

**ICH APS Pre-Submission Conference Webinar
Question and Answer Transcript
June 16, 2016**

The recording of the webinar can be found at the following link: <https://ghpod.adobeconnect.com/p3iy4r34h8v/>.

Please note: this transcript has been edited for clarity.

1. What is the definition of CHW?

Answer: Found on Page 4 of the program description – “community health workers may be full time, paid, with formal pre-service training or volunteer, part time workers”

2. Will it be possible to see additional funding for the same project from Missions?

Answer: Yes, we obviously can’t promise that but we hope that it would occur. It depends on how successful the program is. We would anticipate that for a successful program, the missions would be interested in providing funding to extend and that is something we have the authority to do, especially at these dollar amounts. We have a lot more flexibility than we would on larger programs.

3. Will the presentation slide be available after the webinar?

Answer: Yes, as well as the video of this entire webinar.

4. Does consultation with USAID and UNICEF country offices need to occur prior to June 30th?

Answer: We do recommend that a discussion of country level priorities take place with both USAID and UNICEF country offices so that applicants are able to demonstrate how they are aligning with these priorities within the country settings UNICEF is keen to see activities aligned with the plans of the UNICEF country offices and the USAID mission. Many of you may already aware of those plans. We know it’s a very short time period, especially for the Addendum, but where you can consult UNICEF country offices, and that would be appreciated.

5. Does applying for the general APS limit an organization from applying for specific Addenda?

Answer: No, not necessarily although as we previously mentioned, you cannot submit the same concept paper under the APS and the Addendum.

6. Will there be additional addendums requested during the first window?

Answer: At this point we are unclear if and when additional Addenda will be issued. That’s going to be based on specific needs that are identified and mission goals so the answer is, perhaps. Future addenda will be issued based on emerging needs and available funding.

7. Are Submissions to the general APS also limited to one country, or can APS concepts be multi-country/regional/global in scope?

Answer: The limitations are not to a single country. You can focus on multiple countries or at a regional level. If there are meaningful ways to connect global to country level, that is fine as well. But as we mentioned in our opening remarks, we would like for this investment to support country level acceleration strategies. Therefore, if you plan to work in more than one country, you have to show how you are liaising and supporting in-country stakeholders in the other countries as well. So it's really up to applicants how they would like to use the available resources and how their project design is poised to contribute to the scope of this overall investment, which focuses on integrating and expanding a range of community health approaches to contribute to national frameworks and acceleration strategies. While this flexibility is provided to applicants, USAID and UNICEF recommend that applicants respond to the needs of in-country decision-makers and planners.

8. For the addendum, do all sub-grantees have to be named at the concept note stage (OAA)

Answer: The short answer is no, they do not. However at the concept note stage, you should include enough information to demonstrate the approach that you have, but all sub-grantees do not need to be named in the concept note.

9. Page 11 of the Addendum states: "Applicants must leverage non-USG resources on at least a 1:1 basis", please confirm whether it is required or encouraged.

Answer: The question references the Addendum. Under the Addendum, leverage is required if you fall under Category 2. Category 2 is essentially the non-local applicants, but please note that local organizations are also eligible to apply in Category 2. The definition is a little more involved than that and is found in the Addendum. If you are under Category 2, leverage is required on a 1:1 basis under the Addendum.

10. Please clarify the difference between the 25% cost share and the 1:1 resources leverage requirement

Answer: Under the Addendum, which I am guessing this question is related to the 25% cost share may be applied to the 1:1 resource leverage however the 1:1 resource leverage would not be required if you are eligible to apply under Category 1. It would only be required if you are eligible to apply under Category 2.

11. Once the addendum concept paper is submitted, what is the timeline of the full application proposal submission and then the funding decisions?

Answer: Under the Addendum, we anticipate awarding the cooperative agreements in September or October of this year. However, when we will be requesting the full applications may vary based of when we receive the concept notes and how quickly we can have them reviewed and liaise with our teams at UNICEF and USAID. September or October is the goal for the award.

12. Can something be counted as BOTH 25% non USG contribution and leverage?

Answer: Yes. I'm guessing the contribution is referencing the cost share. The cost share can be counted toward the leverage component.

13. How much of a grant should go to planning/direct work with governments to improve plans, policies, etc. and how much should go to on-the-ground implementation to demonstrate what works? i.e. what % of a grant can/should go to each area?

Answer: If you remember the slide that I showed you in terms of what USAID was investing in, it consisted of operationalizing any gaps to support sustaining and scaling up proven or promising approaches and other types of inputs you are able to make to further those approaches within the system such as building local capacity, further advocacy work etc. This investment focus is not about demonstrating what works on a small scale, but a bigger think around working with evidence and experience around proven or promising approaches and demonstrating how they may be sustained and scaled within the system. Having said this, it really depends on what your in-country stakeholders need in terms of this information and what they are committing to. It is up to applicants to determine the various phases and associated LOEs in their projects and how this is poised to contribute to the overall purpose and goal of this investment. We are providing to you illustrative inputs USAID is poised to support and ultimately we would like to see how you are contributing to a bigger think around giving more momentum to these approaches within the system and building on evidence and experience rather than showing that an innovative approaches works in a small project area.

14. Do you recommend submitting a letter of support from the host country government MOH?

Answer: At the concept stage, I would say no. At the application stage, yes. If you do reference a letter of support in the concept note, which you may reference if integral to your approach, we will expect to see the actual letter of support in the application.

15. Please clarify the “only one concept per applicant”. Would you consider one applicant per country office of the organization?

Answer: That would be a “It depends” type of response. I think it just depends on the organization set up of the country office. If it's a separate legal entity, then they would be fine. But if it's just a country office registered to the same organization, then it would not be fine.

16. Please confirm that an award from UNICEF or another UN Agency for related and ongoing work counts as cost share?

Answer: As UNICEF is a partner on this opportunity, an award from UNICEF cannot count towards cost share or leverage. This would not apply to other UN Agencies. If the question is related to an existing award, then it would not count as cost share or leverage for this award. If they were to obtain new resources as a result of trying to apply for this, then that would count as cost share or leverage.

17. Would USAID/UNICEF consider an extension to the deadline for submission to the addendum?

Answer: No. Sorry, we are trying to get through this process as quickly as possible. We can't consider an extension.

18. Do we have to demonstrate 4 years of leverage commitment up front, or is current year 1 leverage sufficient as proof and expectation for years 2-4.

Answer: So traditionally the agency has required an applicant to demonstrate that over the course of four years they will be able to leverage the amount of resources required to meet the 1:1 requirement. So the commitment needs to be demonstrated from the outset, typically, however the actual provision of the resources can happen over time. So a brief example, you might have a company that is willing to engage in your effort and they may be willing to contribute \$1 million worth of both cash and other types of in-kind contributions, perhaps software, or technology, or licensing. They commit to that from the outset, but they might not actually have to provide the cash or the software or technology or license until certain points in the effort over the course of the four years. That can be spread out, done up front, it can be done after year 1 when certain groundwork is put into place, etc. That's something that can be determined on a case-by-case basis, but at the outset, we at least need to see that there is this commitment by these entities. That's the way we typically approach it.

I could just ask you to elaborate on what are acceptable formats for demonstrating the overall commitment. Would that be through a letter of commitment or support submitted as a part of the application?

Answer: Yes, traditionally we have required a letter of support from the entity that is making the contribution and we typically ask that those letters explain how the entity sees itself being involved or engaged in the effort. Why it is making the contribution? To what end? How it is part of the effort? And again, this goes back to our discussion earlier in the presentation about really focusing on finding the right partners to collaborate with in order to achieve the objectives. If you do that, typically the letters of support and actual resources themselves come pretty naturally.

19. Do you mean that any existing work would not count as cost-share? Only new programming that comes about as a function of this addendum would be approved as leveraged resources?

Answer: It is important to point out that cost share is not necessarily the same as leverage. Cost share can count toward leverage but they are not necessarily the same thing. And no, existing work would not count toward cost share. Cost share funds or resources from the organization or other resource partners.

And I would add to that, with regard to leverage it's the same thing. We are looking for resources that are being mobilized and committed to as a consequence or the actual engagement on this effort. It's not something that the entity was already planning to do and has been long doing. It should be something that is coming about by virtue of this collaboration.

I think for maximum clarification, because we do mention existing program platforms in our procurement document in the Annual Program Statement and the Addendum, if you could talk a little bit about the in-kind contributions for cost share and leverage, that may be helpful. We need to keep in mind that there are different types of platforms that exist into which a community focus can be integrated and UNICEF is a collaborator on this procurement, so there are some parameters around what is counted and what's not, but I'll let you take it from there in terms of clarifying the in-kind contributions.

The key is not that it is existing, it's that it will be used in some way going forward that is going to be new to or merged from the collaboration. So we've had various partnerships over the years at the agency where there might be an existing platform but it's the fact that they look at how the platform can be applied in this particular instance and that is it's new territory. It doesn't have to be new in terms of changing the platform but if it is new in terms of the target communities that are going to be served, it will be new in terms of the level of resources or the approach that will be taken etc. In that situation, you may have standing assets that are out there in the field in this technical sector that can be drawn upon, but whether the use of those will count as leverage resources is a function of them having some sort of newness, something additional relative to how they have been used to date. The other thing is there is a valuation issue, right. So if a platform is being used, you have to think about if this platform is going to be used in this way, how do we value that. So if somebody, for example was paying for this platform to be used in this way, what would be a fair price to charge somebody to use it so to speak. And that can be part of your valuation of that particular contribution, that in-kind contribution. With regard to in-kind contributions more broadly, as I mentioned before, there are a variety of forms they could take and if people have specific questions around whether something would "count", as an in-kind contribution. But in general, when you are thinking about things like technology, licensing, software, equipment, those have traditionally been counted, so long as they have the impact and value proposition that's appealing to the agency. But other types of assets can also be used provided that they are used in a way that we see the delta, if you will, and how they are being used as a consequence of the collaboration.

20. Does the letter of commitment for leverage need to be available for the concept paper phase?

Answer: At the concept paper stage, a letter of commitment is not required. It's just a narrative describing the proposed leverage. That is listed on Page 20 of the Addendum, which lists the cost requirements at the concept paper stage.

21. So we need to get new funding committed from now until June 30th?

Answer: If the question is, do you need to have the commitment from someone by June 30th when you apply, then yes. The money doesn't necessarily have to be committed but there needs to be a commitment, as explained earlier, if you are applying under the Addendum, which has a deadline of June 30th.

I would like to add that building on what was stated earlier, with this investment and the leverage requirement, we are encouraging not only cash resources (from private sector or other

organizations) but also a range of potential in-kind resources as described in the APS/Addendum. This is a “newer” area of leveraging so if you have additional questions, please feel free to send those in and we can try to address them before the deadline.

We are talking about all non-USG resources so you are looking across a whole range of institutions; governmental, non-governmental, private sector, for-profit, non-profit etc. In this particular APS, leverage is referring to any resources, so long as they are not USG, so that gives you a broader community of folks to draw upon. So hopefully, that will help.

22. If part or most of the leverage would come from a govt entity, but the govt would not provide a letter of commitment, what could be submitted?

Answer: That’s a fine question. If the government is not in a position to provide a letter of commitment, especially if there is a good faith and reliable commitment in play for a concept that is being submitted, maybe we can get back to folks with an answer on that within a day or two.

Chris-If the concept paper is determined to be sufficiently meritorious, we could then discuss how the commitment could be demonstrated via a government partner for the full application.

23. Does operations research play a role in either the APS or the Addendum?

Answer: For both the APS and the Addendum, we have a section, which is called “Guiding Principles for Monitoring, Evaluation, and Learning”. This guidance encompasses a range of methods, we are asking applicants to focus on the most appropriate, given what the needs of in country stakeholders are and the applicants project design. So please review this guidance. The Monitoring and Evaluation parameters are broad. They include implementation research as an example, but we are not advocating for a particular method or approach to Monitoring, Evaluation and Learning.

24. Where would we submit future questions?

Answer: The same email address, which is ICH-APS@usaid.gov. That is also contained within the APS and Addendum.

25. Was this recorded for future reference?

Answer: This was recorded for future reference and will be made available. We will also be posting it on grants.gov, so the same place that you found the APS and the Addendum. It will also be there. The same with the slides.

26. Can Ken provide a link to a deeper explanation of leverage and how to properly document?

Answer: We can certainly provide a link to some material.

27. Can you tell us when the slides will be available?

Answer: By tomorrow. We will post them on grants.gov.