiple times during a reporting period. While not feasible to avoid double counting entirely, IPs should ensure a data collection and reporting system is in place to minimize it.
# of children put on ART (jointly tracked with PEPFAR treatment partners)	Treatment partners	No One C targets	See above
# of adults initiated on ART (jointly tracked with PEPFAR treatment partners)	Treatment partners	No One C targets	See above
# of adults and children retained after one year (jointly tracked with PEPFAR treatment partners)	Treatment partners	No One C targets	See above
# of adolescent girls and young women who access family planning counseling services. (jointly tracked with PEPFAR treatment partners)	One C would be expected to track FP referrals to facilities or YF outreach services.	Referrals only	See above

Question 21 Would USAID provide additional details on the expected number of beneficiaries to be reached (per priority population) by the One Community program?

USAID Answer: USAID has estimates but these will be provided once the award is made (to ensure partnership with the One C awardee). At this point please use nationally available estimates.

Question 22 We are seeking clarification about whether or not a public U.S. university would be considered a qualified applicant, as a non-profit institution, for the One Community RFA.

USAID Answer: Universities are eligible to apply under this RFA

Question 23 Page 19 of the RFA, under IR3.1, refers to the One Community assistance in planning district condom needs for the public sector as well as the condom social marketing program. Could USAID please clarify whether the condom social

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marketing program is to be fully supported by One Community under IR1.4 or will it be supported by another project that is supposed to collaborate with One Community as part of CDCS?

USAID Answer: Condom Social Marketing will be supported by a different USAID partner. See answer to question number 19.

Question 24 On Page 14 of the RFA under IR1.4, it is mentioned that prevention services would be delivered through condom distribution. Does this comprise condom social marketing or only public sector condom distribution?

USAID Answer: Prevention services will be delivered through 'free' condom distribution (ie. Public sector).