



USAID | HAITI

FROM THE AMERICAN PEOPLE

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Deadline for Questions: March 17, 2017
Clarifications Posted: March 24, 2017
Closing Date: April 7, 2017
Closing Time: 3:30PM Haiti Time

Subject: USAID/Haiti Notice of Funding Opportunity Number: RFA-521-17-000008

Program Title: "Strategic Health Information System (HIS) Program

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a Cooperative Agreement from qualified U.S. and Non-U.S. nongovernmental organizations to fund a program entitled "Government of Haiti (GOH) Strategic Health Information System (HIS) Program". Eligibility for this award is not restricted; see Section C of this NFO for eligibility requirements.

Subject to the availability of funds an award will be made to that responsible applicant(s) whose application(s) best meets the objectives of this funding opportunity and the selection criteria contained herein. While one (1) award is anticipated as a result of this notice of funding opportunity (NFO), USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NFO the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO.

Please send any questions to the point(s) of contact identified in section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Marva M. Butler". The signature is fluid and cursive, with the first name "Marva" being the most prominent.

Marva Butler
Agreement Officer

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ABBREVIATIONS AND ACROYNMS USED IN THIS NFO

ADS	Automated Directive System
AO	Agreement Officer
AOR	Agreement Officer Representative
GBV	Gender-Based Violence
GOH	Government of Haiti
M&E	Monitoring and Evaluation
MOH	Ministry of Health
NGO	Non-Governmental Organization
NICRA	Negotiated Indirect Cost Recovery Agreement
NFO	Notice of Funding Opportunity
PD	Program Description
RFA	Request for Applications
USG	U.S. Government

SECTION A: PROGRAM DESCRIPTION

1. INTRODUCTION

The U.S. Agency for International Development (USAID) mission in Haiti is issuing this Funding Opportunity to request applications for a five-year strategic Health Information System (HIS) program. USAID expects the HIS program to provide continuity to the Government of Haiti's implementation and management of the System d'Information Sanitaire Nationale Unique (SISNU), which is an overarching comprehensive health management information system that tracks multiple indicators across a variety of health-related issues from health institutions nationwide. This Funding Opportunity comprises concrete program objectives to allow applicants the flexibility to develop and propose a detailed technical application that includes high impact, cost-effective, and market-based interventions. USAID encourages applicants to submit results-oriented applications that present a logical, comprehensive, concrete, and measurable set of interventions to achieve the stated objectives and purpose.

2. BACKGROUND

In alignment with the agency's mission, the Foreign Assistance Framework, and the Post-Earthquake U.S. Government (USG) Haiti Strategy, USAID aims to further develop and strengthen a comprehensive health information system within Haiti that is owned and sustained by the Government of Haiti and allows for improved tracking of health outcomes, more effective decision making, and better resource allocation. Since 2003, the USG has developed several health management information systems in Haiti; however, USAID's current HMIS project, which began in 2012, is the first USG effort to develop an overarching system that addresses better coordination.

Haitian Health Information System Context

Haiti has a population of approximately 10 million and an annual population growth rate of 1.7 percent. Facing serious economic challenges, an estimated 55 percent of Haitians live on less than one dollar a day. While Haiti's health outcomes are among the worst in the Western Hemisphere, they are similar to those of countries with similar levels of spending in the health sector (e.g., Malawi, Burundi, and Guinea). These historically poor health outcomes are in part a result of poor access to basic health services by a large segment of the population. The lack of a comprehensive information system that tracks and maps access to health services, health outcomes, disease outbreaks, causes of morbidity/mortality, etc. hinders the GOH's ability to respond to the health care needs of Haiti's population. A comprehensive health information system would facilitate more effective decision making and resource allocation, and ultimately improve the health status of Haitians.

Over the past 13 years, the USG has engaged in efforts to develop comprehensive health management information systems (HMIS) in Haiti. The first of these systems was developed in 2003 by the Centers for Disease Control and Prevention (CDC) and is known as MESI (Monitoring Evaluation et Surveillance Intégrée). MESI was designed primarily as a system for tracking data related to HIV/AIDS at PEPFAR-funded sites, but it currently also contains data on epidemiological surveillance and diseases such as tuberculosis and malaria. In 2005, CDC

launched the Electronic Medical Record system, known as iSanté, which feeds into MESI. Similar to MESI, iSanté was initially developed by the CDC to track HIV/AIDS patients, but now also includes data on primary health care and maternal and child health services. This system maintains individual records of patients receiving these services, but access rights are limited such that only the patient's health provider can access his/her records. A partial data set in iSanté is then aggregated up into MESI, stripped of patient identifiers. The iSanté data is used by physicians for HIV patient management, by PEPFAR for program management, and by the Ministry of Health (MOH) HIV program.

The next system to come online was OpenElis, which was developed as a global system by the University of Washington and launched in Haiti in 2008 as a Laboratory Information System. Like iSanté and MESI, it was initially intended to support collection of HIV/AIDS information, but has since expanded to include data on malaria. The OpenElis data is used by the National Laboratory for HIV-related specimens.

In 2010, two new systems were introduced to Haiti - the Portfolio Management Information System (PMIS) and MomCare. MomCare tracks services delivered and resources needed by health institutions to provide maternal and child health care and family planning services. PMIS, meanwhile, is broader and tracks resources allocated to health institutions throughout Haiti. CDC also created an emergency surveillance system called Réseau National de Surveillance Epidémiologique (NESN) with 51 sentinel sites across the country. By September 2014, NESN had become a longterm surveillance system tracking 40 diseases/conditions across more than 153 sites nationwide. The system now also feeds data into MESI.

Through USAID's current HMIS activity that began in 2012, the System d'Information Sanitaire Nationale Unique (SISNU) was developed as an overarching, comprehensive health management information system. It tracks multiple indicators across a broad range of health-related issues from health institutions nationwide. The GOH has taken on management of SISNU, and on October 23, 2015, the GOH issued a determination that SISNU would be the overarching national health management information system to be used for collecting and tracking health data throughout Haiti; moreover, the addition of new tools and systems were prohibited without the express permission of the Planning and Evaluation Unit (UEP) within the MOH. The GOH letter further delineated the requirement that each health institution submit its monthly reports no later than the fifth day of each month. SISNU collects the monthly health facility statistics, which includes data on child health (vaccination coverage, malnutrition rates, diarrhea, child and neonatal mortality and growth monitoring), women's health (ANC visits, pregnancy status, and maternal mortality), Chronic disease reporting (and hospitalization counts).

Support of Government of Haiti Strategic Health Information Systems Program

Prior to the USAID-funded HMIS activity and the implementation of SISNU, the GOH faced multiple challenges in managing the country's health-related data: multiple sub-systems and variation in data collection methods severely limited the GOH's ability to obtain accurate data that could be reliably aggregated and used to make decisions regarding health systems; health centers, especially rural health centers, often experienced stock-outs of the paper registers required to track patient data; there was insufficient funding for staff training in proper data

collection and management; and reports were often received late, if at all, and frequently incomplete.

The current USAID-funded HMIS activity not only developed SISNU, but first strengthened the foundation of data collection and management in Haiti. During the first two years of the contract, the program revised the paper registers used by health facilities and standardized indicator definitions, reporting, and data collection procedures for all non-HIV services. MOH priorities and epidemiological data guided the selection of a core set of indicators that health facilities must report on and influenced the revision of the paper registers, which are continually updated every six months and redistributed at the facility level. The paper register revisions were also captured in an electronic format used by health facilities with computers, enabling accelerated reporting streams, improved data quality, and extrapolation/reporting ease. Health centers that utilize paper registers send their completed documents to the departmental directorate where it is then entered electronically. Lastly, training and mentorship has been continually provided to staff responsible for reporting and monitoring at the central directorate, departmental, and facility level. These activities have helped create more streamlined and higher quality monthly, quarterly, and annual data for the GOH.

During the last few months of USAID's current HMIS activity, the implementing partner will provide data quality workshops at UPE, as well as at the departmental and facility level. SISNU will be maintained, technical assistance will continue to be provided to departments, and paper registers will be printed and distributed. The Annual Statistical Report, which compiles and synthesizes the health information data collected in 2016, will also be produced and printed by February 2017.

Challenges of Developing a Sustainable, Comprehensive Health Information System

Since the implementation of SISNU and the GOH's adoption of the system, data collection methods are mostly standardized, stock-outs of paper registers are less frequent, and staff has been trained. Nevertheless, challenges remain to the management and sustainability of SISNU as the GOH's primary health management information system. One of the main development challenges related to health management information systems in Haiti is the plethora of donors in country, each of which uses different systems with different areas of focus and indicators tied to projects and separate funding streams. Even within the USG, it is a challenge to work across funding sources since indicators and data reporting requirements vary significantly between programs funded through PEPFAR and non-PEPFAR global health programs. Currently, the various health information systems are not inter-operable, which prohibits their ability to feed into a more comprehensive system.

A second key challenge is the lack of technology within health facilities. Although paper registers are now utilized throughout the country with increasing regularity and consistency, in order for SISNU to function properly, the data must be entered electronically at some point in the process. However, the technology required for electronic data entry does not exist in all health facilities. Many health facilities, particularly rural health facilities, lack computers much less web access; typically, only health facilities that are PEPFAR-supported HIV treatment sites have Internet access. Moreover, PEPFAR funds data clerks at HIV treatment sites to enter data

electronically. Since these data clerks were initially hired specifically for the input of HIV data, they typically neglect entering non-HIV information, even in integrated health programs.

Lastly, high staff turnover within the MOH and a general brain drain in Haiti hamper the sustainability of workforce capacity. Although MOH staff has received training on SISNU and health management information systems in general, frequent staff turnover necessitates constant training of MOH and health facility staff at multiple levels to ensure proper use and management of the system. MOH leadership has been significantly strengthened, but more needs to be done to build the MOH's institutional capacity to fully manage and sustain SISNU beyond USAID assistance.

Key Considerations Moving Forward

Now that SISNU has been developed and adopted by the GOH, data collection processes need to be further expanded and data quality and use in decision making increased. The MOH has shown interest in improving its processes to collect and track data, training personnel, integrating additional data into the system, and fully transitioning to electronic records. Moving forward, the interoperability between SISNU and the other health management information systems in existence at multiple levels of government must be addressed. The various stakeholders must convene to discuss how to harmonize data collection across donors, sectors, and health service delivery levels. Moreover, the variety of indicators collected by donors and constantly changing reporting requirements has made integration a challenge. Given this and the environment of limited governance, establishing a standardized method of sharing specified data with the MOH would be effective.

Additionally, the current parallel use of CDC systems (iSanté and MESI) along with SISNU has complicated the transition to a single comprehensive system that the GOH manages and owns. The CDC is also planning to expand NESN to more sites across the country.

Furthermore, the GOH's capacity to maintain SISNU requires increased workforce capacity. Despite the trainings that have been provided under the current HMIS program, the MOH still does not have sufficient capacity to fully take on the management and maintenance of SISNU. In addition, inconsistencies in data collection from health center to health center still occur, and there is limited knowledge and awareness among health providers about the functions of SISNU and how it can be used to track health data.

The Haitian health system relies heavily on community health workers (CHWs) to serve as the link between the health facility and communities, especially in rural areas. A pilot mobile health technology in Haiti (mSanté) was shown to increase performance, productivity and efficiency: data was available in real time and the management of data at the site level improved; remote supervision of CHWs was enabled; the workload of both supervisors and CHWs decreased; and complete monthly reports were produced more regularly. Applying mobile health technology to this project could extend the reach of SISNU, particularly in rural areas; mitigate the impact of staff turnover by incorporating service provision and data collection guidelines and prompts into the mobile application; and increase the collection of quality data. USAID expects that the mHealth platform will extend beyond PEPFAR-supported sites, as the MOH wants all CHWs to use mHealth and report data on their activities. In combination with the implementation of a

legal framework for e-health, the sustainability of SISNU and the proper use and protection of potentially sensitive data would increase.

3. OBJECTIVES

The overall objective of this project is to further develop and strengthen a sustainable, comprehensive health information system within Haiti that is owned and sustained by the GOH and minimizes the need for duplicative or ancillary systems that collect similar health information. By building on previous efforts in the health management information systems sector, as well as the strengths and capacity of existing systems, this project aims to enable the Haitian government to effectively manage and monitor program resources (both host-country and donor) and patient outcomes, and ensure the routinized use of data in decision making throughout the health sector. In order to achieve this goal, close collaboration with the Government of Haiti, relevant USG entities and implementing partners, and international stakeholders will be needed, and the proposed project must focus on the following two objectives:

Objective 1: Build the capacity of the Ministry of Health to effectively implement, manage, oversee and maintain a comprehensive, cross-sector health management information system.

Objective 2: Develop an e-health policy based on principles of host-country ownership, and responsible use and protection of information.

The Awardee will be expected to build upon the successes of the HMIS program while also tackling the identified challenges of expanding and maintaining a comprehensive health information system. The project must fulfill the two objectives detailed above in close collaboration with key stakeholders. Interventions that could be undertaken to build the capacity of the MOH to effectively implement, manage, oversee, and maintain a comprehensive, cross-sector health management information system (Objective 1) include:

1.1: Coordination Activities

- Collaborate with other donors to support the MOH's capacity to establish a standardized method of data collection.

1.2: Personnel Capacity Activities

- Revise and update training curricula for data collection workers, data entry specialists, statisticians at health facilities and MOH personnel responsible for collecting, managing and overseeing data use.
- Conduct joint supervision visits with the MOH in the field provide and training to ensure data quality and completeness, particularly in rural areas submitting data with numerous errors.

1.3: Technological Capacity Activities

- Select existing mHealth platform with capabilities for both patient management (e.g. job aide tool that outlines necessary steps to be taken in the case of a high-risk pregnancy) and community-based reporting (i.e. the data collected by the mHealth

platform should upload to a central server directly when the CHWs' phone has signal and then regularly synchronize with SISNU) and tailor it for use in Haiti to improve CHW performance and help overcome technological barriers to data collection and entry. Possible platforms that could be used as a foundation are CommCare or ODK.

- Ensure that the mobile application is user-friendly for CHWs, that the mobile application terminology clearly aligns with the paper registers, and that the data can easily feed into SISNU.
- Roll out mHealth platform nationwide through partners and MOH.
- Provide needed technology for data collection and entry (e.g. smartphones, alternative energy sources to charge phones, computers, web access, etc), along with relevant training on use and maintenance.
- Improve SISNU import and export capabilities with other existing systems (e.g., iSanté, MESI) such that data can be shared between the systems.

Interventions to develop an e-health policy based on principles of host-country ownership and responsible use and protection of information (Objective 2) should engage the MOH's relevant department(s) and obtain input from any other necessary ICT, communications regulatory or other relevant authorities. Proposed interventions could include:

- Train MOH personnel on the principles of e-health policy and the importance of protecting data, both for protecting privacy and protecting data integrity.
- Provide technical assistance to MOH to draft a strong e-health policy and vet it with necessary stakeholders (e.g. Minister of Health, Prime Minister, etc) to ascertain whether it would obtain authorizing approval.
- Print and distribute e-health policy to MOH personnel and health facilities at all levels of government, and make policy available electronically.
- Build awareness of new e-health policy among departmental and commune level personnel and provide training accordingly.

The Applicant should also present plans for rapid start-up of operations, including a transition plan with detailed timeline that demonstrates the Applicant's ability to provide continuity of activities.

The following analyses, which were completed as part of the design, development and implementation of SISNU, can be utilized to help design a project proposal (see Annex And B for the full documents): (1) *Situational Analysis of the Strategic Information Management and Resource Capability of the MOH, May 2015*--this analysis provides baseline data from 2015 for UPE's strategic information capacity at the central and departmental levels. Included in this analysis is information on UPE's human capacity, both in terms of personnel numbers and technical expertise and training; and an assessment of the existing tools available to the MOH to implement and manage a health management information system. And (2) *Analysis of Existing Health Management Information Systems (2012)*--this analysis provides an overview of the health management information systems already in existence in Haiti, along with descriptions of the types data they house and their purposes.

The proposal selected for Award will receive additional data from comparable projects and other relevant sources to supplement these analyses as required.

Expected Results

USAID expects that the activities implemented in support of the two objectives will contribute to the following results in a timely and cost-effective manner:

- Result 1: Improved reporting of data by health facilities.
 - *Indicators:* Reach of mHealth platform and SISNU; proportion of health facilities submitting timely data (disaggregated by paper and electronic submissions); proportion of health facilities submitting accurate data (disaggregated by paper and electronic submissions)
- Result 2: Improved capacity of the GOH for data-driven decision making.
 - *Indicators:* variety of sources used in decision making; public information and awareness building;
- Result 3: Improved inter-operability of health information systems.
 - *Indicators:* Count/proportion of health information systems that feed into SISNU; proportion of USG-supported health facilities that have the necessary technology to report; range of health data inputted by data specialists to gauge level of integration
- Result 4: Improved ability of the GOH to oversee health information systems.
 - *Indicators:* quality and reach of SISNU and mHealth trainings; linkages among actors (i.e. coordination between MSPP sectors); integration of e-health policy into inter-organizational working procedures.

USAID/Haiti Guiding Principles

The following guiding principles are critical to achieving the USAID/Haiti health development objectives stated above and should be reflected throughout applicants' technical applications. These principles include:

- Sustainable approaches: In order to achieve significant impact on the situation in Haiti, this activity must be designed and implemented to continue after funding from USAID ends. The integrity of the design and the effectiveness of the implementation should build a convincing case for key Haitian stakeholders, ranging from primary beneficiaries to local partners to the Government of Haiti, to assume responsibility for the continuation of the work after the activity cycle ends. A sustainability/exit strategy will be essential to ensure that effective activities continue after USAID funds are withdrawn.
- Resource Management: Effective and accountable management of financial and non- financial resources is an important component of innovation, sustainability and impact. The activity should ensure that resources are deployed in ways that minimize running costs and maximize coverage without compromising the results. As an example, training and communications materials should be adapted from existing resources developed and used in comparable settings.

- Gender equality and female empowerment: This activity will support USAID/Haiti's cross-cutting focus of promoting gender equality: working with women and girls and men and boys to support positive change in attitudes, behaviors and roles, and responsibilities, and female empowerment as members of families and communities. The activity must demonstrate gender mainstreaming through male involvement, staffing, partnerships, activity planning and interventions, and implementation.

Promoting gender equality and advancing the status of all women and girls around the world is vital to achieving U.S. foreign policy and development objectives. Gender inequities, poverty, and economic vulnerability, along with cultural factors and low education levels, have put women and girls at heightened risk of illness, sexual and physical abuse, a reduction of rights, and even death. The USAID Gender Equality and Female Empowerment Policy ensures that all investments reduce gender disparities in access to, control over and benefit from resources, opportunities and services; reduce gender-based violence and mitigate its harmful effects; and increase the capability of women and girls to realize their rights, determine their life outcomes, and influence decision-making. USAID/Haiti is committed to promoting gender equity within all health activities. Women and adolescent girls are explicitly put at the center of programming in order to address pressing health needs, although programs also focus on male involvement to support family and community health. It is critical that the project demonstrate thorough gender integration into all planned activities.

6. MONITORING AND EVALUATION PLAN

The Awardee will be required to develop and maintain a performance monitoring system to track tangible, measurable progress toward the results under this program description. Specifically, this activity will require a comprehensive Activity Monitoring and Evaluation Plan (AMEP), which must include clearly defined development hypothesis, performance monitoring, learning approach and resources, indicators, baselines, and targets for output, outcome, and impact level monitoring, as well as benchmarks for performance over the five-year implementation period. The AMEP should also contain metrics for the sustainability of successful interventions introduced with activity support. An illustrative abridged AMEP is to be included in the technical application with the final version submitted to the Agreement Office Representative (AOR) within 30 days of the Award.

USAID expects the illustrative AMEP to be populated with as much information as possible. The AMEP should ensure that data collected by the activity are an integral part of tracking and assessing overall activity performance. During implementation, the Awardee will be using the AMEP to track and report on progress against jointly agreed-upon quarter, semi-annual, annual, and end-of-program performance targets and benchmarks. USAID/Haiti may require the Awardee to track and report on additional performance indicators subject to changing of Agency guidance and/or the requirements of specific funding sources and the Mission's own PMP.

USAID will be responsible for conducting an independent mid-term or end-of project evaluation, if needed, to assess the progress of this activity and identify any necessary course corrections. Specifically, the evaluation will focus on progress towards expanded access of services, increased coverage of services, and improved quality services. In addition to access, coverage, and quality, the mid-term evaluation will investigate the extent to which demand creation and quality improvement of these services and required systems strengthening to ensure sustainability are on track. As with all USAID evaluations, the evaluations will include other questions that are pertinent to program design, management, and operational decision-making.

Notwithstanding the need for semi-annual and annual reporting, the Awardee must immediately notify USAID/Haiti of any developments that have a significant impact on award-supported activities. Further, notification must be given in the case of problems, delays, or adverse conditions, which materially impair the ability to meet the objectives of the award. These notifications must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. This is a program area that may require high-level USAID or Embassy intervention to catalyze movement or advocate for a viewpoint. At a minimum, the Awardee will be required to meet regularly with the AOR and submit written quarterly performance progress reports on implementation and strategic direction of this activity.

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to funding availability, USAID intends to provide \$12,000,000 in total USAID funding over a five (5) year period. Actual funding amounts are subject to availability of funds.

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity.

USAID reserves the right to fund any one or none of the applications submitted.

2. Start Date and Period of Performance for Federal Awards

The period of performance anticipated is five (5) year. The estimated start date will be upon the signature of the award, on or about.

3. Substantial Involvement

Consistent with ADS 303.3.11, USAID/Haiti will be substantially involved in the implementation of the Health Information System (HIS) Project. The intended purpose of the Agreement Officer's Representative (AOR) involvement during the implementation of the program is to assist the recipient in achieving the supported objectives. It is expected that the Agreement Officer will delegate the following approvals to the AOR, except for changes to the Program Description or the approved budget or key personnel, which may only be approved by the Agreement Officer.

Elements of Substantial Involvement:

1. Approval of the Recipient's Implementation Plans
2. Approval of Specified Key Personnel

The following positions have been designated as key to the successful implementation of the program objectives of this Cooperative Agreement. In accordance with the Substantial Involvement clause of this award, these personnel are subject to the approval of the Agreement Officer:

- Chief of Party (COP)
- Deputy Chief of Party (DCOP)
- Finance and Administration Manager

3. Agency and Recipient Collaboration or Joint Participation

The following collaboration or joint participation of USAID and the recipient on the Health HIS Activity are authorized:

- Collaborative involvement in selection of advisory committee members: The AOR will be involved in the selection of advisory committee members, if the program establishes an advisory committee that provides advice to the recipient. The AOR may participate as a member of this committee.
- The AO will approve sub-awards, transfer, or contracting out of any work under an award pursuant to 2 CFR 200.308.
- The AOR will approve the Recipient's Activity Monitoring and Evaluation Plan.
- The AOR will monitor to authorize specified kinds of technical direction or redirection because of interrelationships with other projects.
- Communications with GOH officials – The AOR must be present in all meetings with government level officials at the Minister and Secretary General levels. All communication with GOH officials must be made by the Chief of Party and coordinated in advance with the USAID AOR. Exceptions may be granted but must be in writing and made prior to any meeting/communication.

4. Agency Authority to Immediately Halt a Construction Activity

4. Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the Requirements of 2 CFR 200.310 through CRF 200.316 regarding use, accountability and, disposition of such property.

5. Authorized Geographic Code

The geographic code for this program is **937**.

6. Purpose of the Award

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Health Information System (HIS) Project which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

U.S. and Non-U.S. nongovernmental organizations may participate under this NFO.

USAID welcomes applications from organizations which have not previously received financial assistance from USAID.

To be eligible for award of a Cooperative Agreement, in addition to other conditions of this NFO, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO). The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

The applicant is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all sub-awards issued under this Cooperative Agreement.

Applications will not be accepted from individuals.

2. Cost Sharing or Matching

There is no cost sharing requirement under this Notice of Funding Opportunity.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Marva Butler
Agreement Officer
USAID/Haiti
Port-au-Prince, Haiti
Email: mbutler@usaid.gov

Sandra Ricot
A&A Specialist
USAID/Haiti
Port-au-Prince, Haiti
Email: sricot@usaid.gov

Questions and Answers:

Questions regarding this NFO should be submitted in writing to Ms. Sandra Ricot with a copy to Ms. Marva Butler at the email addresses above no later than the date and time provided on the cover letter. Any information given to a prospective Applicant concerning this NFO will be provided to all other prospective Applicants as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

2. Content and Form of Application Submission

Applicants are expected to review, understand, and comply with all aspects of the NFO.

Preparation of Applications:

Each Applicant shall furnish the information required by this NFO. Applications shall be submitted in two separate parts: (a) Technical Application, and (b) Cost/Business Application.

Electronic Submissions are required. Email submissions must include the following in the subject line:

“Technical application under RFA-521-17-000008, submitted by: [name of Applicant organization].”

“Cost application under RFA-521-17-000008, submitted by: [name of Applicant organization].”

Any changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall

not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers} and, mark each sheet of data it wished to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

3. Application Submission Procedures

Applications must be submitted electronically via email to Sandra Ricot, with a copy to Marva Butler at the email addresses provided above, no later than April 7, 2017, 3:30PM Haiti time.

It is the Applicant’s responsibility to ensure that all necessary documentation is complete and received on time.

Applicants may upload applications to <http://www.grants.gov>. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

4. Technical Application Format

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 20-page technical application should be formatted as follows:

- Language – English
- Paper - Letter
- Type - Times New Roman, 12 point, single- spaced
- Margins - One inch on the top, bottom and sides
- Consecutive page numbers

The technical application should include the following sections:

- Cover Page (not included in the 20-page limit)

- Technical Approach
- Key Personnel
- Management Plan
- Annexes (not included in the page limit)
 - Summary staffing plan and organizational chart, accompanied by narrative explaining the plan and chart (maximum 3 pages)
 - Key Personnel CVs (maximum 2 pages per person)
 - Letters of Commitment

Cover Page (does not count towards the page limit)

In one page, the cover page should include: a) program title; b) Request for Applications reference number; c) name of organization(s) applying for the agreement; d) any partnerships; and e) contact person, telephone number, fax number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

Technical Approach

Technical Approach - This section should address each of the following issues:

- 1. Executive Summary.** Summarize the key elements of the technical application, including, but not limited to, the technical strategy and approach, the implementation plan for the full program period, the management and staffing plan, and any public-private partnerships, if applicable.
- 2. Strategy.** Describe the proposed technical strategy and approach in detail and comprehensively address the plan to achieve the proposed objectives.
- 3. Implementation Approach.** Describe the activities to be undertaken for HIS to achieve the proposed objectives, and provide an implementation approach that clearly outlines links between the proposed results, conceptual approach, performance milestones, and a realistic timeline for achieving the activity results. The implementation approach should reflect strong understanding of the strengths and capacity of the existing system, and the challenges in-country. This section must include an illustrative bridged Activity Monitoring and Evaluation Plan (AMEP) as outlined in Section A.6, which should include benchmarks to track the progress of the capacity building interventions throughout the life of the activity, along with implementation of an exit strategy and sustainability plan. Expected results, impacts and the mechanisms proposed to measure and monitor progress, achievement and sustainability should be outlined.
- 4. Management Approach.** Describe the management approach and the organization's demonstrated capacity in supervision, planning, and implementation of proposed activities. Also, provide a clear description of how the cooperative agreement will be managed, including the approach to address potential problems.

Key Personnel – Key personnel are those individuals whose performance is critical to the success of the HIS activity. USAID/Haiti has determined that the three key positions must be the Chief of Party (COP), the Deputy Chief of Party (DCOP), and the Finance and Administration Manager. The Applicant should propose individuals that they deem appropriate for the anticipated role of each position and have the sufficient managerial as well as technical capacity, expertise, experience and academic qualification to meet the minimum requirements of the positions and effectively manage and support the overall project and its staff as defined below.

Applicants must provide CVs for each proposed key personnel to demonstrate how each proposed individual is the best fit for the position. These CVs should not exceed 2 pages and should be included in an Annex. The Applicant should also submit three references, with complete contact information, for the proposed candidates, including their most recent supervisor. USAID reserves the right to contact references not provided by the Applicant.

The list of references is not included in the two-page resume limit. The Applicant must also include a letter of commitment signed by each person proposed as key personnel confirming their present intention to serve in the stated position immediately upon award and their availability to serve for the term of the proposed Award.

Given the complexity of this program, USAID expects these key personnel to have the appropriate qualifications and experience to work as a team to manage a complex U.S. Government Program, especially the ability to bring in regional and international best practices in IT data systems management.

Chief of Party (local): The resident Chief of Party (COP) candidate is expected to have both technical and management experience and will be responsible for overall program management, including providing leadership to attain objectives, ensuring adequate communications with USAID, and identifying and mitigating program risks. The COP will lead the project efforts making sure to collaborate and coordinate with other USAID/Haiti projects, other donor and NGO-sponsored activities, and the efforts of the GOH. The COP is intended to be a seasoned information system professional, familiar with the Haiti information system and platforms, and with experience working in the Haiti context. He/she will serve as the institutional liaison and will be responsible for all administrative oversight of the project. The candidate for this five-year position must meet the following minimum qualifications:

- Minimum of 10 years of relevant professional experience, with progressively increasing responsibilities and duties, in information systems management
- A Master's degree or higher in a relevant field of study (e.g., IT management, Systems Engineering, Management Information Systems, Information Technology, Computer Information Systems, etc.)
- Demonstrated experience as COP or leadership in the administration of similar sized international donor supported programs with skills in strategic planning, management, supervision, and budgeting
- Demonstrated ability to communicate a common vision among diverse partners and the ability to lead multi-disciplinary teams

- Evidence of strong communication skills, both oral and written, to fulfill the diverse technical and managerial requirements of the agreement
- Fluent in French or Haitian Kreyol and English (written and spoken)
- Experience in Haiti preferred

Deputy Chief of Party (DCOP): The Deputy Chief of Party, identified as local staff, directly assists the COP in technical leadership and management of the team. The DCOP shall have complementary technical skills and experience with the COP. The DCOP, determined as key personnel, is responsible for various technical components of the program and makes operational decisions in the absence of the COP. The DCOP participates in technical meetings, maintaining positive relationships with host government officials and other project stakeholders. He/she will provide input into advocacy, capacity building, and quality assurance/quality control for the project.

- Master's degree in information technology, communication, or relevant field
- A minimum of 5 years of experience working as COP or DCOP in the administration of similar sized international donor supported programs
- Demonstrated technical leadership, including experience engaging government counterparts in coordination, planning and monitoring
- Strong interpersonal, oral and written communication skills
- Strong command of the English language, working knowledge of French or Haitian Creole strongly preferred
- Experience in Haiti preferred

Finance and Administration Manager: The Finance and Administration Manager, identified as local staff, will work closely with the COP and with USAID. His/her main functions will be to oversee the effective financial management of the HIS activity, including overseeing donor funding, and to provide administrative, procurement, contracts management, and human resources support. The Finance and Administration Manager is expected to meet the following minimum qualifications:

- Bachelor's Degree in accounting, business administration, management or related field
- At least 5 years of relevant experience in the financial administration and contract management of similar sized international donor supported programs
- Strong interpersonal, oral and written communication skills
- Fluent in French or Haitian Kreyol and English (written and spoken)

Management Plan - Applicants should propose a comprehensive management plan that demonstrates the applicant's ability to effectively develop and manage a successful flagship activity that operates in both the public and private sectors, and functions in highly sensitive situations. The proposal should articulate the roles and responsibilities of all key stakeholders, and clearly differentiate the applicant's role as lead implementer and lead advocate for the project. If the Applicant proposes sub-awarded implementer(s), briefly describe the method of identifying these sub-partners indicating whether or not they have existing relationships with

these other organizations and the nature of the relationship. If the proposed management plan includes partners, the applicant should demonstrate experience leading an effective consortium.

In an annex, the applicant should:

- Include a summary staffing plan and summary organizational chart which, together, show the totality of positions proposed for all components of the implementation plan, inter-staff relationships and lines of communications.
- Include a brief narrative that helps explain the staffing plan and organization chart(s) and describes the advantages of the management approach.
- Key Personnel CVs (maximum 2 pages per person)
- Key Personnel Letters of Commitment

In the event of two or more organizations applying together, USAID prefers a well-defined prime and sub-recipient relationship. Consortiums without a clear hierarchy and delineation of authority among members are discouraged. The applicant will present its strategy to retain key personnel throughout the life of the activity (especially the Chief of Party), as well as its contingency plan in the event any of the key personnel leaves the activity.

5. Cost Application Format

The Cost Application must be submitted in a separate email from the technical application, and should contain the budget categories as shown on the SF-424A, found on www.grants.gov.

Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. NOTE: The award will not provide for the reimbursement of pre-award application costs.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.

The following sections describe the documentation that the Applicants must submit to USAID prior to award. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details to address the following:

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).

The budget should be submitted as an excel spreadsheet with all cells and formulas visible and un-locked that includes a summary budget (in US dollars) and a detailed/itemized budget (in US dollars). The budget narrative must be in Word, text accessible.

2. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program.
3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.
4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

The cost application should contain the same budget categories as shown on the SF-424A. Additionally, the applicant is required to submit the below forms and documentation.

- i. SF-424 forms (found on www.grants.gov) as follows:
 - SF-424, Application for Federal Assistance
 - SF-424A, Budget Information – Non-construction Programs
 - SF-424B, Assurances – Non-construction Programs
- ii. One page certification for each key personnel, listing:
 - Name of proposed key personnel;
 - Proposed title;
 - Proposed annual salary; and

For the prior 3 years - a list of previous employment including: annual salary or daily consulting salary (inclusive of relevant fringe such as insurance, but exclusive of travel and other allowances), number of days worked (for consultancies) or start and end date of full time employment, job title, name and address of employer, and a certification from the applicant's authorized point of contact that the candidate's salary and education information have been verified.

iii. A copy of the most recent Negotiated Indirect Cost Rate Agreement (NICRA) if the organization has such an agreement with an agency of the U.S. Government. If the organization does not have a NICRA, the following should be submitted as a substitute:

- **Reviewed financial statements** that provide the user with comfort that, based on the accountant's review, the accountant is not aware of any material modifications that should be made to the financial statements for the statements to be in conformity with the applicable financial reporting framework. During a review engagement, the Accountant obtains limited assurance that there are no material modifications that should be made to the financial statements. Therefore, the objective of a review of the financial statements is to obtain limited assurance that there are no material modifications that should be made to the financial statements. A review does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records; or other procedures ordinarily performed in an audit. The CPA issues a report stating the review was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation.
- **Audited financial statements** that provide the user with the auditor's opinion that the financial statements are presented fairly, in all material respects, in conformity with the applicable financial reporting framework. In an audit, the auditor is required by auditing standards generally accepted in the United States of America (GAAS) to obtain an understanding of the entity's internal control and assess fraud risk. The auditor also corroborates the amounts and disclosures included in the financial statements by obtaining audit evidence through inquiry, physical inspection, observation, third-party confirmations, examination, analytical procedures and other procedures. The auditor issues a report that states that the audit was conducted in accordance with GAAS, the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework. The auditor may also issue a disclaimer of opinion or an adverse opinion if appropriate).

The proposal should not include:

Compiled financial statements shall not be accepted because the Accountant does not obtain or provide any assurance that there are no material modifications that should be made to the financial statements. That is, you have no assurance that the organization is misrepresenting their costs on compiled financial statements which puts the agency at risk.

The business section of the cost application should include:

1. Required assurances, certifications and representations
2. Evidence of responsible the Agreement Officer can use to determine the Applicant:
 - a. Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;
 - b. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;
 - c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
 - d. Has a satisfactory record of integrity and business ethics; and
 - e. Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).
3. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).
4. Statutory and Regulation Certifications

The Applicant shall complete the following required certifications:

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
2. Certification Regarding Lobbying (22 CFR 227);
3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
4. Certification Regarding Terrorist Financing;
5. Certification Regarding Trafficking in Persons; and
6. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;

7. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable;
8. A completed copy of Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction;
9. Other Statements of Recipients.

The signed and dated printout must then be submitted with the application as an annex to the cost application.

The form can be found on: <https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

6. Other Submission Requirements

Dun and Bradstreet and SAM.gov Requirements

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to:

- a. Be registered in SAM before submitting its application;
- b. Provide a valid unique entity identifier in its application; and
- c. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Potential Request for Additional Documentation

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. Applicants should not submit the information below with their applications. The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:

The information submitted should substantiate:

1. Bylaws, constitution, and articles of incorporation, if applicable.
2. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been

reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official.

7. Funding Restrictions

Pursuant to 2 CFR 200.400, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200/700, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria

A Selection Committee (SC) comprised of USAID employees shall conduct a merit review of all applications received that comply with the instructions in this NFO. The evaluation will be conducted using the adjectival rating system.

Recognizing that various approaches may have merit, this NFO seeks an implementing partner that can propose cost-effective ways of implementing this program.

USAID may request clarification and/or supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussion is to be viewed as part of the evaluation process and will not be deemed by USAID or the applicants as indicative of a decision or commitment upon the part of USAID to make an award to the applicants with whom discussions are being held.

2. Review and Selection Process

A. Technical Evaluation

The criteria presented below have been tailored to the requirements of this particular NFO. Applicants will note that these criteria serve to: (a) identify the significant matters which applicants must address in their applications and (b) set the standard against which all applications will be evaluated.

Technical evaluation of applications will be based on the extent and appropriateness of proposed approaches and feasibility of achieving the identified objectives. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

<u>Technical Approach</u> The extent to which the proposed technical approach demonstrates a clear understanding of the purpose, goals objectives of the program, a strong likelihood of success in accomplishing the objectives, and a convincing approach to achieve them.
<u>Key Personnel</u> Extent to which the proposed Key Personnel convincingly demonstrate the ability to successfully and effectively implement the proposed program.
<u>Management Plan</u> The extent to which the management plan presents viable and effective solutions for potential problems, and demonstrates the applicant's ability to effectively develop and manage the activity.

B. Cost Evaluation

While cost is less important than technical and is not weighted, the cost application of the apparently successful technical application will be reviewed for cost effectiveness. Other considerations are the completeness of the application, adequacy of budget detail and

consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability, to be measured for a responsibility determination.

The application with the lowest estimated cost may not be selected if award to a higher priced technical application offers a greater overall benefit for the program. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

Cost estimates will be analyzed as part of the application evaluation process. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

2. Administrative & National Policy Requirements

2 CFR 700, 2 CFR 200, ADS 303maa, Mandatory Standard Provisions for U.S. Non-governmental Organizations, and Mandatory Standard Provisions for Non-U.S. Non-governmental Organizations are applicable.

3. Reporting Requirements.

Financial Reporting

- The recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.>). The recipient must submit a copy of the FFR at the same time to the Agreement Officer and the Agreement Officer's Representative (AOR).
- The recipient must submit the original and two copies of all final financial reports to USAID/Washington, M/CFO/CMP-LOC Unit, the Agreement Officer, and the AOR. The recipient must submit an electronic version of the final Federal Financial Form (SF-425) to U.S. Department of Health and Human Services in accordance with paragraph (a) above.
- On a quarterly basis, the AOR may require additional information related to financial accruals and pipeline of funds. This information will help to ensure that the activity has adequate pipeline to conduct its programs. These reports/forms will be submitted when requested within 30 calendar days from the end of each quarter. In addition to this, Awardee will submit accruals reports to the AOR 15 days before the end of each quarter; and should contain at a minimum the following information:
 - Total funds obligated to date by USAID into the award
 - Total funds expended to date, including a breakdown of the budget categories with additional detail to be provided upon request by the COR.
 - Pipeline (obligated funds minus expended funds)
 - Funds and time remaining in the award
 - Breakdown of expenditures by type of funding.

Performance Reporting

- **Annual Work Plans:** The work plans for all USAID/Haiti Health Office activities are aligned with the USG Fiscal Year Calendar (October 1 to September 30). The Recipient will submit its first work plan to the AOR for approval within 30 days of Award. The first work plan will cover the period from the start date of the Award until the end of the first USG Fiscal Year of the Activity – therefore the first work plan may cover less than twelve months depending on the date of Award. The AOR will provide comments within 20 working days to the Recipient and the Recipient will have 15 working days to respond and make all requested changes, after which the AOR will provide final approval within 15 working days.
 - All subsequent work plans will be submitted to the AOR no later than 1 September and will cover an entire Fiscal Year, i.e. October 1 to September 30. The AOR will provide comments within 20 working days to the Recipient and the Recipient will have 15 working days to respond and make all requested changes, after which the AOR will provide final approval within 15 working days. All work plans must be developed in cooperation with the AOR, other USAID/Haiti Health Activities, other relevant USAID/Haiti activities, donor programs, the MOH, the HPC, local leaders, beneficiary communities, and all other relevant stakeholders as designated by the AOR.
- **Activity Monitoring and Evaluation (AMEP Plan):** The Recipient will submit to the AOR a life of project AMEP Plan covering the full implementation period within 30 days of the Award (with the submission of the first workplan) that include Performance Indicators for the first year and for the Life of the Project (LOP). For all subsequent years of operation, the Recipient will modify the AMEP to align with the annual work plan, if required by the AOR. The AOR will then provide comments within 20 working days to the Recipient and the Recipient will have 15 working days to respond and make all requested changes, after which the AOR will provide final approval within 15 working days.
- **Quarterly Progress Report:** Quarterly reports will summarize the following: program highlights, achievements, and major activities; budget information; problems encountered, proposed remedial actions and impact achieved against the objectives. The Recipient shall submit an electronic copy of a performance report to the AOR. The performance reports are required to be submitted quarterly (30 calendar days after the quarter). Please refer to 2 CFR 200.328 (b) (1). Along with the quarterly progress report, the Awardee will provide one success story (*Telling Our Story*) from its program. Success stories should be no more than one page. In addition, reporting will also be done through the mission's online performance monitoring system, which is currently Dev Results.
- **Annual reports:** The annual report shall be submitted within 90 calendar days after the reporting period the end of the first full USAID fiscal year and annually thereafter for each authorized year of performance. The Annual Performance Report shall follow the same format as the quarterly report, but with additional focus on

cumulative accomplishments, progress and problems toward achievement of results, performance measures, indicators and benchmarks tied to the Annual Work Plan and the AMEP targets, for the quarter and the entire previous fiscal year, which runs from October 1-September 30.

- **Outreach and Communication Strategy:** A communication and outreach strategy shall be developed on an annual basis and incorporated as a section of the Annual Work Plan. The strategies will include the overall communication message of the program, as set forth in the Branding and Marking Plan. The annual strategies must also focus on opportunities for USG visibility through the components of the project in terms of branding and marking but also with regard to events and other direct engagements. The project offers opportunities for signing ceremonies, graduation ceremonies and engagement with the NGOs and their target audiences throughout the course of the project. The strategy must ensure the use of traditional and social media.
- **Final Program Report:** The Recipient shall submit the original and one copy to FMO, the Agreement Officer (if requested), the AOR, and to the Development Experience Clearinghouse (DEC). Submission instructions to DEC can be found at: <http://dec.usaid.gov>.
- **Short-Term Consultant Reports, Technical Briefs/Reports, Special and External Reports:** If applicable, upon completion of the services of each short-term consultant, the recipient shall submit a report to the AOR summarizing the activities, accomplishments and recommendations of the consultant. This can be either in written or verbal form as determined by the AOR. In addition, the recipient shall provide copies of all technical reports including analyses, policy recommendations, comparative studies, etc. to the AOR as these are developed.
- **Geographic Data Reporting Requirements**
 - Activity Location Data (coordinates): The Awardee shall submit Activity Location Data which indicates the geographic location(s) where an activity is implemented. If Activity Location Data exists in a Geographic Information System (GIS) data format, it shall be submitted in accordance with the Geographic Data formatting requirements outlined in the below standards. Activity Location Data shall be submitted as part of the quarterly reports.
 - Geographic Data Standards:
 - Geographic Data must be submitted in industry standard formats such as Shapefile (.shp) or GeoTIFF, or in a File Geodatabase.
 - Geographic Data must be projected to the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984). All data must use the World Geodetic System 1984 (WGS 1984) datum.
- **Closeout Plan:** Ninety (90) days prior to the end of the Agreement, the Recipient

shall submit a closeout plan to the AOR and the Acquisition and Assistance Office. The closeout plan shall include: brief program summary; brief program timeline; financial status report ; final Financial Status Report timeline; latest NICRA or indirect cost rates; anticipated balance of federal funds after expiration of the instrument; final inventory of residual non- expendable property, which was acquired or furnished under the instrument; program and activity end date; recipient responsibilities during phase out; Subawardees and/or partnership phase out; status of all program audit reports per the instrument's provisions; final audit report timeline; final report timeline; personnel phase-out timeline; personnel phase-out plan; and job descriptions for personnel anticipated to serve during the closeout phase.

Development Experience Clearinghouse Requirements

The Recipient shall be required to submit any technical reports produced under this program, in English, to USAID's Development Experience Clearinghouse (DEC) according to the instructions found at <https://dec.usaid.gov/dec/content/submit.aspx>

Foreign Tax Reports

Foreign Tax Reports: Standard report will be issued for each Fiscal Year and delivered prior to April 16th of each year.

Branding & Marking:

The apparently successful applicant will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer within 30 days of the award. A Branding Implementation Strategy and Marking Plan must be in accordance with USAID Branding and Marking Plan as required per ADS 320 at the following link: <http://www.usaid.gov/policy/ads/300/>. See 2 CFR 700.16 or, for non-U.S. organizations, see the provision entitled "Marking and Public Communications Under USAID-Funded Assistance".

The Recipient must comply with the requirements of the USAID "Graphic Standards Manual" available at www.usaid.gov/branding, or any successor branding policy.

Environmental Compliance

This project is expected to have a minimal impact on the environment given its focus on electronic systems. However, the Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that UASID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in the Code of Federal Regulations (22 CFR 216) and in USAID's [Automated Directives System](#) Parts 201.3.3.12 and 204, which, in part, require the identification of potential environmental impacts from USAID-financed activities prior to a final decision and the adoption of appropriate environmental safeguards for all activities. In addition, the recipient of this Award must adhere to the following:

1. The implementer must comply with host country environmental regulations unless otherwise directed in writing by USAID. In the case of conflict between host country and USAID regulations, the latter shall govern.
2. No activity funded under this contract will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”
3. As part of its initial Work Plan, and all Annual Work Plans thereafter, the implementer, in collaboration with the USAID Cognizant Technical Officer and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this contract to determine if they are within the scope of the approved Regulation 216 environmental documentation.
4. If the contractor plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
5. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.
6. In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

The Point of Contact for questions is Sandra Ricot. Questions should be submitted via email to sricot@usaid.gov, with a copy to mbutler@usaid.gov by the deadline on the cover page of this NFO.

[END OF SECTION G]

SECTION H—OTHER INFORMATION

1. Funding

USAID reserves the right to fund any or none of the applications submitted.

2. DevResults Haiti

Per ADS 203.3.3.1, the Mission has established and manages a web-based performance monitoring information management system called “DevResults Haiti,” to which designated USAID Staff and all implementing partners are required to submit performance results each quarter. DevResults Haiti serves as a repository for all Mission-related performance indicators at the strategy, project, and activity/implementing mechanism (IM) levels. Indicator information includes, but may not be limited to, indicator definition, baseline values and time frames, targets and rationales for targets, and actual values. All USAID/Haiti implementing partners must assign a Point of Contact (POC) who will be responsible for ensuring that project information is entered into the DevResults Haiti reporting system. The POC shall be the partner’s COP, DCOP, M&E Manager or other staff designated with performance reporting oversight.

Monitoring and evaluation data shall be directly entered into the system by Partners and then USAID A/CORs validate or reject the data. A/CORs will receive a notice (via email and in their DevResults Haiti in-box) once data is entered and submitted by Partners for review. The data in DevResults Haiti is dynamic and will be updated as baselines are measured, actuals are collected, and whenever changes are made to performance indicators. All changes are documented with a timestamp and name to ensure traceability. Indicator data, which may come from implementing partners as well as through primary data collection or secondary sources, must be entered regularly and directly into DevResultsHaiti by implementing partners. Partner Users can login to DevResults Haiti from any computer (including non-USG computers), as it is a web-based system and not a program installed on a computer.

The below information is helpful in understanding the M&E track in DevResults Haiti:

- For every activity, partners are responsible for finalizing, in coordination with and approval by their A/COR, their M&E Plans in Word with indicators clearly defined and listed in an Excel table then load it into DevResults. After final approval of the M&E Plan, Partners will create their M&E plan in DevResults Haiti with assistance from USAID staff including M&E specialists and A/CORs using the indicators identified in the approved M&E Plan. A/CORs and partners then report on indicator progress directly into the system;
- Indicators are coded in DevResults Haiti. All indicators are given a code and attached to the Mission’s Results Framework. For example, a standard PPR indicator will be attached to the corresponding F Framework code; non-PPR Indicators must still be coded and attached to the Mission’s Results Framework; Feed the Future (FtF) indicators will correspond to the FtF Framework code; etc.;
- A/COR validates data entered by partners.

DevResults Haiti can be accessed at the following website: <https://ht.devresults.com/>

Please refer to the DevResults Haiti Help Site <http://help.devresults.com/home> for detailed instructions and for more information. Please follow the link below for an instructional video overview of the Partner Reporting Process: <http://www.youtube.com/watch?v=zR4qPldCCew>.

[END OF SECTION H]

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