

USAID 4TheChild

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REQUEST FOR PROPOSAL (RFP) #02 USAID 4TheChild

AWARD NO: 72061521CA00008

Issuance Date: Friday 29th July 2022
Closing Date/Time: Sunday 14th August 2022, 5.00 pm

For Local Implementing Partners (LIPs) to support *“increased use of quality county-led health and social services for targeted children and adolescents in Siaya County, Kenya.”*

Dear Prospective Applicant:

Moi University College of Health Sciences (hereinafter referred to as “MUCHS”), under the **USAID 4TheChild Cooperative Agreement No: 72061521CA00008**, is issuing a **Request for Proposals (RFP) No 2** to support increased access to quality health and social services for orphans and vulnerable children (OVC) and their families in Siaya County in Kenya. MUCHS is pleased to invite interested and qualified community/faith-based organizations with a presence in Siaya County to apply for funding under the conditions stipulated in this RFP-02.

Applications must be submitted **electronically by email and in hard copy by courier/hand delivery to USAID 4TheChild Program Office in Milimani Estate in Kisumu, opposite St. Joseph’s Catholic Church**. Hard copy applications must be submitted in an envelope containing **three copies of each** (a) Technical Application and (b) Cost Application. The body of the Technical Application should not be longer than 12 pages, excluding the cover page and appendices. Applications must be typewritten in a 12-font size, Times New Roman for the text of the Technical Application and use A4 size paper with one-inch margins. For the Cost Application, please refer to the Cost Application Instructions provided in this RFP for budgeting guidance. Applications must be submitted with the **name and address of the applicant and Award No: 72061521CA00008**. Applicants should retain a copy of their applications and accompanying enclosures for their records.

Courier Service/Hand Delivery:

The Chief of Party,
USAID 4TheChild Program
Opposite St. Joseph’s Catholic Church, Milimani - Kisumu.

Electronic submission:

Email: grants@ampath.or.ke;

Questions

- Prospective applicants who have questions concerning the contents of this RFP should submit them in writing via email to info@usaid4thechild.or.ke; by **5:00 pm, 5 August 2022**.
- MUCHS will provide answers to all relevant questions received in an amendment that will be posted on **8 August 2022**.
- All questions and documents required for this RFP will be posted at the following link: <http://www.ampathkenya.org/news-blog-feed/usaid-4thechild-rfp-july2022>.
- MUCHS may choose to email the responses to applicants directly.
- Only written answers from MUCHS will be considered official and carry weight in the RFP process and subsequent evaluation.
- Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of MUCHS, or any other party, will not be considered official responses regarding this RFP-02.

Proposal Due Date

- Applications must be received by the closing date and time identified in this solicitation.
- **NO** late applications will be accepted under any circumstance.
- Applicants or their agents should append their signatures on the delivery book upon delivery of their application at the USAID 4TheChild Kisumu office.
- Electronic copies are requested in Microsoft Office compatible formats (Word, PDF and Excel).
- Incomplete applications and applications that do not meet the required specifications will **NOT** be considered.

This RFP-02 does not obligate MUCHS to execute a sub-award nor does it commit MUCHS to pay any costs incurred in the preparation and submission of the proposals. This includes the completion of all required documents for the purposes of this application. Furthermore, MUCHS reserves the right to reject any and all proposals, if such action is considered to be in the best interest of MUCHS and USAID. By submitting a response to this request for proposals, applicants understand that USAID is NOT a party to this solicitation.

Note: MUCHS intends to issue maximum of 2 sub-awards from this RFP-02.

Key Proposal Events

- | | |
|---|---------------------------------------|
| • Issuance of RFP#02: | 29 th July 2022 |
| • Deadline for Submission of Questions: | 5 th August 2022, 5.00 pm |
| • Response to Questions: | 8 th August 2022 |
| • Application Closing Date: | 14 th August 2022, 5.00 pm |
| • Sub-Award Award Date (estimated): | 1 st October 2022 |

ABBREVIATIONS AND ACRONYMS

| | |
|----------------|---|
| AGYW | Adolescent Girls and Young Women |
| AIDS | Acquired Immunodeficiency Syndrome |
| CALHIV | Children and Adolescents Living with HIV |
| CCC | Comprehensive Care Centre |
| COP | Country Operation Plan |
| CPIMS | Child Protection Information Management System |
| CPQI | Child Protection and Quality Improvement |
| CT | Cash Transfer |
| CV | Curriculum Vitae |
| DREAMS | Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe |
| DUNS | Data Universal Numbering System |
| ELA | Empowerment and Livelihood for Adolescents |
| HES | Household Economic Strengthening |
| HH | Household |
| HIV | Human Immunodeficiency Virus |
| HSD | Health Services Delivery |
| KCDF | Kenya Community Development Foundation |
| KRA | Kenya Revenue Authority |
| LIP | Local Implementing Partner |
| LOE | Level of Effort |
| LTFU | Lost To Follow Up |
| M&E | Monitoring and Evaluation |
| MCH | Maternal Child Health |
| MMS-K | Make Me Smile - Kenya |
| MUCHS | Moi University College of Health Science |
| NGO | Non-Governmental Organization |
| NHIF | National Hospital Insurance Fund |
| OVC | Orphans and Vulnerable Children |
| PEPFAR | The United States President's Emergency Plan for AIDS Relief |
| PFO | Project Finance Officer |
| PIN | Personal Identification Number |
| PLHIV | People Living with HIV |
| PMTCT | Prevention of Mother to Child Transmission of HIV |
| PrEP | Pre-Exposure Prophylaxis |
| QI | Quality Improvement |
| RAA | Required As Applicable |
| RFP | Request For Proposal |
| SDC | Service Delivery Coordinator |
| SIMS | Site Improvement Monitoring Systems |
| TRC | Technical Review Committee |
| US | United States |
| USAID | United States Agency for International Development |
| USG | United States Government |

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Request for Proposals

RFP # USAID 4TheChild - **Award No: 72061521CA00008**

For the provision of

Increased use of quality county-led health and social services for targeted children and adolescents in Siaya County in Kenya

Contracting Entity:

Moi University College of Health Sciences (MUCHS)

Funded by:

United States Agency for International Development (USAID)

Prime Co-operative Agreement Number **72061521CA00008**

I. INSTRUCTIONS TO APPLICANTS

I.1. Background

Overview

Moi University College of Health Sciences (MUCHS), acting on behalf of the U.S. Agency for International Development (USAID) and the USAID 4TheChild Program, under co-operative agreement **Award No: 72061521CA00008**, and in partnership with the Kenya Community Development Foundation (KCDF) and Make Me Smile - Kenya (MMS-K), is soliciting applications from local implementing partners (LIPs) in Siaya County to submit applications to carry out activities to support “increased use of quality county-led health and social services for targeted children and adolescents.”

USAID 4TheChild implementation is guided by the PEPFAR Guidance for OVC Programming (2012), COP Guidance, National Children Policy (2010), National Plan of Action for Children in Kenya (2015-2022), and the Kenya Minimum Quality Service Standards for OVC (2015) among other policy documents and guidelines. The program seeks to increase access to gender-sensitive and age-appropriate essential services for OVC and their families. These include legal protection, education, health, HIV and nutrition, child protection and protection from gender-based violence, legal support, and psychosocial support services. The program seeks to strengthen case management, build the capacity of program staff and case workers, and support systems strengthening towards sustainable care and support for OVC. **Case management** is a collaborative process of identifying vulnerable children and families; assessing their needs and resources; working together to establish specific, realistic objectives and goals and planning actions to achieve objectives and goals; implementing plans; monitoring both the completion of actions (including the receipt of services in a timely, context-sensitive, individualized, and family-centered manner) and progress toward achievement of case plan objectives/goals. Applications will be evaluated on the basis of effective case management that ensures the applicant meets household graduation targets.

The program will implement OVC Comprehensive and OVC Preventive models. Applicants must demonstrate knowledge of the context they propose to work in, including, where possible, current OVC and HIV data and situation. Applicants must articulate how they will leverage support from the private sector and county governments to increase access to services and opportunities for the target beneficiaries. Applicants must also demonstrate strategies for strengthening community child protection structures towards sustainability.

Scope

Successful applicants will demonstrate the technical and organizational capacity to implement:

- i. **OVC Comprehensive (FY23 target – 15,015 including 3,003 graduated):** family-based, targets children 0-17 years old with known HIV risk factors, applies case management approach, provides multiple interventions to mitigate the impact of HIV and prevent new infections, and graduates stable households from program support.
- ii. **OVC Preventive (FY23 target – 2,306):** group-based approach targeting boys and girls aged 9-14 years old.

The table below shows the current OVC caseload and targets for October 2022 – September 2023.

Table 1: OVC Caseload and Targets for FY23

| COP 22 TARGETS AND OTHER ESTIMATES BY SUB-COUNTY | | | | | | | |
|--|-----------------------------------|---------------|-------------------|---------------|--------------|----------------|------------------------|
| Sub-County /Constituency | Current OVC Case Load (July 2022) | OVC_SERV | Comprehensive OVC | Active OVC | Graduated | Preventive OVC | C/ALHIV Target in FY23 |
| Alego Usonga | 3,496 | 2,502 | 2,168 | 1,734 | 434 | 334 | 1,765 |
| Bondo | 6,543 | 4,677 | 4,055 | 3,244 | 811 | 622 | 1,847 |
| Gem | 3,010 | 2,154 | 1,868 | 1,494 | 374 | 286 | 1,403 |
| Rarieda | 8,139 | 5,818 | 5,044 | 4,035 | 1,009 | 774 | 1,490 |
| Ugenya | 1,325 | 948 | 821 | 657 | 164 | 127 | 799 |
| Ugunja | 1,709 | 1,222 | 1,059 | 848 | 211 | 163 | 885 |
| TOTAL | 24,222 | 17,321 | 15,015 | 12,012 | 3,003 | 2,306 | 8,189 |

Award Start Date

The proposed start date for the sub-awards is **1st October 2022** to run until 30th September 2023 and renewable annually subject to satisfactory performance and availability of funds, until projected end of project in early part of 2026.

Priority Sub-Populations for OVC support

Applicants must demonstrate a clear understanding of priority sub-populations for OVC support, identification, and targeting for service delivery. The priority sub-populations as per PEPFAR guidance are:

- i. Children and Adolescents Living with HIV (CALHIV)
- ii. Children living in a household with a Person Living with HIV (PLHIV)
- iii. Exposed infants lost to follow-up (LTFU) or returning to care
- iv. Adolescent Girls and Young Women (AGYW) experiencing violence, especially sexual violence
- v. AGYW at high risk of contracting HIV
- vi. Children of female sex workers

Program Service Areas

Sub-purpose 3: Increased Access to Quality Health and Social Services for OVC and their Families

Activity 3.1 Increased Targeted Services for HIV Exposed, Infected and Affected OVC

- **Illustrative interventions**
 - Build and maintain formalized linkages and referral systems between community- and clinic-based programs.

- Enroll CALHIV, exposed children and children of PLHIV, and adolescents most at risk. *Applicants must present current data on these target sub-populations and illustrate clear strategies to meet enrolment targets.*
- Screen eligible children for HIV testing and facilitate testing.
- Identify and link OVC to health services and ensure CALHIV are adhering to treatment and are virally suppressed. *Applicants must demonstrate clear approaches toward supporting CALHIV to achieve viral load suppression, including Jua Mtoto Wako, Operation Triple Zero (OTZ), and family-centered disclosure.*
- Advocate for multi-month dispensing and transition to pDTG where appropriate.
- Support CALHIV and caregivers to address barriers to care through multidisciplinary teams.
- Facilitate evidence-based interventions (EBIs) in the OVC Preventive model.
- Ensure child protection, prevention, and response to gender-based violence.
- Support OVC to access legal protection interventions.
- Support enrolled OVC to attend and progress in school.
- Strengthen referrals and linkages for appropriate services.

Activity 3.2 Increased Economic Stability of HHs to Care for and Protect OVC

- **Illustrative interventions**
 - Link OVC HHs to evidence-based HH economic strengthening (HES) initiatives/models.
 - Support eligible adolescent OVC to access market-driven livelihood activities.
 - Link eligible OVC HHs to the broader safety net and social protection programs.
 - Increase the capacity of OVC HHs to manage small businesses with a clear monitoring approach to ensure business grants (if proposed) are put to good use.
 - Targeted capacity building for HES Mobilizers.

Activity 3.3 Strengthened Capacity of Local Social Services Systems and Structures to Support OVC Services

- **Illustrative interventions**
 - Develop and implement child safeguarding policies including articulation on how the applicant will ensure annual training to staff on child safeguarding.
 - Strengthen the use of the Child Protection Management Information System (CPMIS).
 - Strengthen the capacity of local government structures in OVC care and support. *Applicants must demonstrate a clear understanding of the county child protection system.*
 - Build the capacity of communities to care for and support OVC.
 - Increase public and private sector involvement and contribution to OVC care and support. *Applicants must demonstrate clear strategies to realize private sector contribution during implementation.*

Key Program Outcomes

- 100% of OVC with known risks of HIV and violence have access to comprehensive services.
- 90% of enrolled CALHIV, exposed children and children of PLHIV, and adolescents most-at-risk enrolled.
- 100% of eligible children screened for HIV testing and tested.

- 95% of identified CALHIV linked to treatment.
- 95% retention and viral load suppression among enrolled CALHIV.
- >90% of enrolled OVC with legal documents (birth certificates).
- >90% of enrolled OVC attending and progressing in school.
- 50% of eligible OVC accessing market-driven livelihood activities e.g., vocational, apprenticeship, and entrepreneurial skills training.
- 75% uptake of evidence-based HIV+ economic strengthening (HES) initiatives/models, including savings and loans groups, and income generating activities.
- 75% graduation of eligible beneficiary HHs informed by case plans.
- 75% of eligible HIV+s benefit from the broader social safety net and protection programs, such as cash transfers, education bursaries, National Health Insurance Fund (NHIF), etc.

Geographic Scope

USAID 4TheChild targets to support an estimated 17,321 OVC including 8,189 CALHIV in COP22 in Siaya County (see table 1 above) from October 1st, 2022, to September 30th, 2022.

Applicants must indicate:

- The sub-county(ies) in which they propose to implement the project.*
- The number of children they have the capacity to reach with quality services.*

1.2. Technical Application Guidelines

The technical application must **NOT** exceed 12 pages. It should be specific, complete, and concise and should fully capture the illustrative interventions outlined in the RFP-02. The approach should demonstrate the applicant's understanding and technical expertise relevant to USAID 4TheChild and should propose clear strategic approaches to achieving the project outcomes. The technical application must align with the service area and illustrative interventions as provided for in this RFP. The technical application is expected to contain the following sections:

- Cover Page
- Organizational Background and History
- Past Performance
- Problem Statement
- Program Description
- Monitoring and Evaluation Plan
- Staffing Structure and Key Staff
 - Management Plan
 - Personnel Plan
 - Key Staff
- Appendices
 - Curriculum Vitae of key staff to include updated contacts and 3 referees (max. 2 pages per position)
 - Organization's registration documents, e.g., Certificate of incorporation
 - Most recent external audit report
 - Other relevant supporting documents

A. Cover Page

On the cover page, please include the following information:

- Project title
- Implementation county, sub-county(s) (if not included in the project title)
- Implementation ward(s) (if not included in the project title)
- Organization name
- Physical location of organization's main office and satellite offices (where applicable)
- Name, title, telephone number, and email address of the applicant's primary contact person regarding this proposal

B. Organizational Background and History (5% points)

Applicant's technical application must include an organizational capacity statement highlighting the organization's background and mission, current portfolio, recent (past three years) experience in relevant areas, and their current capacity to implement the proposed project.

In summary:

- Description of the type of organization (faith-based organization, community-based organization, non-governmental organization, private company, etc.)
- Applicant's mission, vision, and guiding principles.
- Organizational history (when and why it was established, key aspects of its growth and development)
- Overview, in an appendix, of the applicant's major projects implemented within the last three years, key achievements, and sources of support. This should include:
 - Donor and project name
 - Amount received per project
 - Project duration
 - Key achievements/milestones
 - Point of Contact/Reference
- Description of the applicant's governance structure (board of directors, volunteers, etc.)
- Description of the applicant's management structure (include an organizational chart as an appendix)
- Description of the applicant's current size (in terms of personnel, finances, and geographic coverage)

C. Past Performance (15% points)

In evaluating past performance, MUCHS may contact the references provided by the applicant and consult other sources of information, including but not limited to donors, county government officers, program implementation partners (if any), and local or international clients. MUCHS reserves the right to verify past performance and evaluate any past performance information gathered from the sources listed above. MUCHS will also carry out an organizational pre-award risk assessment to inform award decisions.

For applicants who are currently implementing the USAID 4TheChild program, MUCHS will reference past findings on risk assessment, internal audits, and applicable status of improvement actions to inform award decisions.

Assessment of applicants' past performance will include, but is not limited to:

- a. Applicant's responsiveness to the requested information in this section (organizational capacity).
- b. Previous performance in USAID 4TheChild (for applicants who have implemented the program before the application).
- c. Experience with OVC service delivery programs in the county, sub-county.
- d. Demonstrated understanding of current OVC programming direction and issues. Applicants with past experience implementing USG-funded OVC program will have an added advantage.
- e. Experience and/or presence in Siaya County.
- f. Experience strengthening the capacity of communities, caregivers, or volunteers.
- g. Experience in achieving results through working in partnerships with county government, civil society, local leaders, donors, networks, and communities of practice.

D. Problem Statement (15% points)

Applicants must provide a succinct description of the key problems they will address and summarize how the proposed project will address or mitigate the identified problems for the benefit of children and their families. Applications should be in line with the **National Plan Action for Children in Kenya (2015-2022)**, **PEPFAR OVC Programming Guidance (2012)**, **National Quality Service Standards for OVC in Kenya (2012)** and demonstrate knowledge and existing working relationships within the County, Sub-County, and proposed wards. Given the comprehensive nature of OVC programming in Kenya and the need to integrate and collaborate, the successful application will demonstrate knowledge of other relevant programs being implemented within the county/sub-county. Applicants must equally reference the **National Survey Report on Violence against Children (2019)**, the **National Prevention and Response Plan on Violence against Children (2019-2023)**. Applicants should describe strategies they will use to ensure county government involvement and leadership in project management, as well as any partnerships with other institutions or organizations that will be involved in achieving program results. Applicants should also describe how the proposed project will leverage other projects and donors and ongoing efforts of relevant government departments such as the Ministry of Health, Directorate of Children Services, Department of Agriculture, Civil Registration, Department of Education, Department of Social Protection, Department of Gender and Youth, and the Department of Trade and Industry among others.

E. Program Description (30% points)

This section of the proposal should describe the proposed project itself. Applicants should present the overall purpose(s) of the project, target county, sub-county, ward, communities, and numbers of beneficiaries the applicant proposes to reach. Applicants should describe the strategies that will be used to achieve the objectives of the project. Reference can be made to the section on illustrative interventions of this RFP for guidance. Applicants should also provide the project's specific objectives, and for each objective, describe the activities that the proposed project will support and/or implement, giving a brief narrative of the activities that will be supported to achieve the objective. The activity description must be clear and in plain (simple) language.

F. Monitoring and Evaluation (M&E) Plan

The applicants must describe their proposed monitoring and evaluation (M&E) plan as part of their proposal. The M&E plan will include illustrative indicators and data collection methods.

G. Staffing Structure (15% points)

1) Project Management Plan

The applicants should propose a management plan that specifies clear lines of supervision, communication, accountability, decision-making, and responsibility among staff (include an organogram). The geographical location of the proposed applicant's offices and personnel should ensure efficiencies in operational and financial management. Applicants should address how they intend to manage partnerships in order to maximize leveraging for OVC support. The Management Plan should also describe how applicants will ensure coordination and communication with a wide range of stakeholders, including county government, private sector partners, other USG partners, other donors, and the targeted communities.

2) Personnel Plan

Applicants must propose one candidate for each of the key personnel positions listed below. Key personnel are those considered to be essential to the work being performed under this sub-award. It is expected that the key personnel will serve the full term of the proposed project. Key personnel and changes to key personnel are subject to approval by the USAID 4TheChild Management. The applicants should propose an overall staffing pattern that demonstrates the technical expertise and experience required to successfully implement the project in a cost-efficient manner. The staffing plan should demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills while avoiding excessive staffing.

This section must include the following in an **annex**:

- A detailed organizational chart.
- A brief description of relevant experience of key personnel.
- A profile summary for proposed project staff identifying skills and expertise of proposed staff appropriate to the activities in the project description.
- Current Curricula Vitae (CVs) and profiles for key personnel (2 pages maximum per position), as per the guidance provided under the Key Personnel section below. Proposed personnel should meet the minimum academic qualification, and have relevant experience, expertise, and knowledge required for the position.

3) Key Staff

Applicants are required to identify specific individuals for Key Personnel positions that should include **OVC Service Delivery Coordinator** – 100% Level of Effort (LOE); **Health Services Delivery Officer** – 100% LOE; **Household Economic Strengthening (HES) Officer** – 100% LOE; **Monitoring and Evaluation (M&E) Officer** – 100% LOE; and **Project Finance Officer** – 100% LOE. All the key

personnel should be a maximum of 5. The Key Personnel will work with a lower-level cadre of staff at the sub-county level to ensure coordination, supervision, and support to case workers and other resource persons within the project catchment area. For all key personnel positions, the applicant must detail the staff's qualifications and relevant experience. Applicants should attach CVs of all proposed key positions as appendices. Below are summary job descriptions for each of the Key Personnel positions reflecting the LOE expected under this sub-award.

a. OVC Service Delivery Coordinator (100% LOE)

The OVC SDC has management authority and oversight for the entire project with support supervision from the organization's Director/Program Manager as applicable. The OVC SDC provides managerial and technical support throughout the implementation of the project, including management of personnel and volunteers. The OVC SDC is responsible for the development and submission of the Monthly Technical Reports to USAID 4TheChild. The OVC SDC will report to the USAID 4TheChild County OVC Project Officer and by extension to County OVC Senior Technical Officer. The OVC SDC will plan, coordinate, and oversee all services related to the beneficiary households across all project sites under the partner. As such the OVC SDC will ensure that all registered beneficiaries are assessed, monitored, and provided or referred for need-based services in line with the case management approach. The OVC SDC is expected to champion a case management approach across all sites – mentor and support site-level staff across all the four OVC service domains. The OVC SDC manages relationships with collaborators, the private sector, county government departments, community structures, and beneficiaries. S/he will participate in County Project Delivery Committee as and whenever called upon, to represent the organization and articulate project progress. S/he will provide support to the finance officer in managing the grant. The OVC SDC supports the mobilization of community support for the project and stimulates community response towards achieving the desired project goal. The OVC SDC provides project planning, implementation, and evaluation leadership while acting as the key link between the organization and external agencies offering different services to children and households. The OVC SDC directly supervises the Health Services Delivery Officer, Household Economic Strengthening Officer, Monitoring and Evaluation Officer, and Project Finance Officer. This responsibility includes coordinating their field activities to ensure optimal coverage and synergy across all sites.

At the site level, s/he will work with, provide support supervision to, and mentor Project Assistant – Case Management & Documentation at Sub-County or site level; facilitate integration between Case Workers and Child Protection Volunteers at community and site level. As a minimum, the individual must have a degree in social science, public health, project management, community development, sociology, or a related field, with at least 4 years of direct involvement in community development work, technical support, management, and administrative leadership in similar activities. Supervisory experience is a must-have for this position.

b. Health Services Delivery Officer - (100% LOE)

The HSD Officer will facilitate linkages and access to quality health services to OVC and their families. The HSD Officer will have theoretical knowledge of and practical

experience in child health and nutrition, psychosocial support, education, HIV prevention, care, treatment, and support, including the health referral system at the county level. The HSD Officer provides technical leadership in HIV testing, HIV risk screening, Viral Load follow-up, nutrition, and health education. At the LIP level, the HSDO will be the champion for OVC QI activities and Site Improvement Monitoring Systems (SIMS) and will support the OVC SDC to provide needed support to the site level staff. At the site or sub-county level, the HSD Officer will work with and provide supportive supervision and mentorship to Project Assistant – Health Services. S/he should have a diploma or degree in public health, nursing, community health, or another relevant health-related discipline. Candidates with practical experience working in a health facility setting (medium or high volume) in PMTCT, MCH, or CCC clinics will have an added advantage.

c. Household Economic Strengthening Officer (100% LOE)

The **HES Officer** will be responsible for coordinating linkages, support, and capacity building for caregivers and older OVC on household economic interventions. S/he will work closely with County HES Officer to promote evidence-based household economic interventions within the project sites. The HES Officer will provide leadership at the LIP level in conducting targeting for HES support; training; monitoring of HES interventions; collation of reports on HES interventions. The HES Officer will cascade skills to site level **Project Assistant for HES and HES Mobilizers**¹. S/he must participate in the project's HES Community of practice; facilitate networks with private sector partners and develops new linkages as appropriate. S/he should attend the core trainings and ensure information is disseminated and used at the site level. S/he should hold a degree in Agribusiness, Entrepreneurship, Horticulture, Business Management, or a related field. Must have practical field experience working with vulnerable households and facilitating household economic interventions, including but not limited to; Village Savings and Lending Associations, household income generating activities, agribusiness, horticulture, etc.

d. Monitoring and Evaluation Officer (100% LOE)

The **M&E Officer** will coordinate and supervise all aspects of data management at the LIP level. She will design an M&E work plan, collate, update, and maintain all data obtained from fieldwork into the databases or applicable spreadsheets, keep a record of all source documents for verification of project accomplishments, champion and conduct routine data quality assessments, monitor monthly reports, and conduct regular and structured site visits and data verification. The M&E Officer will provide support in mentoring, coaching, and training the **Data Assistants** and Case Workers on data quality and management. As a minimum, the individual must have a degree in epidemiology, statistics, public health, health records information, or a related field, with at least 3 years of direct involvement in providing monitoring and evaluation support. Current experience in OVC reporting requirements and systems within the past 24 months will be a key consideration for this position.

¹ HES Mobilizer should be at least Form IV leaver, trained and/or with experience in relevant HES interventions. S/he will work at community level alongside Case Workers to promote, train caregivers on HES interventions, and report to Project assistant – HES at satellite office or sub-county level.

e. **Project Finance Officer (100% LOE)**

The **PFO** will establish and maintain financial and management procedures for USAID 4TheChild activities at the LIP level. S/he will ensure compliance with all regulatory requirements as relates to MUCHS rules and regulations; ensure that all finances are properly administered and monitored; advise on the proper allocation of resources; ensure that appropriate financial regulations and internal controls are in place and use at all times; prepare and review detailed budgets for approval by MUCHS; make regular reports to MUCHS on income, expenditure, and any variations from budgets. The PFO will ensure that all financial reporting obligations are met in relation to submissions for funding, and any other initiatives. The PFO must have at least 3 progressive years of experience as an accounts officer with a reputable NGO or donor agency. S/he must have thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology. Additionally, s/he must be able to communicate effectively, both verbally and in writing, and have a high proficiency in the use of computer, particularly in Microsoft Excel, Microsoft Word, etc. The proposed candidate must have a degree in Finance, Commerce, Accounting, or a related field. Relevant professional qualifications and membership in professional bodies will be an added advantage.

Note: The key personnel will operate from the partner main office but are primarily responsible for project delivery across all sites of coverage. The three Project Assistants (Health Services, Case Management & Documentation, and HES) will operate at sub-county or satellite offices. The team leader for this team² will be the Project Assistant – Case Management & Documentation. The Applicant should provide an organogram to show these relationships. The Applicant should propose a staffing plan that is cost-effective and efficient to enable the successful delivery of the project.

H. Appendices

- 1) CVs of key staff to include updated contacts and 3 referees (max. 2 pages per position).
- 2) Organization's registration documents, e.g., Certificate of Incorporation.
- 3) Most recent external audit report.
- 4) Other relevant supporting documents.

1.3. Cost Application Guidelines (20% Points)

The Cost Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant for MUCHS to make a determination of responsibility.

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

² Applicant should propose reasonable mapping of coverage (in terms of geography and number of beneficiaries) for a site to qualify for all the three Project Assistants, because it is also possible to have only one (PA CM&D) while the other can handle two sites depending on other considerations.

- 1) The annual budget ceiling for the period October 2022 – September 2023 is estimated at Ksh. 60 million to serve 17,321 OVC. Include a budget with an accompanying budget narrative that provides in detail the total costs for implementation of the program your organization is proposing. The budget should be structured according to the program service area and have a breakdown by sub-purpose, illustrative activity, and sub-activity. The budget narrative must provide detailed budget notes and supporting justification of all proposed budget line items. It must clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc.
- 2) The cost application must be separate from the Applicant’s technical application and submitted by using the standard budget template provided in this RFP. MUCHS will evaluate the cost application separately for cost-effectiveness, realism, and the proportion of budget assigned for service delivery to OVC. Applicants should minimize their administrative and support costs for managing the project to optimize resource allocation for project activities including direct service delivery to beneficiaries.
- 3) The applicant must provide an electronic copy of a budget (in Microsoft Excel), with calculations shown in the spreadsheet, and an electronic version of the narrative that discusses the costs for each budget line item (preferably in Microsoft Word). Calculations and formulas shall be accessible and not hidden or protected by a password.
- 4) The cost application must be for a period of one year. If the applicant proposes to charge any training costs, it must clearly identify them.
- 5) The cost application should describe the applicant’s procedures for financial reporting and the management information procedure(s) to ensure accountability for the use of U.S. Government funds. Applicants must describe fully program budgeting, financial, and related program reporting procedures.
- 6) Applicants must provide a detailed budget and supporting notes and justifications or narrative for all costs, and explain how they derived costs, consistent with the following guidance on required information.
 - a. The breakdown of all costs associated with the project.
 - b. The breakdown of any financial and in-kind contributions.
 - c. Potential contributions of private and commercial donors to the project.
 - d. The costs proposed for “training” must be itemized within the budget narrative, so that they may be subsequently negotiated and included in the appropriate category in the standard budget template.
- 7) Applicants must provide the following cost element details:
 - a. **Salary and Wages:** Applicants must propose direct salaries and wages in accordance with their personnel policies.
 - b. **Fringe Benefits:** The applicant should include a detailed breakdown comprised of all items of fringe benefits which must be consistent with their organization's policies and procedures.

- c. **Travel and Representation:** The applicant should indicate the number of trips estimated as necessary to carry out the proposed scope of work and their estimated costs. Applicants must specify the origin and destination for each proposed trip, the duration of travel, and the number of individuals to travel. Applicants should also base per-diem calculations on their current policies and procedures. International travel is not provided for under this sub-award.
- d. **Equipment and Supplies:** Estimated equipment (*number, cost per unit quantity*), office supplies, and other related supply items. Applicants should minimize expenditures for equipment unless very necessary for delivering the project.
- e. **Project Activities** – Applicants should detail the costed project specific activities
- f. **Other Direct Costs** – Applicants should detail any other direct costs, including the costs of communications, report preparation, insurance (other than insurance included in the applicant’s fringe benefits), Bank charges, office rent, etc.;
- g. **Cost Sharing** – USAID has established a mandatory minimum recipient cost share of 10% of the projected award amount. Such funds may be provided directly by the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities, and private businesses that contribute financially and in-kind to the implementation of activities in the proposed sites. This may include contributions of staff level of effort, office space, or other facilities or equipment which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and cooperative agreements see **Required As Applicable provision RAA15. COST SHARE (JUNE 2012)**. Applicants should provide detailed information on the proposed cost-share contribution and a detailed explanation of how these will be realized documented in budget notes.

2. APPLICATION REVIEW PROCESS

Applications submitted before the deadline will be reviewed for completeness and compliance with all stated requirements in this RFP-02.

Applicants that do not pass this stage will be rejected.

Applications that pass the **Administrative Compliance Review** will be forwarded to a Technical Review Committee (TRC) for technical evaluation. After the technical evaluation, successful applicants will be notified.

Please note that issuance of this RFP does not constitute an award commitment on the part of USAID 4TheChild or MUCHS, nor does it commit to pay for costs incurred in the submission of an application. Furthermore, MUCHS reserves the right to reject any or all applications or to make an award without further discussion or negotiations if it is considered to be in the best interests of USAID 4TheChild, MUCHS, and/or the donor.

3. NEGOTIATIONS

Applicants are requested to formulate and present proposals with the best value for money. It is anticipated that a sub-award will be awarded solely on the basis of the original proposals received. However, MUCHS reserves the right to conduct discussions, negotiations, and/or request clarifications prior to issuing a sub-award. Further, MUCHS reserves the right to conduct a competitive range and to limit the number of applicants in the competitive range to permit an efficient evaluation environment.

ANNEXES

Annex I: Cover Letter

[Insert name and address of your organization]

[Insert date]

The Chief of Party,
USAID 4TheChild Program,
Opposite St. Joseph Catholic Church, Milimani, Kisumu

Reference: Request for Proposals [Insert RFP name and number]

Subject: [Applicant: Insert name of your organization]'s technical and cost proposals

Dear Chief of Party:

[Applicant: Insert the name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative _____
Name of Organization _____
Type of Organization _____
KRA PIN Number _____
DUNS Number _____
EUI Number _____
Address _____
Address _____
Telephone _____
Email _____
Website Link _____

We are pleased to provide the following annexes containing the information requested in the RFP:

- I. Copy of registration or incorporation in Kenya
- II. Copy of KRA PIN registration, or equivalent document.

Sincerely yours,

Signature

[Insert name of your organization's representative]

[Insert name of your organization]

Annex 2: Budget Proposal Template

See separate attachment

Annex 3: Budget Justification Template

See separate attachment