



USAID | UGANDA
FROM THE AMERICAN PEOPLE

DATE: September 27, 2019

**Subject: NOFO no. 72061719RFA00007- SBC4T Activity- Amendment No. 1
USAID's Responses to Applicants' Questions**

Dear Prospective Applicants,

The purpose of this Amendment No. 1 to the referenced NOFO is to provide responses to questions received from applicants on September 20, 2019. Please find updated NOFO attached with all changes highlighted in green.

All other information, terms and conditions as indicated in the references NOFO remain unchanged.

This letter does not obligate USAID to execute an award, nor does it commit USAID to pay any costs incurred in the preparation and submission of applications. Furthermore the U.S. Government reserves the right to reject any and all applications, if such action is considered to be in the best interest of the U.S. Government. All other terms and conditions remain unchanged.

Sincerely,

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USAID’S RESPONSES TO APPLICANTS’ QUESTIONS ON RFA No. 72061719RFA00007-SBC4T

1. Section A, F.3, Sub-grants, p. 15 states that “The Recipient must submit a request for the Agreement Officer Approval for the proposed subgrants, **no later than 30 calendar days**, detailing the process for identifying, evaluating, vetting, award, and monitoring grant activities.” Could USAID please clarify the starting point from which the 30 calendar days begins?

USAID Response: This requirement is for Sub-grantees who are not identified at the application stage but after awarding the Agreement. Since the sub-grant program will start in Year 2 of the Activity, the Recipient will start the process of selecting the sub-grantee(s) in Year 1. Once the sub-grantee(s) identified, the Recipient must submit a request for Approval to the Agreement Officer, 30 calendar days prior, to review, comments and approve the selection of the proposed sub-grantee(s) and the substantive provisions of the sub-grantee(s).

2. Section D, 3(c.1), p. 35, states that “The Technical Application is limited to a maximum of 25 pages, and includes Technical Approach, Management Structure, and Key Personnel – excluding annexes.” However, Section D, 3(c.1), p.35, states that while the Technical Approach should not exceed 25 pages, the Management Structure section should not exceed 5 pages, (p. 36) and the Key Personnel section should not exceed 3 pages. Could USAID please clarify whether the Technical Application’s 25-page maximum includes the Management Structure (5 pages) and Key Personnel (3 pages) sections?

USAID Response: The Technical Application is limited to 25 pages, including Technical Approach, Management Structure and Key Personnel.

3. Section B, 3(b), pp. 24-25 indicates that key personnel should be budgeted for “100% Time. Could USAID please confirm that “100% time” refers to hiring personnel as full-time staff, and that applicants may propose phasing staff into and out of positions to account for job transition time and/or the applicant’s proposed implementation plan?

USAID Response: 100% refers to full time staff every year. If the Applicant/Recipient were unable to hire full time staff in Y1, at least 100% time started in Y2-5 of the Activity. Yes, Implementation Plan is required as well.

4. Section D, 3(c.1), p. 37, states that one of the five key personnel positions is the Senior Technical Advisor. However, Section B, 3(b.B), p. 27 refers to this position as the “Technical Director.” Could USAID please clarify that the title for this key personnel position is “Senior Technical Advisor”?

USAID Response: The NOFO has been revised to read “Senior Technical Advisor.”

5. Section D, 3(c.1), p. 37, states that one of the five key personnel positions is the Senior Monitoring, Evaluation and Learning Advisor. However, Section B, 3(b.E), p. 28 refers to this position as the “Research, Monitoring, Evaluation and Learning (RMEL) Advisor.” Could USAID please clarify that the title for this key personnel position is “Senior Monitoring, Evaluation and Learning Advisor”?

USAID Response: The NOFO has been revised to read” Senior Monitoring, Evaluation and Learning Advisor.”

6. Section D, 3(c.1), p. 37 states “The following four annexes must be submitted; any pages exceeding the limits for each annex will not be considered.” That section, however, lists six annexes. Could USAID confirm which, and how many, annexes must be submitted with the technical application?

USAID Response: The no. of annexes has been revised in the NOFO. Six Annexes must be submitted with the technical application.

7. Could USAID clarify that subrecipients are not required to complete the “Required Certifications and Assurances” listed in the Business (Cost) Application instructions on page 39?

USAID Response: The Applicants and Sub-applicants must submit complete required certifications.

8. Section D, Business (Cost) Application, Budget and Budget Narrative, p. 41, requires a “summary budget, inclusive of all program costs (federal and non-federal), broken out by major cost elements and by year for activities implemented by the Applicant and any proposed sub-applicants for the entire period of the program.” Per 2 CFR 200.306(b)(6), could USAID please confirm that applicants may reflect their proposed cost share by year for the entire implementation period of the project, accompanied by a detailed cost share plan included in the prime recipient’s and each partner’s cost narratives.?

USAID Response: The Applicant is required to submit a detail cost share by category every year by the Prime Applicant. The Prime Applicants may include a cost share line in the sub-recipients’ budgets. However, USAID will only track the Prime’s cost share.

9. Under Section D, Business (Cost) Application, Budget and Budget Narrative, (8.b), p. 48, it states that “The Applicant must provide for itself and each sub-awardee information regarding their recent history of performance for not more than five (5) of the most recent and relevant cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed past 3 years.” Could USAID please clarify that the applicant must provide information on no more than five of its most recent and relevant programs, and that each sub-awardee must provide such information on no more than five of its own most recent and relevant programs?

USAID Response: This section has been revised in the NOFO to provide more clarifications.

10. Under Section D, Business (Cost) Application, Budget and Budget Narrative, (8.b), p. 48, it states that “The Applicant must provide for itself and each sub-awardee information regarding their recent history of performance for not more than five (5) of the most recent and relevant cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed past 3 years.” Could USAID please confirm that Attachment B: Past Performance Information should be included in the technical application, rather than the business (cost) application?

USAID Response: Please follow the instructions in the NOFO regarding the past performance.

11. On page 50 of the SBC4T NOFO, USAID/Uganda requests that applicants organize the narrative sections of their applications with the same headings and in the same order as the selection criteria. Would USAID Uganda kindly consider reordering the sections contained within the

Technical Approach criterion to allow for respondents to discuss country context prior to technical approach as is suggested below:

Technical Approach	
Current	Proposed
A.1 Technical Understanding and Approach	A.1 Understanding of Country Context
A.2 Understanding of Country Context	A.2 Technical Understanding and Approach
A.3 Enhancing Capacity and Sustainability	A.3 Enhancing Capacity and Sustainability

We believe this will enable applicants to better demonstrate to USAID/Uganda that proposed approaches are addressing country-level context.

USAID Response: This section has been revised in the NOFO.

12. On page 37, USAID/Uganda states that the SBC Activity is to “draw upon the expertise of international consultants with significant experience in health finance, governance, and human resources research and interventions in other countries.” Can USAID/Uganda please confirm this is the specific skill set it is seeking for international technical assistance to this Activity?

USAID Response: This has been revised in the NOFO.

13. Could USAID Uganda please clarify what is expected of the baseline survey report (as referenced on page 61) as a deadline of 45 days from award may make obtaining any ethical reviews difficult?

USAID Response: This has been revised in the NOFO.

14. On page 8 of the NOFO, USAID/Uganda indicates that it is providing the structure of the health portfolio with checkmarks that indicate the level of cross-IP coordination USAID/Uganda anticipates. This has not been provided. Can USAID/Uganda please clarify or provide further detail?

USAID Response: This has been revised in the NOFO. For detail information on relationship other implementing partners refer to F.8 in Section A (program description).

15. 5. On page 27 of the NOFO, USAID refers lists the key personnel as including a Senior Technical Advisor SBC. In the description, however, USAID refers to this position as ‘Technical Director’. Can USAID Uganda kindly confirm the title for this key personnel position?

USAID Response: Refer to answer of Q.5.

16. On page 48 of the NOFO, USAID Uganda indicates that “The Applicant must provide for itself and each sub-awardee information regarding their recent history of performance for not more than five (5) of the most recent and relevant cost-reimbursement contracts.” Can USAID Uganda kindly confirm that this is up-to-five past performance references per organization within a Consortium and not five total past performance references across the Consortium?

USAID Response: Refer to answer of Q.9.

17. May Applicants include an Acronym list with their applications not to be counted towards the total technical page limitation?

USAID Response: Yes, Applicants can include Acronyms list with their Technical Narrative.

18. Page 41 of the NOFO states that the budget must have, at a minimum, a Summary Budget and a Detailed Budget for the Prime and each Partner. Can USAID please confirm that this instruction takes precedence what is in the Budget Template that was attached to the NOFO? That template also includes a separate tab for Travel.

USAID Response: Yes. Please use the budget template provided to submit your cost application.

19. The Budget Template includes the subsection “General Program Activities, Trainings, Meetings& Workshops” under the Contractual section, though this appears to belong under the Other Direct Cost section. Can USAID confirm that the applicants may move that subsection to the ODC section where it would more appropriately contextualized for the reviewer?

USAID Response: Applicants may move the “General Program Activities” to ODC and this movement will be based on Applicant's indirect cost calculations.

20. On page 35, the RFA indicates that the Technical Application is limited to a maximum of 25 pages, and includes Technical Approach, Management Structure, and Key Personnel. However, the following sub-sections indicate the maximum length of the Technical Approach alone is 25 pages and implies an additional 5 pages and 3 pages allowable for the Management Structure and Key Personnel sections, respectively. Could USAID please confirm that the Technical Approach, Management Structure, and Key

USAID Response: The Technical Application is limited to 25 pages, including Technical Approach, Management Structure and Key Personnel.

21. Personnel together should not exceed 25 pages, and that Technical Approach should be limited to 17 pages? Or is the maximum length of the Technical Application, including the three subsections 33 pages?

USAID Response: Refer to answer of Q.20.

22. On page 8 (last sentence of Section C. Alignment with the CDCS) the RFA says that, “The health portfolio structure is described in the bullets below. Checkmarks indicate the level of cross-IP coordination USAID/Uganda anticipates between the activity described and this activity. One checkmark indicates minimal coordination; three checkmarks represent maximum coordination, at times reaching the level of collaboration.” What health portfolio/checkmarks is this referring to?

USAID Response: refer to answer of Q.14.

23. Page 13 says that each indicator in the final AMELP will have a performance indicator reference sheet (PIRS). Can USAID please confirm that PIRS should not be included in the proposal?

USAID Response: USAID does not require inclusion of the PIRS in the proposal.

24. Can USAID please clarify the meaning of the wording in IR1? What is meant by “Internal” factors? Does this mean individual level factors influencing behavior?

USAID Response: IR1 refers to Intermediate result one (1). This acronym is already listed in Attachment A, List of Acronyms. Irrespective of the definitions, the NOFO requires the applicant to identify the factors that influence behavior at individual, community and household levels.

25. The final paragraph of page 37 (Annexes) says that, “While some personnel are expected to be local staff, the SBC4T activity is expected to draw upon the expertise of international consultants with significant experience in health finance, governance, and human resources research and interventions in other countries.” By international consultants, does USAID mean key personnel, technical assistance, both, or other?

USAID Response: Consultants are not a Key Personnel. The Applicant may elect to bring experienced/qualified international consultants for short-term to provide technical assistance to the Activity when needed.

26. Pages 48-49 (Past Performance References and Information) states that, “The Applicant must provide for itself and each sub-awardee information regarding their recent history of performance for not more than five (5) of the most recent and relevant cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed past 3 years.” Is this 5 total PPRs for the Applicant and sub-awardees, or up to five PPRs from the applicant plus up to five PPRs from each sub-awardee?

USAID Response: Refer to answer of Q.9.

27. Page 51 (Criterion A) bullet 2 says that the “clarity and appropriateness (given the theory of change) of the Start Up Plan for...” Is the Start Up Plan a separate document or annex, or is it the same as the Mobilization Plan requested in Annex 5?

USAID Response: Its part of the Mobilization Plan.

28. Page 58 (Baseline Assessment) says, “Recipient must submit an Initial baseline assessment will be submitted no later than 45 calendar days after the effective date of the award. This assessment will assist in identifying approaches required to achieve the Activity’s targets and will provide a benchmark for tracking achievements.” What are the expectations for this baseline assessment? Is this an assessment of capacity or health behaviors? Is it expected that this assessment will collect new primary data, or is a desk review expected?

USAID Response: Please refer to answer of Q.13. Please follow the revised section in the NOFO which indicates “Recipient must submit an Initial baseline assessment no later than 90 calendar days after the effective date of the award. This assessment will assist in identifying approaches required to achieve the Activity’s targets and will provide a benchmark for tracking achievements”.

29. Pages 61-62 describe a GIS standard provision that “may be made part of the resulting award.” Can USAID please provide more information about the intended use of this data? Should we assume that it will be part of award and budget accordingly?

USAID Response: As indicated in the NOFO, “As defined in the USAID Policy Framework (2011-2015), USAID is committed to geographically targeting aid investments, monitoring & evaluating overall aid effectiveness, and upholding the Agency’s open data and transparency goals. Utilizing GIS technology, geographic data and analysis is integral to effectively achieving all of these objectives. Geospatial analysis is a top priority of the USAID/Uganda to be incorporated into the learning agenda and M&E work to build resilience”.

30. Given the early release of the RFA in advance of the expected release date on the Business Forecast, would USAID please consider extending the deadline for submitting applications by one week?

USAID Response: No change of the submission deadline. Applications must be submitted as stated in Section D of the NOFO.

31. Page 8 of the NOFO refers to the health portfolio structure: "The health portfolio structure is described in the bullets below. Checkmarks indicate the level of cross-IP coordination USAID/Uganda anticipates between the activity described and this activity." Could USAID please clarify this reference, or indicate where the bullets with checkmarks may be found?

USAID Response: Refer to answer to Q.14

32. At the bottom of page 13 – it is stated that “USAID/Uganda plans to conduct multiple evaluations of individual interventions/approaches, target populations or implementation environment at different times...” Could USAID provide more information on the number and scope of the evaluations or a plug figure to inform budgeting?

USAID Response: USAID/Uganda is interested in continuous learning and rapid feedback for adaptive management. Applicants may plan and budget resources needed to prepare for and participate in these evaluations conducted by USAID.

33. On page 15, could USAID please provide more information about the first bullet, which begins “The Recipient must submit a request...” ?

USAID Response: If the question is related to Sub-grants, please refer to answer of Q.1.

34. Page 17 refers to a capacity-building plan. Could USAID please clarify at what stage this plan will be required (e.g., proposal submission, pre-award, start-up, etc.)?

USAID Response: The Plan is needed at the Application submission.

35. On page 22, RFA states “USAID implementing partners shall convene on a periodic basis to reflect on actions taken, exchange analysis, and pending decisions that affect implementation.” Does this refer to a convening that the SBC4T Activity should plan and hold, or is it something that USAID will convene?

USAID Response: Collaborating, coordination and application of CLA through various approaches including meeting as partners to discuss program elements around program implementation is critical.

36. For the Chief of Party requirements (page 24/25), could USAID please clarify the distinction between the “Required qualifications” and the list which follows “The COP must have the following skills...”?

USAID Response: Required qualifications are referring to the COP degree, certificates, trainings, etc. that relevant to program. The skills are referring to show how COP demonstrates skills to implement and achieve the program objectives and results.

37. Please clarify the page limit for the technical approach: On page 35 of the RFA it states that the technical application is limited to 25 pages including technical approach, management structure, and key personnel. However, below that it says the technical approach page limit is 25 pages, management structure is 5 pages, and key personnel is 3 pages (pages 36 and 37).

USAID Response: Refer to answer of Q.19.

38. On page 38, Annex 6 Subaward, it states “the Applicant must submit sub-awardees who identified under this solicitation...” Could USAID clarify if this refers to consortium sub-awardees, or if we need to identify the future sub-grantees as this stage (meaning those under the \$2M sub grants)?

USAID Response: USAID/Uganda confirms that this section refers to consortium sub-awardee. The Sub-grants requirement is different and stated in Section F.3 of Section A, Program Description.

39. Pages 48-49 of the NOFO outline the requirements for Past Performance References and Information: "The Applicant must provide for itself and each sub-awardee information regarding their recent history of performance for not more than five (5) of the most recent and relevant cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed past 3 years..." Could USAID please confirm whether USAID would like 5 total PPRs for the consortium and/or prime applicant, or whether USAID would like 5 PPRs per partner?

USAID Response: Refer to answer of Q.9.

40. Pages 50-52 Overview, Summary Matrix of Review Criteria, and Sub-criteria: The sub-criteria listed in the matrix are not aligned to the bullet points under the broader descriptions on the following pages for Criterion A and Criterion B. Could USAID please clarify how the applicant should organize their narrative headings given this disparity?

USAID Response: Refer to answer of Q.11

41. What does USAID see as the distinction between the MEL activities outlined in IR 4 and the MEL activities for the project? How would you articulate what is within scope for IR4 vs. project MEL or vice versa? More specifically, for example, how would USAID describe the audiences for the Learning Agenda activities and adaptive management described in IR 4 versus the Learning Agenda and CLA for the project described in the AMELP section of the NOFO?

USAID Response: The NOFO has four intermediate results (IR) including IRs, including IR 4; IR4 does not replacing the SBCT activity monitoring and evaluation interventions.

42. Can USAID share MEL plans for any of the mentioned projects (for example the Health Communication Partnership, the AFFORD program, CHC activity) and share what worked well and what did not resonate in these MEL plans from past projects?

USAID Response: No.

43. Is USAID able to share the MOH's draft comprehensive health sector strategy for health promotion/SBCC (2017-2021) or the health sector and investment plan 2015-2020?

USAID Response: The evaluations for some of these activities are public documents and available on the development experience clearinghouse (DEC).

44. Would USAID please provide a plug figure for the exchange rate for evaluations purposes of the budget in order to ensure parity across offerors' budgets?

USAID Response: USAID does not prescribe a rate but encourages the applicants to follow their procedures to establish appropriate rate(s) to use.

45. Attachment D, Budget Template: Please confirm that if required budget-related details are included in offerors' budget templates, the offerors may use their budget templates instead of the one provided with the RFA.

USAID Response: All Applicants must use the budget template provided as part of this RFA to ensure fairness among all Applicants. However, as stated in Attachment D, Budget Template, "Cost Line Items are indicative & should therefore be adjusted as appropriate/applicable." Therefore, Applicants will revise and adjust the USAID template as needed.

46. Attachment D, Budget Template: Please confirm that if required travel-related details are included in the Detailed Budget, the separate tab named "Travel Table" is not required.

USAID Response: Yes, it's required. USAID aims to see a travel breakdown cost to have a thorough idea of the international and domestic travel cost.

47. Attachment D, Budget Template: In the budget template the cost share is included in the columns on the prime's detailed budget tab, but not included in the sub-awardee's detailed budget template. Would USAID allow budgeting for the cost share in the rows under Cost Share category (as opposed to columns) right below the Total Estimated Costs for the prime and sub-awardees?

USAID Response: The Prime Applicants may include a cost share line in the sub-recipients' budgets. However, USAID will only track the Prime's cost share.

48. Attachment D, Budget Template: Would USAID allow budgeting for General Program Activities, Trainings, Meetings, and Workshops under Other Direct Costs (as opposed to Contractual) category?

USAID Response: Refer to answer of Q.18.

49. RFA, page 41: Allowances are listed as one of the budget categories in the budget template. The 424A form does not have a separate category for allowances. Please confirm that allowances should be added to Other Direct Costs on the 424A form.

USAID Response: Applicants are able to add Allowance category to ODC only for the purpose of 424-form and must leave it as a separate category line in the detail excel sheet budget.

50. Please confirm that a major sub-awardee is defined as a sub-awardee whose proposed cost equals 20% or more of the applicant's cost.

USAID Response: There are no major or minor Subawardees apply to this Award. All Subawardees will be treated equally and they will be critical to achieving the objectives of the Activity.