



REQUEST FOR APPLICATION(RFA) #2 USAID DUMISHA AFYA AWARD NO:

72061522CA00001

Issuance Date:	Tuesday 7th of June 2022
Closing Date/Time:	Thursday 30th of June 2022- 5.00PM EAT

For implementing partners to support “Increased use of quality county-led health services to Access and Demand for Quality HIV Prevention Services in Bungoma County in Kenya”.

Moi Teaching and Referral Hospital (hereinafter referred to as “MTRH”) under the USAID Dumisha Afya Cooperative Agreement No: 72061522CA00001, is issuing a Request for Applications (RFA) to support increased use of quality county-led health and social services in Bungoma County in Kenya. MTRH is pleased to invite interested and qualified KP-led and KP-competent organizations preferably operating in the targeted county and near HIV Health Facilities to apply for funding under the conditions stipulated in this RFA.

Applications must be submitted **electronically by email and in hard copy by courier/hand delivery to USAID Dumisha Afya Head Office to White House, Lusaka Road, Next to SDA Central Church, Bungoma.** Hard copy applications must be submitted in an envelope containing **three copies of each.** Hard copy applications must be submitted in a clearly marked envelope each containing three copies of (a) Technical Application and (b) Cost Application. The body of the Technical Application should not be longer than 5 pages, excluding the cover page and appendices. Applications must be type written in a 12-font size, Times New Roman for all text that is not a heading or sub-heading, single spacing, with double space between sections or paragraphs for the text of the Technical Application and use size A4 paper with one-inch margins. For the Cost Application, please refer to the Cost Application Instructions provided in this RFA for budgeting guidance. Applications must be submitted with the **name and address of the applicant** and **Award No: 72061522CA00001.** Applicants should retain a copy of their applications and accompanying enclosures for their records.

Courier Service/Hand Delivery:

Chief of Party, USAID Dumisha Afya
White House, next to SDA Church Central,
Lusaka Road, Bungoma



Electronic submission: grants@ampath.or.ke;

QUESTIONS: Prospective applicants who have questions concerning the contents of this RFA should submit them in writing via email to grants@ampath.or.ke by **13th June 2022**. If necessary, MTRH/USAID Dumisha Afya will provide answers to all relevant questions received in an amendment that will be posted on **17th June 2022**. **All the questions and documents required for this RFA will be posted in the following link:** <https://www.ampathkenya.org/news-blog-feed/usaaid-dumisha-afya-rfa> MTRH may choose to email the responses to applicants directly. Only written answers from MTRH will be considered official and carry weight in the RFA process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of MTRH or any other party, will not be considered official responses regarding this RFA.

PROPOSAL DUE DATE: Applications must be received by 5PM EAT on the closing date (**30th June 2022**) identified in this solicitation. **NO** late applications will be accepted under any circumstance. Electronic copies are requested in Microsoft Office compatible formats as follows: The technical application must be a searchable and editable Word or PDF format as appropriate. The Cost proposal must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version. Incomplete applications and applications that do not meet the required specifications will **NOT** be considered.

DISCLAIMER: *This RFA does not obligate MTRH to execute a sub-award nor does it commit MTRH 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, MTRH reserves the right to reject any and all proposals, if such action is considered to be in the best interest of MTRH and USAID. By submitting a response to this Request for Applications, applicants understand that USAID is NOT a party to this solicitation.*

Key Proposal Events

Issuance of RFA: Tuesday 7th of June 2022

Deadline for submission of questions: Monday 13th June 2022

Response to questions: Friday 17th June 2022

Proposal due date: Thursday 30th of June 2022-5.00PM EAT

Sub-award date (estimated): 1st October 2022



Abbreviations and Acronyms

AGYW	Adolescent Girls and Young Women
AIDS	Acquired Immuno-Deficiency Syndrome
COP	Country Operation Plan
DUNS	Data Universal Numbering System
FSW	Female Sex Workers
HIV	Human Immunodeficiency Virus
MTRH	Moi Teaching and Referral Hospital
KP	Key Populations
LIP	Local Implementing Partner
LOE	Level of Effort
MSM	Men who have sex with Men
NASCOP	National AIDS and STI Control Program
NGO	Non-Governmental Organization
PEPFAR	President's Emergency Plan for AIDS Relief
PIN	Personal Identification Number
PRC	Proposal Review Committee
PrEP	Pre-Exposure Prophylaxis
RAA	Required As Applicable
RFA	Request for Application
TG	Transgender people
USAID	United States Agency for International Development
USG	United States Government



Table of Contents

1	Instructions to Applicants	6
1.1	Background, Scope of Work, Coverage	6
1.2	Technical Application Guidelines	9
1.3	Cost Application Guidelines	15
2	Application Review Process	19
3	Negotiations	20
4	Annexes.....	21
	Annex 1: Cover Letter	21
	Annex 2: Budget Proposal Template	22
	Annex 3: Budget Justification Template.....	23



Request for Applications

RFA # USAID Dumisha Afya - Award No: 72061522CA00001

For the provision of

Increased use of quality county-led HIV Prevention services in Bungoma County in Kenya

Contracting Entity:

Moi Teaching and Referral Hospital

Funded by:

United States Agency for International Development (USAID)

Prime Co-operative Agreement Number **72061522CA00001**



1 Instructions to Applicants

1.1 Background, Scope of Work, Coverage

Background

USAID Dumisha Afya Project is a five-year cooperative agreement between USAID and Moi Teaching and Referral Hospital (MTRH). USAID Dumisha Afya comprises of two additional strategic partners: PATH Kenya and IntraHealth. The goal of the project is to build capacities of local institutions at both the national and sub national levels and in both the public and private sectors for improved health outcomes and impact through sustainable county led programs and partnerships.

The *USAID Dumisha Afya* project covers Bungoma and Busia Counties which together have 17 sub-counties and a total population of 2,676,820. The Project Support for KP implementation, under this RFA, will be restricted to Key population hotspots in Bungoma County in the following sub counties: **Kanduyi, Bumula, Kabuchai, Sirisia and Cheptais**.

Specifications for the Key Population Typology and Interventions sub grantee will be required to respond to Sub Purpose 1.0 with 1.1 being the expected outcome below:

Sub-purpose 1: Sub Purpose 1.0: Increased Access and Demand to Quality HIV Prevention Services

- Activity 1.1: Increased Access and Demand to Targeted HIV Prevention Services among Key Population, AGYW and Men

Illustrative Interventions

- Assign staff to facilitate co-creation, co-implementation, co-monitoring and timely reporting;
- Conduct mapping and zoning of KP hotspots and size estimates validation as per NASCOP guidelines;
- Update a directory/or inventory of hotspots based on mapping report.
- Key population advocacy
- Conduct one-day sensitization targeting stakeholders and reconstitute the Community Advisory Board (CAB);
- Conduct individual and small group peer education sessions to deliver NASCOP standard package of HIV information and services;



- Continue using Combination Prevention Intervention Approach including Behavioral, Biomedical/clinical and Structural Interventions;
- Promote individual risk assessment and risk reduction plans during P.E sessions;
- Conduct PEs update training;
- Conduct 5-day PE training;
- Conduct Peer Navigators refresher training;
- Mobilize through E-platform, Risk Network Referral (RNR), Social Network Strategy and Expanded Peer Outreach Approach (EPOA) for HTS, PrEP, PEP uptake, STI screening and treatment, Cervical Cancer screening, SGBV mitigation etc.;
- Provide targeted interventions for KPLHIV by typology including treatment optimization, Case management, DSD, psychosocial support etc for improved continuity on treatment and viral suppression;
- Conduct targeted outreaches;
- Conduct EPOA refresher training;
- Participate in joint partners' performance review meeting;
- Participate in co-M & E visits;
- Adopt activity performance benchmarks and PEPFAR COP targets in implementation and reporting;
- Conduct escorted referrals to the Drop-In Center (DICE) and link (offsite) facilities for service uptake;
- Support and participate in KP Technical Working Group meetings and World AIDS Days;
- Conduct monthly Peer Educators' Quality Assurance / Quality Improvement meetings;
- Prepare and timely submit progress reports to USAID Dumisha Afya Project as required based on contractually set timelines.

b) Female Sex Workers (FSWs) and MSM/WS interventions including but not limited to (be explicit on strategies/interventions for each KP typology with targeted efforts to reach MSMs):



- Assign staff to facilitate co-implementation, co-monitoring and reporting;
- Conduct stakeholders' sensitization meeting;
- Map and zone hot spots and truck stops;
- Establish and continue updating a database of active hotspots as per NASCOP guidelines;
- Use Combination Prevention Approach as the overarching implementation strategy. The approach is underpinned by Behavioral, Biomedical/clinical and Structural Interventions;
- Conduct individual/small group PEs sessions to deliver NASCOP standard package of services;
- Collaborate with CASCO, County KP Lead, SCASCOS, CHRIO and HRIOs to deliver services at the DICE and link facilities;
- Effectively and efficiently manage the delivery of Drop In-Centre (DICE) services;
- Regularly line-list all offsite and Onsite clients; Key population LWHIV to improve adherence, defaulter tracing and viral suppression also including Key populations receiving other prevention services like PrEP at off-site facilities and the DICE.
- Promote individual risk assessment and risk reduction plans during P.E sessions;
- Based on need, conduct 5-day Peer education training;
- Promote safe sex practices including condom promotion, demonstration and distribution;
- Conduct escorted referrals to the DICE and link facilities;
- Conduct co-monitoring and provide update briefs;
- Participate in County and NASCOP KP Technical Working Groups;
- Form and support Community Advisory Board (CAB);
- Convene monthly P. Es' Quality Assurance / Quality Improvement meetings;
- Participate in World AIDS Days; and
- Prepare and timely submit progress reports to USAID Dumisha Afya Project based on a set of performance indicators as stipulated in the sub award/contract.



Key Program Outcomes

- >95% of key population reached with minimum package of services including **HIV prevention, care and treatment** services.
- 95% of all HIV positive Key Population identified, 95% linked to treatment and 95% virally suppressed.
- >95% of high-risk individuals in target geographic region initiated on and retained on PrEP.

Geographic Scope

USAID Dumisha Afya supports the number of sub-counties in Bungoma County and Wards as per the following table.

County #	County Name	# Sub-Counties
1	Bungoma	RFA targeted sub counties: Kanduyi, Bumula, Kabuchai, Sirisia and Cheptais
	Total	5

Applicants must clearly indicate.

1. The sub-county(s) and ward(s) in which they propose to implement the project.
2. The number and category of sub-populations they have the capacity to reach with services.

1.2 Technical Application Guidelines

1. Cover page: Your 1-page cover should include the following information:

Title: Expression of Interest for USAID Dumisha Afya for the Key Population Interventions response activities

- i) Name of the applicant institution/organization
- ii) Physical address/location of main office and satellite offices where applicable
- iii) Postal Address including postal code and telephone/fax/email contacts
- iv) Primary contact person, designation and contact information (if different than above)



- v) The Sub County and ward where applicable hot spots for which you are applying to do these activities in (if you operate in more than one, Sub County, and Ward, indicate all
- vi) Bank details (Bank Name, Branch, Account Name, Account No. and Account Designated Signatories)
- vii) Active DUNS Number
- viii) Amount applied for in Kenya Shillings under the specific intervention

II. Organization Background, History of performance & Transparency (20% points)

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

1.0 Introduction and Background (not more than 2 pages)

- Description of the type of organization (faith-based organization, community-based organization, NGO, private company, etc.)
- Brief introduction of the organization, including Organizational history (when and why it was established, key aspects of its growth and development, mission/vision, goals/purpose, strategic objectives, target audiences, overall reach, main areas/topics of focus, date of inception.
- Description of the applicant's governance structure (board of directors, functioning of the board volunteers, etc.)
- Management structure/organogram both financial and administrative, including reference to staffing and general operation (include an organizational chart as an appendix)
- Description of the applicant's current size (in terms of personnel, finances, and geographic coverage)
- Organization's partners, networks and collaborators.
- Previous and current funders of program activities funded and amounts. Any previous experience with USAID funding mechanisms is preferred;
- Overview, in an appendix, of 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



2.0 Experience & Capacity in KP-by-Typology and interventions implementation experience.

In evaluating past performance, MTRH 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. MTRH reserves the right to verify past performance and evaluate any past performance information gathered from sources listed above. MTRH will also carry out an organizational pre-award assessment to inform award decision. Assessment of applicants' past performance will include but is not limited to;

- a. Applicant's responsiveness to requested information in this section (organizational capacity)
- b. Experience with KP intervention projects in the proposed county, sub-county
- c. Demonstrated understanding of current KP programming direction and issues
- d. Experience and/or presence in proposed county, sub-county(ies)
- e. Experience in achieving results through working in partnerships with county government, civil society, local leaders, donors, networks, and communities of practice

- The applicant should discuss past and current KP activities the organization is implementing by typology. Briefly describe Scope of Work/what it involves, where program was implemented, audiences targeted, how long program ran or will run, how it is/was funded, whether or not it was effective and how was this measured. Describe current high impact strategies including but not limited to Risk Network Referral (RNR), Social Network Referral (SNR), EPOA and Voluntary Partner Notification (VPR) used in the 1st 95 and how it will impact on the 2nd 95 and 3rd 95-care and treatment cascade, and the care and treatment strategies including but not limited to continuity of treatment, case management approach, differentiated service delivery models for KPs, use of KPLHIV tracker among others;
- Discuss experience in managing a vibrant DICE and how to manage offsite clients;
- Describe any outputs or products that your organization has developed/created. Indicate how these mechanisms were used and the number of people reached with the tools.
- Describe any strategies/methods or mechanisms used in monitoring and evaluation. (Be specific and link to programs where applicable.)
- Provide details on general capacity of senior management of the organization
- Outline staff capacity/volunteers by highlighting training, past work experience, qualifications

3.0 Transparency & Financial Accountability (not more than 1/2 page)



Explain your financial systems and how to ensure transparency and accountability if funds are provided.

4.0 *Anticipated results and benefits*

- What are the anticipated results and outcomes of the project?
- How will you know that your project was successfully implemented?
- What criteria will you use to measure/monitor the achievements of your project?

5.0 *Collaboration/partnership in co-creation, co-implementation and co-implementation with county leadership*

- How will you engage the county in co-creation, co-implementation and co-monitoring to deliver KP outcomes
- How will other organizations in your immediate locality be involved in the implementation? Clearly illustrate collaboration, partnership, engagement and participation of beneficiaries & other institutions.
- How does or will the project link with other HIV interventions in your locality?

III. Understanding of Project & Capacity to Implement Work (60% points)

1.0 *Project Implementation & Monitoring*

a. Program Description

- 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 targeted strategies that will be used to achieve the objectives of the project by typology. Reference can be made to section on illustrative interventions of this RFA for guidance on. 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 in order to achieve the objective. The activity description must be clear and in plain (simple) language.
- Summarize your implementation methodology in working with the target population

b. 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 and performance monitoring methods. Applicants should also describe



- their proposed collaborative, learning and adaptation approaches including use of data for decision making and integration.
- Discuss who would be in charge of performance monitoring, routine and ad hoc data collection and report compilation and outline qualifications/experience.

2.0 Staffing structure

a. Project Management Plan

The applicants should propose management plan that specify clear lines of supervision, communication, accountability, decision-making and responsibility among staff (include organogram). The geographical location of the proposed applicant's offices and personnel should ensure efficiencies in operational and financial management. 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.

b. Personnel Plan

Provide information about key personnel who would be responsible for implementing work and their level of expertise/background.

Applicants must propose one candidate for each of the key personnel positions. 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 MTRH. 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)

3.0 Conclusion (not more than 1 page)

- Discuss how this project will compliment your organization's existing activities.
- Discuss how you think your organization will benefit from these funds.
- Discuss how your organization can build upon these activities with other funding and/or sustain these activities in the long run, down the road.



IV. Attachments

The following attachments are mandatory and will help to solidify your expression of interest. If you do not attach the following documents to your expression of interest, your application **will not** be processed.

- 1) Organizational Chart (including BOD/ Management Committee Members, staff, volunteers with at minimum titles)
- 2) Summary and detailed budget
- 3) Copy of registration documents/certificate
- 4) Copy of legal registration certificate renewal
- 5) Copy of bank statement for the last one year (12 months from the time of submitting proposal)
- 6) Copy of your constitution
- 7) Recommendation letters from other donors or References where applicable
- 8) Statutory compliance certificates.
- 9) Latest Financial Report
- 10) List of key personnel



1.3 Cost Application Guidelines

The Cost Application is to be submitted under separate cover from the technical application. This shall constitute 20% of the total application score. Certain documents are required to be submitted by an applicant in order for MTRH to make a determination of funding responsibility.

The following sections describe the documentation that applicants must submit to MTRH 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:

1. *Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should be structured according to 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 standard budget template provided in this RFA. MTRH will evaluate the cost application separately for cost effectiveness, realism and the proportion of budget assigned for service delivery. 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 formula shall be accessible and not hidden or protected by password.*

4. *The cost application must be for the period of 4 years, with year 1 beginning from 1st October, 2022. Year 4 will begin from October 2025 to June 30th, 2026.*

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 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 whilst taking cognizance of the cost efficiency principle;

b. Fringe Benefits – The applicant should include a detailed breakdown comprised of all items of fringe benefits which must be consistent with their organization 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 number of individuals who would be traveling. Applicants should also base per-diem calculations on their current policies and procedures. International travel is not provided for under this subaward.

d. Equipment and Supplies – Estimated equipment (i.e. number, cost per unit quantity) and office supplies and other related supply items. Applicants are advised to minimize expenditures for equipment unless very necessary for the delivery of the project.

e. 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), equipment, office rent, etc.;

f. Cost Sharing – USAID has established a mandatory minimum recipient cost share of 10% of 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 implementation of activities in the proposed sites. This may include contribution of staff level of effort, office space, meeting hall, equipment or other facilities 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 of the proposed cost-share contribution.

g. Applicants with no previous experience with USAID programs will be requested to submit evidence of financial capability which shall consist of financial audits for the past three years; personnel, travel, purchasing, and property management policies; and past performance references (at least two).



Line-Item Budget

Summary budget must conform to the template provided separately as an annex. Do not add lines to this template.

Applicant's Contribution (if applicable)

Provide a brief explanation of the contribution. The grantee contribution may include volunteer work, in-kind donations, or cash contributions and must directly support project activities. All applicants are expected to provide letters of commitment to support the cost share.

Withdrawal or Modification of Proposal Clauses

All potential sub-grantees agree that after submitting their proposals they will not withdraw or modify the contents of the same within 90 working days from their submission date unless requested by MTRH.

Award Start Date

The proposed start time period for the sub-awards is 1st October 2022 to *June 30th 2026*, renewable annually subject to satisfactory performance and availability of funds. The cumulative sub-award will not exceed 4 years.



Eligibility

To be eligible for funding under this application, the organization must at a minimum meet the following criteria:

- A. Applicants must be a Kenyan registered civil society organization, non-governmental organization, community-based or faith-based organization in Kenya with activities in areas covered by this RFA.

All applicants:

- I. Must be formally constituted at the time of grant award
- II. Compliant with all applicable statutory regulation
- III. Have their principle place of business in Kenya

Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to USAID Dumisha Afya priority areas as described in the RFA

- B. Applicants must be organizations/ institution with sound management practices and framework
- C. Applicants must be a going concern with relevant and adequate experience working in the focus sectors, counties and sub-counties of this RFA.
- D. Able to fully comply with USAID, USAID Dumisha Afya and Government of Kenya environmental requirements;
- E. For any grant award(s) resulting from this solicitation that is other than in-kind and equivalent to \$25,000 USD or more, grantees will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number, it should be included in their application. Otherwise, applicants will be expected to get a DUNS number before an award is made. USAID Dumisha Afya will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
- F. Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 <https://www.usaid.gov/sites/default/files/documents/1868/303.pdf> except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.



Ineligible Expenses

USAID Dumisha Afya award funds should not be utilized for the following:

- Construction or infrastructure activities of any kind
- Ceremonies, parties, celebrations, or “representation” expenses
- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment, fertilizers; without the previous approval of MTRH, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, military equipment, surveillance equipment, luxury goods, gambling equipment and weather modification equipment
- Alcoholic beverages
- Purchases of goods or services restricted or prohibited under the prevailing USG Foreign Policy Restricted Countries
- Any purchase or activity, which has already been made
- Purchases or activities unnecessary to accomplish grant purposes as determined by USAID Dumisha Afya Program
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee
- Creation of endowments.

Eligible Expenses

Award monies may be used for the following types of costs:

- Operational costs related to the provision of the proposed activities, including salaries of personnel, relevant equipment, supplies, financial administration, and other costs directly related to implementing the project.
- Operational costs for activities related to the delivery of proposed activities, including trainings, workshops, and communication initiatives.
- Materials development, production and distribution.

2 Application Review Process

Applications submitted before the deadline will be reviewed for compliance with all stated requirements in this RFA and for completeness of the submission. Applicants that do not pass this stage will be notified. Applications that pass the **Administrative Compliance Review** will be forwarded to a **Proposal Review Committee (PRC)** for technical assessment. MTRH will only review the cost application of applications that pass the **Technical assessment**. After the cost review, successful applicants will be notified. Please note that issuance of this Request for Applications does not constitute an award commitment on the part of the USAID Dumisha Afya or MTRH, nor does it commit to pay for costs incurred in the submission of an application. Furthermore, MTRH reserves the right to reject any and all applications, or to make an award without further discussion or negotiations if it is considered to be in the best interests of the USAID Dumisha Afya, MTRH and USAID.



3 Negotiations

Applicants are requested to formulate and present proposals with best value for money. It is anticipated that a sub award will be awarded solely on the basis of the original proposals received. However, MTRH reserves the right to conduct discussions, negotiations and/or request clarifications prior to issuing a sub award. Furthermore, MTRH 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. Highest-rated applicant, as determined by the Technical Review Committee, may be asked to submit their best costs or technical responses during a competitive range. At the sole discretion of MTRH, applicants may be requested to conduct oral presentations.



4 Annexes

Annex 1: Cover Letter

[Insert date]

Dr. Ashiono Everline,

Interim Chief of Party, USAID Dumisha Afya

White House, Lusaka Road Next to SDA Central Church
Bungoma

Reference: Request for Applications [Insert RFA name and award number]

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

Dear Dr. Ashiono

[Applicant: Insert name of your organization] is pleased to submit its proposal in regard to the above referenced Request for Applications. 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 _____

Address _____

Telephone _____

Email _____

Website (If Any) _____



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