

Tanzania Malaria Surveillance and Monitoring (TMSM)

(TMSM) RFA No: 72062118RFA00001

QUESTIONS	ANSWER
SECTION II: A. FEDERAL AWARD INFORMATION	
1) In the table on page 12, it outlines estimated funding by year to the following categories, “Entomological Monitoring”, “Surveillance”, “Drug Efficacy Monitoring”, “Zanzibar Malaria Elimination Program”, and “National Malaria Control Program”. a. Can USAID clarify whether the last two categories, “Zanzibar Malaria Elimination Program” and “National Malaria Control Program” are funds estimated for Result Area 4, GOT’s evidence-based decision-making is improved or if this is some sort of pass-through mechanism to the GOT programs themselves. b. Furthermore, if it is a pass-through mechanism, under which category are the estimated funds to achieve Result Area 4, GOT’s evidence-based decision-making is improved?	a. USAID is open to a variety of approaches, including providing funding to GOT entities. These are pass through funds to support agreed on activities that represent program gaps or new opportunities that NMCP, PMI and the recipient agree to support each year as per the annual MOP planning exercise. b. GOT evidenced based decision-making is viewed as a cross cutting capacity that will support decision-making using data from entomological monitoring, surveillance, and drug efficacy monitoring. Thus Result Area 4 could be funded across the other results.
2) What resources from NMCP, ZAMEP will be available for strengthening/technical support (e.g. staff attendance to meetings and workshops, space for consultants)?	Applicants will need to negotiate with the Government of Tanzania (GOT) to identify the type of support they will provide.
3) Currently therapeutic efficacy studies (TES) is implemented with USAID funding through USAID Boresha Afya which is a five year project started in 2016. Could USAID clarify how this project (TMSM) is expected to support this same activity or how will the two projects are expected to collaborate on this?	The TES is conducted annually in Tanzania. Boresha Afya will have no role in the TES after September 30, 2018. The TMSM will have full responsibility for the TES beginning October 1, 2018.
SECTION IV: APPLICATION AND SUBMISSION INFORMATION	
4) Page 19, Section C of the NOFO instructs applicants to submit the technical and cost applications in both Word and PDF, as well as excel for the budget. Given components of each	Yes, the components of the application requiring signatures may be submitted in PDF only, eg. NICRAs, letters of commitment, certifications and assurances, etc. The NOFO is updated accordingly.

application have signature pages in PDF only, could we provide certain components with signature pages-- letters of commitment, certifications & assurances, NICRA, and personnel/travel policies—in PDF only?	
5) Would USAID accept a 8-9 font size for tables, charts, figures, and references/citations as long as it legible?	Yes, lower font sizes are acceptable only for tables, charts, figures, references/citations within the technical application provided they are legible.
6) Could USAID please confirm that a references and citations list will not count toward the page limit?	References and citations lists will count towards the page limit. Applicants may opt to use footnotes in lieu of separate reference and citation pages.
7) Is the applicant allowed to present tables in 10-point font in the technical application?	Yes, lower font sizes are acceptable only for tables, charts, figures, references/citations within the technical application provided they are legible.
8) Could USAID please confirm the required cost and financial documentation that sub-recipients need to submit under the cost section?	Applicants are required to submit the following cost and financial documents for their proposed sub-recipients: the budget and budget narratives as stated in Section IV-E page 23 to 26 of the NOFO; and copy of the latest Negotiated Indirect Cost Rate Agreement NICRA (if applicable).
9) Per pages 20-21, is the management plan 8 pages?	Yes. Management and staffing approach should be no more than 8 pages.
10) On page 20, Section D, the NOFO states, “The application must not exceed 30 pages, excluding annexes, cover page, table of contents, and acronym list. Any pages in excess of 30 pages will not be reviewed by USAID.” However, later on the page it states, “(iv) Technical Approach – Applicants must submit a narrative of no more than 20 pages that describes the technical approach to achieving the objectives/expected results outlined in the program description.” a. Please clarify if the 30 pages specified include 20 pages for the Technical Approach, 2 pages for the executive summary, and the remaining 8 pages for the Management and Staffing Approach. b. The NOFO does not call for past performance or a capability statement as part of the technical body of the proposal. Is this intentional or should the remaining 8 pages be used for management, staffing, and past performance?	a) USAID confirms that the 30 pages specified on section IV-D under Technical Application Format does include 20 pages for the Technical Approach, 2 Pages for the executive summary and 8 pages for the Management and Staffing Approach. b) Applicants are required to complete the Past Performance Information sheet on Appendix B of the NOFO and submit as part of the cost application.

11) On page 21, Section D(v)iii, Management and Staffing Approach, the NOFO states that the Applicant must include “approach to staffing and recruitment, including plans for using Volunteers for Prosperity in accordance with Executive Orders 13317 and 131418”. According to an online search, the USAID funded Volunteers for Prosperity program ended in 2012. Please clarify this requirement.	The requirement to use highly skilled US. Volunteer is in effect although USAID’s Volunteers for Prosperity program ended. The NOFO Sections IV and V are updated accordingly.
12) Should the applicant submit the staffing annex via grants.gov and via email or just via email?	Submissions in response to the “Management and Staffing Approach” in Section IV of the NOFO should be submitted via grants.gov and email. However, the submission relating to the Key Personnel required to be submitted 7 days prior to application due date, should be submitted only by e-mail.
13) Page 22 of the NOFO states, “The <u>Key Personnel Annex</u> must be submitted seven calendar days prior to the due date of the full application, applicants must submit a key personnel annex proposing two key personnel positions to be included in the award and describe how the proposed personnel will contribute holistically to both technical and administrative needs of this activity. <u>In a separate annex</u>, Applicants must include a position description with minimum requirements for each key personnel, CV not to exceed two pages each, a list of three references not associated with the applicant organization, and signed LOCs from the proposed candidates.” a. It would appear that two annexes are required for key personnel information. If so, please clarify the requirements of each annex. b. Is the “Key Personnel Annex” to include the two key personnel positions outlined in the NOFO, specifically the COP and DFA roles, or are applicants meant to name two additional roles we would recommend as key and describe how these roles would contribute to technical and administrative needs? c. Are both of the described Key Personnel annexes due January 31, or only the annex describing roles and responsibilities? d. If the Key Personnel Annex is to	Applicants are required to propose 2 key personnel for the Chief of Party (COP) and Finance and Administration Director positions under the award. The following information on proposed key personnel should be submitted 7 calendar days prior to the submission due date of the full application: • A description of how the proposed key personnel will contribute holistically to both the technical and administrative needs of the activity; and • Position Description for each of the two Key Personnel and CV not to exceed two pages for each with three references (either within the CV or on a separate sheet) not associated with the applicant’s organization and signed Letters of Commitment from proposed candidates. No additional key personnel positions are required. The NOFO is updated accordingly.

recommend two new key positions, should the “separate annex” referenced above include the position description, CV, references, and signed LOC for <i>all</i> key personnel including those named by the contractor (in addition to the COP and Director of Finance and Administration)? e. Are references to be included within the 2-page CV, or can they be submitted on a separate page?	
14) Page 22, Section E. Please clarify if personnel and travel policies are required only from applicants who do not have previous USAID experience.	The personnel and travel policies are required from all applicants.
15) On page 26, Section E, the NOFO requires that Past Performance Information be submitted as part of the Cost Application. This type of information is typically included as part of the Technical Application. Please clarify whether this should form part of the Cost Application or be included as an annex to the Technical Application.	The Past Performance Information (PPI) should be submitted as part of the Cost Application.
16) On page 28 it states, “Recipients will not purchase insecticide treated nets, test kits, or malaria treatment medicines.” Can USAID confirm that the costs of microscopy are allowed under this award and that antimalarial drugs used for the purposes of therapeutic efficacy studies (TES), not solely treatment, are also allowed?	Recipients will not purchase insecticide treated nets, malaria test kits, microscopy services, or malaria treatment medicines. Recent TES activities have used Government of Tanzania commodities and services.
17) On page 22 of the RFA it states: <i>“The Key Personnel Annex must be submitted seven calendar days prior to the due date of the full application, applicants must submit a key personnel annex proposing two key personnel positions to be included in the award and describe how the proposed personnel will contribute holistically to both technical and administrative needs of this activity.”</i> Please confirm that a) a Chief of Party and Finance and Administration Director are to be the two proposed key personnel positions as stated on page 30 of the RFA and b) CVs and other back-up documentation are not required in this annex.	Applicants are required to propose 2 key personnel for the Chief of Party (COP) and Finance and Administration Director positions under the award. The following information on proposed key personnel should be submitted 7 calendar days prior to the submission due date of the full application: • A description of how the proposed key personnel will contribute holistically to both the technical and administrative needs of the activity; and • Position Description for each of the two Key Personnel and CV not to exceed two pages for each with three references (either within the CV or on a separate sheet) not associated with the applicant’s organization and signed Letters of Commitment from proposed candidates. No additional key personnel positions are required. The NOFO is updated accordingly.
18) On page 22 of the RFA it states: <i>“In a</i>	a) Only one Key Personnel annex and it is due 7

<i>separate annex, Applicants must include a position description with minimum requirements for each key personnel, CV not to exceed two pages each, a list of three (3) references (at least one superior, subordinate, and peer) not associated with the applicant organization, and signed commitment letters from the proposed candidates.” Please confirm that a) this is a separate annex from the Key Personnel annex and is not due seven calendar days prior to the due date of the full proposal; b) the applicant should propose alternate minimum requirements from the ones listed on page 30 and 31 of the RFA.</i>	calendar days before the application due date. The NOFO has been updated to reflect this. b) The applicant should include a Program Description (PD) that at least meets the minimum requirements in the NOFO.
19) Page 22 of the RFA states the application must not exceed 30 pages. Given the technical approach is 20 pages (per page 20) and the executive summary is two pages, please confirm that the management and staffing approach should be no more than 8 pages.	Yes. Management and staffing approach should be no more than 8 pages.
20) Does USAID require a specific organizational capacity section in the technical application?	No. USAID does not require a specific organizational capacity section in the technical application.
21) From the Technical Application Format instructions on pages 20&21, can USAID confirm that the Management and Staffing Approach section submitted with the Technical Approach should be no more than 8 pages, as the application total limit is 30 pages, of which 20 pages can be dedicated to the Technical Approach and two pages to the Executive Summary?	Yes, the management and staffing approach should be no more than 8 pages.
22) From the Technical Application Format instructions on page 20, can USAID please clarify the requirement for the cover page: “(D.(i).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.”: ○ Does this requirement correspond to Applicant’s signatory authority for applications or for major contributors to the application’s development?	The requirement relates to the Applicant’s point(s) of contact or signatory authority.
23) On p. 21 under (v) Management and Staffing Approach, what key personnel information should be included in this section of the proposal? In addition are key personnel considered different from “critical staff members?”	Please see NOFO Section IV-D(v), page 22, and V-B.2.2, page 30 for key personnel requirements. Key personnel relate to only the 2 positions required under Section II-C (Substantial Involvement) of the NOFO. These are positions considered essential to the

	successful implementation of the activity, while the critical staff members are core personnel that an Applicant considers necessary for the success of the project based on the Applicant's approach.
24) Referring to the text on p22, please clarify if Key Personnel information is to be included in two annexes. ○ A Key Personnel Annex submitted seven calendar days in advance of the full application due date in which the applicant includes "a key personnel annex proposing two key personnel positions to be included in the award and describe how the proposed personnel will contribute holistically to both technical and administrative needs of this activity." ○ At the same time, this section states that in a separate annex the Applicant should also include job descriptions, CVs, references, and letters of commitment from the key personnel candidates.	Only one annex is required and the NOFO was updated to clarify.
25) Will USAID be willing to consider increasing the page limit for the Monitoring, Evaluation and Learning Annex?	Yes. We will allow up to 6 pages. The NOFO is updated accordingly.
26) Would USAID consider extending the award to five years and increasing the ceiling of the award to maximize economies of scale and investments to be done under TMSM?	At this time USAID/Tanzania is not prepared to make this change.
27) How does USAID wish applicants to submit the Key Personnel Annex? Via (usaidthco@usaid.gov) or through Grants.gov Workspace?	The Key Personnel information should be submitted to usaidthco@usaid.gov and the points of contact listed in Section IV, page 17 of the NOFO.
28) Page 23 of the RFA states that "Each Application, either technical or cost, should consist of only one file in Microsoft Word comprising the complete application, plus one file in PDF comprising the complete application. In the case of the Cost Application, in addition to the MS Word and PDF files, the electronic submission must also include a budget in a non-protected MS Excel file." Certain documents from the applicant will require signatures or may only exist in PDF form. For that reason, may applicants have the flexibility to submit some forms in PDF if that is the proper format for the document?	Yes, the components of the application requiring signatures may be submitted in PDF only, eg. NICRAs, letters of commitment, certifications and assurances, etc. The NOFO is updated accordingly.

29) Per the instructions on page 26, as a large USAID implementer with a long history of USAID project implementation, our organization has implemented many malaria and surveillance related programs and thus have extensive experience in this field. To streamline USAID's review and evaluation of our experience, would USAID prefer that we provide PPIs for the 5 most relevant programs our has implemented in the last 3 years?	In accordance with the NOFO, past performance information is required for all similar or related programs performed in the past 3 years.
30) Could USAID please clarify whether past performance information should be provided for the applicant only or also for all consortium partners (that would carry out a scope of work equivalent to 20% or greater of the budget)? If for consortium partners as well, please clarify the parameters of the types of awards to include and the timeframe from which to source the awards.	Past performance information is only required for prime applicants.
31) Please confirm if PPI information be included as an annex and will be excluded from the 30 page limit?	The PPI information should be included as part of the cost application.
32) The RFA states that “the MEL plan, including data collection approach and calculation methods, should be included in a table format with notes.” Does this imply that the entire 4-page MEL plan in the MEL annex should only be in a table format? Would USAID accept a MEL plan in paragraph format along with a list of indicators in table format?	No, the applicant can use a combination of text and tables that seems most appropriate to concisely and clearly present the MEL plan.
SECTION V: APPLICATION REVIEW INFORMATION	
33) Page 29 of the RFA indicates the following “A breakdown of all costs according to each partner organization, contract or sub/awardee involved in the program should be provided.” However, page 27 states that only “Individual sub-awards with a value equal to more than \$500,000 proposed as part of application must include the same cost element break-downs in their budget as applicable.” Should offerors follow the instructions on page 27 and only provide the full cost element break-down for proposed sub-awardees more than \$500,000.	Please adhere to the instruction on Section IV-E, page 23 which requires for Individual sub-awards valued above \$500,000, proposed as part of the application to include the same cost element break-downs in their budget as the prime applicant.
34) On page 30, USAID references working with the Volunteers for Prosperity program as part of the program staffing. It seems that the program has	The requirement to use highly skilled US. Volunteer is in effect although USAID’s Volunteers for Prosperity program ended.

been disbanded. Should the applicant propose to work with volunteers from other organizations such as Global Giving?	The NOFO Sections IV and V are updated accordingly.
SECTION VI: FEDERAL AWARD ADMINISTRATION INFORMATION	
35) Page 38 of the RFA references an annual entomological survey which will be created as part of achieving “Result 3 – Drug Efficacy Monitoring is Improved.” Could USAID confirm which Result area the entomological survey will fall under, as it seems more appropriate under “Result 2 – Entomological monitoring is improved.”	Yes we confirm the reviewer’s interpretation. Page 38 should read: “Annual entomological survey - The Recipient will provide to USAID an annual entomological survey created as part of achieving Result 2 – Entomological Monitoring is Improved” The NOFO is updated accordingly.
36) Page 37 of the RFA sites RAA26 “Contract Provision for DBA Insurance Under Recipient Procurements (December 2016)” as applicable to this assistance award. Please clarify if applicants should include DBA insurance in the budget.	Yes. DBA insurance should be included in the budget in accordance with the guidance in the standard provision.
37) Page 39 of the NOFO states the Recipient’s activity MEL plan should include indicators, “as identified in the USAID/Tanzania’s PMP and Project MEL Plan”. a. We are unable to access USAID/Tanzania’s PMP and Project MEL Plan; could this document be shared with bidders? b. If the document is not publicly available, can USAID clarify which indicators from these documents are currently tracked and reported on?	The USAID/Tanzania’s PMP and CHSD Project MEL Plan are now downloaded on the Grants.gov web site. https://www.grants.gov/web/grants/search-grants.html?keywords=tmsm
APPENDIX B: PAST PERFORMANCE INFORMATION	
38) Could USAID please confirm if past performance information is required for all contracts, grants or cooperative agreements involving similar or related programs during the past three years as part of only the Cost Application or if any past performance information should be included as an annex to the technical application?	The past performance information should be submitted as part of the cost application.
39) Would USAID consider requesting past performance information as part of the proposal application per annex B “Past Performance Information (PPI)” and adding it to the review criteria?	No. Past performance is not part of the review criteria. However, this will form part of the pre-award risk assessment of the apparent successful applicant.

APPENDIX C: TAX AND DUTY TIPS FOR IMPLEMENTING PARTNERS	
40) Based on Appendix C (pages 60-61) the applicant is under the impression that all VAT taxes will be waived on a case by case basis through “tax relief application[s]” as detailed on page 64 of the NOFO. The implementer wanted to clarify the following two points regarding this: a. Should the implementer seek waivers for VAT on in-country procurement as opposed to paying VAT and then seeking reimbursement from USAID? b. Should the implementer budget for VAT in the event that the GOT does not honor a tax relief application or would USAID reimburse that cost outside of the IP’s program budget?	a. USAID is exempt from payment of host country taxes. However given the current host-country requirement, the recipient will be required to pay host country VAT and seek reimbursement from the Tanzania Revenue Authority. b. USAID will not reimburse costs related to VAT outside of the Implementing Partner’s (IP’s) budget. Applicants should forecast costs in the way the applicant normally does.
GENERAL QUESTIONS	
41) Will the applicant need to provide a sub-grant to and/or procure equipment and supplies to be used by a government agency so that the latter can implement TSM activities?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
42) The RFA doesn’t include end-of-project objectives or targets. Please confirm that the Applicant is free to propose these targets. If in agreement, please provide guidance on the major priorities that the Applicant should include in its statement of objectives.	The Applicant is free to propose end-of-project targets. Using the NOFO as a guide, it is the Applicant's responsibility to determine what should be included in a statement of objectives.
43) Would USAID consider additional annexes if the applicant were to include them?	No. Additional annexes will not be reviewed.
44) Will USAID confirm that local institutions should enter into exclusive agreement with bidders?	This arrangement is not prohibited but it is discouraged.
45) Given the mobile phone penetration rates of 74% in Tanzania, does USAID see mobile phones as an effective and complementary behavior change communication channel through which to engage the Tanzania Malaria Surveillance & Monitoring target populations?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
46) Will USAID consider the use of digital and mobile technology for data collection related to Tanzania Malaria Surveillance & Monitoring and evaluation and quality assurance activities?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.

47) Will USAID look favorably upon an articulated mobile & digital technology strategy in proposals that respond to the Tanzania Malaria Surveillance & Monitoring solicitation?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
48) Will USAID consider the use of digital and mobile technology for data collection related to Malaria Surveillance & Monitoring, M&E and quality assurance activities?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
49) Will USAID look favorably upon an articulated mobile & digital technology strategy in proposals that respond to the Malaria Surveillance & Monitoring solicitation?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
50) Is USAID planning to secure government endorsement of mobile technology solutions within this program? If so, how?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
51) Other than Zanzibar, what are the other priority regions of Tanzania that the Malaria Surveillance & Monitoring solicitation will be focusing on?	The Recipient will work with NMCP, PMI and partners to determine the geographic scope of activities included under the four Result areas.
52) How is USAID hoping to leverage existing mobile and digital solutions in Tanzania, for the purposes of the Malaria Surveillance & Monitoring solicitation?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.
53) Would USAID be open to the incorporation of mobile & digital technology approaches as part of the technical capacity strengthening of project stakeholders?	Applicants must propose the approach that the applicant believes will achieve the objectives outlined in the NOFO.