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# I. RFA Summary

Project Name:	PROPEL Health
Grant Activity Title:	P0.3 Applying revised RAPID model and FP advocacy toolkit
Funding Opportunity Number:	RFA-PROPEL-2024-FP-Advocacy-01
Issuance Date:	18 December 2024
Questions Due:	6 January 2025, 5:00pm EAT
Email to Submit Questions:	<a href="mailto:grants.PROPEL@rti.org">grants.PROPEL@rti.org</a>
Date to Post Responses to Questions:	10 January 2025, 5:00pm EAT
Applications Due:	17 January 2025, 5:00pm EAT
Submit Applications to:	<a href="mailto:grants.PROPEL@rti.org">grants.PROPEL@rti.org</a>

## 1.1 Background

### Project

PROPEL Health, a USAID-funded five-year project, aims to improve the enabling environment for equitable and sustainable health services, supplies, and delivery systems through policy development and implementation; adequate, predictable, and sustainable health financing; enhanced government stewardship, transparency, and accountability; and use of evidence-based advocacy approaches at global, national, and subnational levels to promote best practices.

RTI is a partner on the USAID PROPEL Health project, which prioritizes localizing policy, advocacy, financing, and governance (PAFG) leadership, technical assistance, and capacity development to enhance resilience and sustainability. RTI serves as the governance lead under PROPEL Health. The project actively supports USAID’s localization strategy by drawing on local actors to co-create country designs and lead implementation, monitoring, and evaluation. The project focuses on family planning/reproductive health (FP/RH), and the integration of FP/RH with HIV and maternal and child health (MCH) with a lens to enable economic empowerment, positive youth development.

### Overview of Funding Opportunity

PROPEL Health is facilitating the development of a locally owned toolkit, inclusive of an updated Resources for the Awareness of Population Impacts on Development (RAPID) tool (a family planning [FP] impact model), for use to advocate for inclusion of FP in multisectoral policies. RTI is seeking to issue a grant to a qualified organization to utilize the revised RAPID model (the “beta” RAPID model) and accompanying advocacy toolkit to advance 1-3 priority FP advocacy goals, to be co-developed with PROPEL Health, Kenya’s National Council for Population and Development (NCPD), and the Kenyan Ministry of Health (MOH).

The objectives of the funding opportunity, also referred to as the “User-led Application” in this announcement, are to: (1) apply the beta RAPID model to produce contextually relevant data; (2) tailor the qualitative FP advocacy tools accordingly to utilize the RAPID outcomes; and (3) create, package, and disseminate compelling evidence-based messages for the advocacy to prioritize FP across sectors. The goal of the User-led Application is to improve how the Kenyan NCPD and MOH use data to lead and sustain FP advocacy efforts.

This RFA provides prospective applicants with a fair opportunity to develop and submit competitive applications to the Project for potential funding. This RFA encourages women-owned and operated organizations to apply for the grant.

A single grant is anticipated to be awarded under this RFA as a Fixed Amount Award (FAA). Grant activities will be conducted in Kenya. The grant will be awarded and implemented in accordance with USAID and US Government regulations, and the Project grant management policies and procedures.

## **1.2 Grant Program Description**

### **Activity scope and objectives**

Many countries have made remarkable progress in reaching their health and development goals, particularly related to family planning (FP) and reproductive health. Advocates recognize the many benefits of FP related to health and development, yet FP is not consistently included or prioritized in multisectoral policy frameworks or programs. This oversight can result in missed opportunities for FP to:

- Access additional domestic resources
- Inclusion in comprehensive efforts to address broader development outcomes
- Help ensure that other sectors achieve their specific objectives, especially economic objectives and poverty alleviation goals.

Recognizing the potential for decision makers to invest in FP as a way to reach their development goals, this PROPEL Health activity aims to raise the visibility of FP in multisectoral policies through the improved use of data. The overarching purpose of this activity is to support advocates and champions to more effectively advance FP in multisectoral policies between health, population, and other development sectors. PROPEL Health is facilitating the development of a locally owned toolkit, inclusive of an updated Resources for the Awareness of Population Impacts on Development (RAPID) tool (a FP impact model), for use to advocate for inclusion of FP in multisectoral policies.

There are challenges getting FP onto the agenda, in ensuring through the development process that FP is addressed effectively, in implementing the multisectoral frameworks or policies; and in monitoring and evaluating the frameworks. Ensuring FP's inclusion throughout this cycle can help decision makers understand links between population, economic development, and poverty alleviation. Traditionally, FP advocates have used messages and results related to the impact of FP programs on population dynamics, achievement of the demographic dividend, and other population-driven messaging. However, these efforts have not resulted in the consistent recognition of FP in non-health policy spaces and may not resonate with current discussions about the importance of multisectoral policy investments or the reality of country contexts.

In countries that are highly decentralized, with significant policy-making authority resting at the subnational level, there are opportunities to support efforts to ensure that FP is effectively included in multisectoral policies and strategies, such as subnational development plans. To ensure that they can effectively advocate for FP across sectors at subnational levels, FP champions across government and non-government bodies need refreshed and revitalized data and approaches to effectively tell the story and define advocacy objectives that go beyond increased funding.

## **Approach**

This activity seeks to support advocates and champions to more effectively advance FP in multisectoral policies through a revamped RAPID model and development and application of a contextualized advocacy toolkit. In partnership with local stakeholders, PROPEL Health will implement a participatory phased approach to achieve the activity's four objectives:

- Improve analytical approaches to assess the potential for effective multisectoral approaches to FP.
- Improve the generation and packaging of analysis that quantifies the role of FP in achievement of multisectoral frameworks.
- Strengthen the evidence base around FP within multisectoral frameworks, specifically around how FP stakeholders have been successful in getting FP included in multisectoral frameworks, and how those frameworks have been successfully shepherded through the policy cycle.
- Strengthen the capacity of local CSOs and champions inside and outside government and equip them with tools to sustainably advocate for and ensure accountability for multisectoral policies and frameworks.

Prior to the execution of the Award under this solicitation, this activity will have completed the following activities:

- Conducted a desk review about uses of the RAPID model (examples, critiques) and examples of successful integration of family planning into multisectoral or non-health policies
- Scoping review in Kenya and the Philippines to determine key opportunities for supporting multisectoral policies; kinds of data and analytics that would be most useful in conveying to decisionmakers the importance of FP; and the most appropriate methods of sharing and using those data and analytics
- Finalized an updated beta version of RAPID that brings the tool online; produces easy-to-use data visualization for advocates; and generates new evidence in support of multisectoral policies and actions for FP. The revised beta RAPID model now will allow for users to see

the impact of accelerated FP across Energy and WASH goals, in addition to the original five sectors (Health, Economics, Agriculture, Urbanization, and Education), and generate new evidence related to climate change and/or gender goals.

- Drafted an accompanying toolkit to improve how FP advocates can use the updated RAPID model to promote advocacy and accountability for FP in multi-sectoral policies.

## **Grant scope (User-led Application)**

The next phase of this activity is to conduct a user-led application of the RAPID model and accompanying FP advocacy toolkit. The goal of the application is to improve how the Kenyan NCPD and MOH use data to lead and sustain FP advocacy efforts. The overarching proposed objectives of the user-led application include:

- Engage local institutions to utilize the revised beta RAPID model and supplemental FP advocacy toolkit
- Improve how the RAPID model can be used at a subnational level to achieve FP-related advocacy goals in decentralized settings, with a scope to be defined during co-creation
- Receive user feedback on and validate a finalized RAPID model and supplemental FP advocacy toolkit

RTI is seeking a qualified organization that will be responsible for conducting the user-led application. The goal of the application is to: (1) apply the beta RAPID model to produce contextually relevant data; (2) tailor the qualitative FP advocacy tools accordingly to utilize the RAPID outcomes; and (3) create, package, and disseminate compelling evidence-based messages for the advocacy to prioritize FP across sectors. The successful applicant will partner with NCPD and MOH to determine the final scope, timeline, and M&E and reporting requirements. Proposed activities are provided as examples of how PROPEL Health, NCPD, and MOH plan to structure the application and are subject to change.

To elevate NCPD's position as a leader in FP advocacy in Kenya, PROPEL Health will convene the grantee, NCPD, and MOH to hold a co-creation workshop to co-design the goals of the application and intended deliverables (e.g., an updated booklet for Kenya outlining RAPID projections for specific government of Kenya goals, such as Vision 2030 and beyond). The co-creation workshop will result in consensus on 1-3 top FP advocacy goals that RAPID and the accompanying toolkit can help achieve. The workshop will also include a training of the revised beta RAPID model for the participants to equip identified power users/focal points to use the model independently.

While the co-creation workshop will determine the specific activities of the application in coordination with NCPD, MOH, and the grantee, in general the process is expected to be as follows:

1. NCPD, MOH, and grantee define data needs for agreed-upon FP advocacy goals
2. Grantee and NCPD run beta RAPID model to produce needed data
3. Grantee tailors and applies advocacy toolkit resources and/or templates using RAPID outputs for advocacy for the agreed-upon FP goals
4. Grantee, NCPD, and/or other stakeholders (e.g., county governments, FP Advocacy TWG) to outline commitments in the FY25/FY26 NCPD work plan for sustainable RAPID use after the application period, for example:

- a. Identify NCPD department(s) or team(s) where RAPID ownership (e.g., use, training) can be institutionalized;
  - b. Contribute to developing NCPD Center of Excellence's RAPID capacity;
  - c. Imbed RAPID use into NCPD performance objectives
5. Grantee will use provided tools/templates to document feedback about the beta RAPID model and toolkit and provide to PROPEL Health

After completion of the application period, deliverables produced from the Award covered by this solicitation will inform updates to the model and toolkit. The final RAPID model and advocacy toolkit will be shared with NCPD, MOH, CSOs, and other organizations at a validation meeting, with plans for a broader global re-launch.

## Key activities:

A specific implementation plan will be developed upon award in collaboration with PROPEL Health, NCPD, and MOH. Below are the anticipated key activities that Applicants can use to guide completion of the Technical Application. Under each activity is an illustrative FAA deliverable to be completed by the grantee for milestone payments. Finalization of the FAA deliverables are subject to negotiation and approval of the FAA milestone payment plan.

1. **Co-creation workshop.** Grantee will participate in an initial co-creation workshop. The workshop will include a training of the beta RAPID model and orientation to use the draft FP advocacy toolkit resources. Participants will review the goals of the User-led Application to reach consensus on 1-3 top FP advocacy goals and develop a plan that utilizes RAPID and the toolkit to reach said goals, including decisions on subnational engagement. Participants may include PROPEL Health staff, staff of the grantee organization, NCPD, and MOH. The grantee may be asked to support with logistics of the co-creation workshop as a part of the scope of work under this Award and should consider the costs needed to fulfill related tasks.

Illustrative FAA deliverable: Meeting report and revised budget/work plan

2. **Application period.** Grantee will use the beta RAPID model and toolkit resources to implement the advocacy plan from the co-creation workshop. PROPEL Health and grantee will negotiate timeline for interim deliverables/milestones within the application period. Grantee will use tools to improve their understanding of how to use evidence in ongoing policy and advocacy initiatives; identify the entry points and further bottlenecks; what evidence is most effective and how. Subject to availability of funds and consensus of NCPD and MOH partners, PROPEL Health is interested in exploring subnational use of RAPID and the FP advocacy toolkit.

At a minimum, the grantee is expected to pilot use of the PROPEL Health-provided tools and provide documentation summarizing feedback of the updated RAPID model + FP advocacy toolkit to PROPEL Health.

Illustrative FAA deliverable: Report of Application period, which may include examples of uses for toolkit resources, feedback and/or documentation of RAPID model, and recommendations for improved used of both/either.

3. **Validation meeting.** After PROPEL Health incorporates grantee feedback on the RAPID model and toolkit, the grantee will support PROPEL Health in convening a validation meeting with NCPD, MOH, and other key stakeholders to result in final RAPID model + FP advocacy toolkit. The grantee may be asked to support with logistics of the validation workshop as a part of the scope of work under this Award and should consider the costs needed to fulfill related tasks.

Illustrative FAA deliverable: Validation meeting report

## 1.3 Grant Funding Information

RTI is seeking a qualified organization that will be responsible for completing the activities as described in 1.2 Grant Program Description.

### Type of Award and Payment

The grant to be awarded under this RFA will be a Fixed-Amount Award (FAA). No upfront payments will be made on commencement of the grant. The final award budget will include a fixed price payment schedule with a number of milestones to be agreed upon during the pre-award phase and deliverables negotiated during the final application and award process. Each payment will be made based on satisfactory completion and acceptance by RTI of the stated deliverable(s) for that milestone.

RTI shall retain the right to terminate the grant activities unilaterally in extraordinary circumstances. The grant may be terminated at a date earlier than the grant activity completion date under the following conditions, but not limited to:

- Significant change in the scope of work: if the requirements of UASID or the program change such that the work to be completed varies significantly from the proposed activities.
- Reduction or termination of donor funding: in the event USAID reduces funding or terminates funding earlier than the Grant Activity Completion Date.
- As a requirement of the donor: in the event the donor requests early termination of the grant.
- Significant delays or external or internal challenges which have a material impact on the ability of the grantee to implement the activities.

### Anticipated Funding Availability

All grants will be negotiated and funded in Kenyan Shillings. All costs funded by the grant must be allowable, allocable, and reasonable.

Estimated Ceiling Amount of Funds Available: KES 3,870,000 or approximately \$30,000 USD. This ceiling will cover all direct and indirect activity costs incurred by the proposed technical approach.

### Program Duration

The duration of the activities funded under this RFA will be for 10-12 months with an anticipated start date in January 2025 and a performance period of up to December 31st, 2025. The duration of the activities funded under this RFA is further estimated in the table below.

<b>Task</b>	<b>Anticipated Timeline</b>
<b>January – December 2025</b>	
Signing of grant	January
Co-creation workshop	By February 2025
Regular interface with PROPEL Health for technical updates, support, & routine reporting	February – July 2025
Conduct User-led Application	February – July 2025
Validation workshop	August/September 2025
Final deliverables completed	By October 1, 2025
Close out	December 2025

## 1.4 Eligibility Criteria

To be considered for this sub-award, the Applicant must meet the following minimum eligibility criteria:

- a) Must be legally registered with the government of Kenya and compliant with government tax laws (Provide a letter of accreditation/ registration, existing Tax identification number, copy of a current tax complaint certificate)
- b) The organization must be Kenya non-government or private organizations (civil society, faith-based organizations (FBO), community-based organizations (CBO), or for-profit firms.
- c) Must have a bank account in operation (provide correct bank account details)
- d) Must have a governance structure in place i.e. active board of directors for oversight (provide evidence of existence of the board of directors)
- e) Must have a demonstrated record of ensuring accountability and transparency with donor, beneficiaries, government stakeholder (provide evidence)
- f) An applicant should not have an active exclusion in the System of Award Management (SAM.gov) or otherwise restricted from receiving U.S. Government funding. In addition that the applicant does not appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website: <https://sanctionssearch.ofac.treas.gov/>.
- g) Grantees that receive more than \$25,000 from RTI are required to have a Unique Entity Identifier (UEI) number before receiving a grant award. Information on how applicants can



register to obtain an UEI number can be found at SAM (<https://www.sam.gov>). If the Applicant already has a UEI number, it should be included in the application. Otherwise, Applicants will be expected to obtain a UEI number before an award is made. More information can be found in Section 4.5 Unique Entity Identifier (UEI Number) of this announcement.

- h) Should have organizational capability to fully execute the proposed activities within the timeline proposed
- i) Ideally, the Applicant has received less than USD 25 Million in direct or indirect award from USAID over the last five years, to promote USAID's New Partnership Initiative agenda for localization.

Assistance Subawards: Pursuant to Title 2 of the Code of Federal Regulations (CFR) Part 200.400, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principles (2 CFR 200 Section E for non-profit organizations and 48 CFR (Federal Acquisition Regulations) Part 31 for for-profit organizations) will be considered in establishing the final amount of the subaward.

**Ineligible applicants:**

- Government-owned entities or individuals, or entity is currently debarred or suspended from receiving federal government funding.
- Applicant's failure to meet an eligibility criterion by the time of an application deadline will result in the application being rejected. Applicants should submit documentation to support an eligibility determination, including registration certificate, tax registration, organization profile.

## II. Application and Submission Information

This section summarizes the application process and information required for submission.

### 2.1 Accessing Full Announcement, Templates, and Forms

RTI is seeking applications from organizations interested in providing the services described in this RFA. Your application must be prepared in accordance with the instructions listed below and must use the templates as provided in the attachments. The full announcement can be found on [www.rti.org/rfp](http://www.rti.org/rfp).

- Applicants shall submit an electronic application as email attachments in Microsoft Word to [grants.PROPEL@rti.org](mailto:grants.PROPEL@rti.org) no later than 5:00pm EAT on **17 January 2025**.
- Please direct RFA questions to [grants.PROPEL@rti.org](mailto:grants.PROPEL@rti.org). All questions received by **6 January 2025, 5:00pm EAT** will be compiled and answers made available to all applicants by **10 January 2025, 5:00pm EAT** on [www.rti.org/rfp](http://www.rti.org/rfp). No phone inquiries will be entertained.
- **Only one application per organization will be considered.** Applications that are not submitted in accordance with the RFA instructions will be considered non-responsive and will be rejected by RTI. Please review and complete the Grant Application Form (Attachment 1) to view instructions for applying.

Issuance Date:	<b>18 December 2024</b>
Questions Due:	<b>6 January 2025, 5:00pm EAT</b>
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Applications Due:	<b>17 January 2025, 5:00pm EAT</b>
Submit Applications to:	<a href="mailto:grants.PROPEL@rti.org">grants.PROPEL@rti.org</a>

**This solicitation in no way obligates RTI to make an award, nor does it commit RTI to pay any cost incurred in the preparation and submission of an application.**

### 2.2 Application Process & Submission Requirements

#### Overview of the Application Process

Under this solicitation, Applicants will follow a three-phase process:

**Phase 1: Grant Application**, including a technical application and signed certifications as required by USAID. No Cost Application is due with the Phase 1 Grant Application; however, for proper activity design, planning, and budgeting, it is expected that Applicants will have begun the budget process internal to their organizations. To ensure transparency of anticipated costs and the total Award amount, an estimated budget total is required upon submission of Phase 1 – the provided budget figure is understood to be an estimate and will not be considered in the merit review of Phase 1. Shortlisted Applicants may revise the budget figure if invited to Phase 2 to submit the Cost Application; the figure submitted in the Phase 1 Grant Application is for RTI’s planning purposes only.

Successful Applicants with the highest merit review score, based on criteria outlined in Section 3.1 of this announcement will be invited to move to Phase 2.

**Phase 2: Cost Application**, including a budget and budget narrative (no more than two organizations)

Shortlisted Applicants will be notified of their advancement to Phase 2, as soon as 7 calendar days from the closing of the grant application period. Phase 2 Applicants will be invited to submit a Cost Application, as outlined in Section 3.2 of this announcement, as well as review and revise their Technical Application, if necessary. RTI will review final Technical and Cost Applications and select the Applicant with the highest overall score, based on criteria outlined in Section III of this announcement to move forward to award negotiations.

**Phase 3: Co-creation**, resulting in the submission of the first FAA deliverable (one awardee organization)

The Awardee will be invited to a co-creation workshop, hosted by PROPEL Health and Kenya NCPD, to design an application or adaptation of the revised beta RAPID model and accompanying FP advocacy toolkit. Upon completion of the co-creation workshop, within the first 30 days of the grant period, the Awardee will be required to submit the first FAA deliverable – a co-creation workshop report, revised budget, and/or a work plan.

## **Submission of Phase 1 Grant Application**

The following materials must be submitted to RTI by the application deadline:

1. A Grant Application Form, signed by a duly authorized representative of the Applicant’s organization, presenting the estimated total budget and the organization’s contact information as provided in Attachment 1.
2. The Technical Application as described in Attachment 2.
3. A current Organizational Control Environment Questionnaire, including supporting documentation, as provided in Attachment 3.
4. The Anti-Terrorism Certification, signed by a duly authorized representative of the Applicant’s organization, as provided in Attachment 4.

All electronic files should be in Microsoft Word or Excel format (font size 12pt). Text in tables or charts may be 10-point Times New Roman font. Templates are provided; please follow instructions for each template.

1. The Technical Application should be prepared in Microsoft Word or compatible equivalent with print areas set to 8.5 x 11-inch, letter-sized paper and one-inch margins, left justification and a footer on each page including a) page numbers, b) date of submission, and c) applicant name. Written in English and in 12-point Times New Roman font.
2. PDFs or other electronic formats will not be accepted.
3. Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files; and
4. Faxed and hard copy applications will not be accepted.

## Technical Application

All applications must use the format provided as outlined in this announcement.

Successful Technical Applications will consist of three parts:

- I. Technical approach (maximum 2 pages)
- II. Resourcing and management plan (maximum ½ page)
- III. Institutional capability/past performance (maximum 1 page)

I. Technical Approach (required, 2 pages maximum). The applicant must describe in detail the program of activities proposed to be supported by the grant. The program description must be results-oriented. An excellent program description goes beyond re-stating the RFA program description and should address the following:

- (a) Applicant's understanding of the context, opportunity, and/or problem statement. The applicant should discuss what political, social, economic, and environmental conditions(s) require(s) changing. How does the applicant know what needs changing and with what evidence?
- (b) Applications must clearly identify the stakeholders required for successful implementation of the scope of work as well as strategic approaches for engaging them. What are the intended results (i.e., changes in conditions)?
- (c) The link of the challenge, opportunity, or problem to the key objectives of the overall project. How will results contribute to the achievement of multisectoral FP policies and programs? What are the external factors and other critical assumptions that are likely to facilitate or hinder the achievement of the results?

While final activities and an implementation plan will be determined at the award phase, Applicants are encouraged to demonstrate their understanding of how the anticipated results would be achieved: *What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?*

While an M&E plan is not required at the time of application, the successful applicant will be required to work with PROPEL Health, NCPD, and MOH to develop an activity M&E plan within the first 30 days of the grant.

II. Resourcing and Management Plan (required, no more than ½ page). It is expected that the grantee will work closely with PROPEL Health, NCPD, and MOH to achieve the desired

outcomes. Successful Technical Applications will include a resourcing and management plan that will outline how the Applicant will manage the project to ensure that all deliverables are satisfactory and are on time.

A strong staffing and management plan will provide detailed resumes of key staff as an Appendix. Resumes should show the qualifications and experience of the individual. “Key staff” are those staff who play significant roles in performing or supervising the work for the activities (i.e., generally greater than 50% level of effort).

III. Institutional Capability & Past Performance (required, no more than 1 page). Describe your organization’s overall institutional capability (financial, personnel) to meet the general requirements of the Scope of Work. Describe your organization’s prior work in health, advocacy, multisectoral stakeholder engagement, and/or other related fields.

## **Submission of Phase 2 Cost Application**

**A Cost Application is only required from shortlisted Applicants invited to Phase 2.** Only shortlisted Applicants will receive a request to submit a Cost Application, which consists of a detailed line-item budget and a budget narrative; templates will be provided.

Shortlisted and invited Applicants must submit a detailed line-item budget in Kenyan shillings using the template provided in Microsoft Excel. How the applicant derived the units and totals for each budget line must be clearly demonstrated. The applicant may modify the budget template by adding or deleting budget line items, as necessary. The applicant is also required to complete a budget narrative using the template provided in Microsoft Word, to document the cost basis for each budget line item. Attached to the budget narrative should be supporting documentation for all proposed costs (proforma invoices, memos, policies, etc.), to determine reasonability of the proposed cost.

No lump sum budgets will be accepted; an acceptable budget will have all costs broken down by unit and clearly show the number of units used for each line item. Please use formulas to calculate units where appropriate; for example, if per diem will be given to 2 people in each county for 2 counties, instead of simply writing in “4,” the units should be calculated using the formula “=2\*2.” All costs will be reviewed for reasonableness relative to the work being performed.

Applicants may also propose direct labor costs for each person as required to conduct the activities as outlined in the Applicant’s Technical Application. The budget must include the name of the person, position, direct salary rate and the number of direct labor hours or days that each person will perform in support of the application requirements. Documentation of each individual’s direct salary rate should be included with the budget narrative, such as a copy of the organizational payroll schedule, board-approved salary rates, and/or individual employment letters as appropriate.

Applicants must also propose other direct costs deemed necessary to support work requirements. These costs may include travel and transportation, communications (telephone, internet, etc.), office supplies, bank fees, and reproduction/printing. All other direct costs must be identified in separate line items for each activity in the detailed line-item budget.

Operational/administrative costs incurred by the applicant (also known as overhead) may also be included in the detailed line-item budget if it is the organization's standard practice to recover costs in this fashion, supported by copies of organizational policy, but shall not exceed 10% of the direct costs. Alternatively, an applicant may elect to use the de minimis rate to cover its indirect costs up to a maximum of 10% of the total direct costs.

## **2.3 Funding Restrictions**

Applicants are advised that costs pertaining to the preparation of the applications will not be reimbursed. Lump-sum budgets and/or percentages (other than what is provided above) will not be accepted; all costs must be detailed by line-item. Additional restrictions to the budget include the **purchase of vehicles, motorbikes, equipment, and construction**; these costs are unallowable and will not be accepted.

## **2.4 Other documents for Submission**

All USAID grants recipients are required to sign and submit certifications. The RFA incorporates certifications required for the type of organization, level/type of funding, flow down from the Prime award, or work that will be performed for the grant. The certification forms required to be submitted by the applicant along with the Application Form (Attachment 1) are listed in Attachments 3 and 4.

## **2.5 Other information required before an Award.**

After the selection, the apparent successful applicant (ASA) will be asked to provide additional information pertaining to any application concerns. This information will be used to make a determination before the grant is issued. PROPEL will make the final selection after careful consideration.

Prior to issuing of an award, the ASA must ensure they have a registered Unique Entity Identifier (UEI) and have signed and provided all necessary certifications and Standard Provisions to RTI.

### III. Application Review Criteria

Applications will be evaluated in accordance with the review criteria set forth below. The relative importance of each criterion is indicated by approximate weight.

#### 3.1 Phase 1 Merit Review Criteria

The Merit Review Criteria for applications is presented in the table below. The maximum possible is 100 points.

Merit Review Criteria	Maximum Points Available (100)
Technical Approach	50
Resourcing & Management Plan	25
Institutional Capability & Past Performance	25
Overall	100

These merit review criteria elements are described in more detail below:

<p><b>Technical Approach (no more than 2 pages):</b> Applicants must provide a description of the technical approach to be supported by the grant. The maximum score of 50 points is based on the Applicant’s ability to demonstrate the following:</p>	<p><b>Criteria 1: Proposed Technical Approach is aligned with the context and justified to support achievement of Kenya’s FP goals (25 points), including:</b></p> <ul style="list-style-type: none"> <li>• Understanding of the Grant Program Description as detailed in Section 1.2 of this announcement</li> <li>• Context: description of the overarching landscape which affects why the solution/approach for improving the visibility of FP-related policy across sectors has been proposed</li> <li>• Justification: outline how the approach will strengthen advocates’ abilities to promote FP as a multisectoral issue. The proposed solution/approach should be well justified with a strong evidence base (theoretical or application-based)</li> <li>• Expected outcome: clearly explain the intended outcomes of the proposed technical approach and how it will contribute to achieving the stated goals and objectives of the PROPEL Health activity</li> <li>• Overarching strategy and approach(es): what activities, processes or strategies are essential to achieve the results? Why will the planned work lead to the intended results? Application clearly explains how the technical approach will contribute to achieving the stated objectives</li> </ul>	<p><b>50</b></p>
<p><b>Criteria 2: Proposed Technical Approach includes clear and logical methods, process, and strategies for achieving the intended goals and methods (25 points), including:</b></p> <ul style="list-style-type: none"> <li>• Stakeholder engagement: how the applicant plans to coordinate the proposed approach with identified local stakeholders to ensure their capacity is strengthened to</li> </ul>		

	<p>advocate for multisectoral FP</p> <ul style="list-style-type: none"> <li>• Linkages: how/if this solution will leverage existing initiatives, either to build off what is already there or become integrated for greater buy-in/sustainability</li> <li>• Sustainability: Explain how the approach has been designed to ensure that its benefits will continue beyond the period of funding. Applicant should also include whether there is a plan for pursuing additional funding for longevity beyond the period of funding and/or handing over the innovation/approach to local stakeholders</li> </ul>
<p><b>Resourcing and Management Plan (1/2 page):</b> While a Cost Application is not required for Phase 1 submission, Applicants must provide a description of the resources required to implement the proposed technical approach. The maximum score of 25 points is based on the Applicant’s ability to demonstrate the following:</p>	<p><b>Criteria 1: Proposed resourcing and management plan includes sufficient detail as to how the grantee will manage the grant and its activities to satisfaction (15 points).</b></p> <ul style="list-style-type: none"> <li>• Understanding of the resources required to successfully implement the proposed technical approach</li> <li>• Inclusion of key staff who have a good mix of relevant experience and technical knowledge, with demonstratable experience success in managing similar activities</li> <li>• Proposed technical roles and responsibilities are clearly defined and demonstrate alignment with proposed project needs</li> </ul> <p><b>Criteria 2: Proposed resourcing and management plan outlines clearly defined roles and responsibilities (10 points).</b></p> <ul style="list-style-type: none"> <li>• Outlining key personnel selected to work on the activity alongside clearly defined roles and alignment of roles with project activities</li> <li>• Relevant experience and expertise of key personnel and demonstrated success in managing similar projects. Consider factors such as relevant educational background, professional certifications, and prior experience in similar projects</li> </ul>
<p><b>Institutional Capability and Past Performance (1 page):</b> Applicants should describe prior work in a related field or activity that will showcase their ability to conduct activities and meet the activity’s goals. The maximum score of 25 points is based on the</p>	<p>Criteria 1: Applicant states relevant institutional capabilities and past performance required to successfully implement the proposed activities (15 points), including:</p> <ul style="list-style-type: none"> <li>• The organization’s overall institutional capability and resources (finances, personnel), in meeting the general requirements of the Grant Program Description</li> <li>• Evidence of implementation of similar activities in the past, considering the nature of the intervention, the grant size, the target population(s), similar funders (USG, Government of Kenya, or others – please note), and achieved outcomes provided via links to public/online documents, reports, capability statements, etc.</li> </ul>



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Applicant's ability to demonstrate the following:

Criteria 2: Applicant demonstrates an ability to work with the named stakeholders and communicate an understanding of evidence-based advocacy efforts (10 points). Preferred capabilities include:

- Experience partnering with Kenya NCPD and/or MOH
- Experience using the RAPID model, or other similar FP impact models (e.g. ImpactNow, FP-SDG, FamPlan) preferred but not required

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**Total Marks**

**100**

### **3.2 Phase 2 Cost Application Review Criteria**

Shortlisted Applicants invited to Phase 2 will submit a cost application, including a detailed budget and budget narrative. Additional guidance, including templates, will be provided to shortlisted Applicants at that time. Management and operational costs within a cost application will be evaluated for general reasonableness, realism, appropriateness, allowability, and allocability. The cost-realism analysis is intended to: (1) verify the applicant's understanding of the requirements; (2) assess the degree that the cost application reflects the approaches in the technical application; and (3) assess the degree that the cost included in the cost application accurately represents the work effort included in the technical application. To the extent that they are necessary (if award is not made based on initial applications), negotiations may be conducted. An award will be made to the responsible Applicant whose application offers the greatest value, cost, and other factors considered.

RTI will score Cost Applications against the following cost review criteria, for a total maximum score of 30 points:

- Applicant provided a complete budget and budget narrative (5 points)
- The budget is clear, reasonable, coherent with the Technical Application and reflects best use of resources, including maximizing the use of existing resources (10 points)
- Cost items are reasonable and allowable and unit costs are comparable to market prices (10 points)
- Each budget line item is sufficiently detailed with supporting justification (5 points)

## **IV. Grant Award Administration Information**

### **4.1 False Statements in Applications**

Applicants must provide full, accurate, and complete information as required by this solicitation and its attachments. Any false information provided will lead to disqualification of the entire application.

### **4.2 Awarding Notices and Information**

Following selection, the finalist Applicant will be required to provide any missing or incomplete information specific to development of final deliverables, adequate cost, and historical pricing in line with the final program scope before an award is issued. Additional information that may be requested to facilitate the issuance of the grant award, per 2 CFR 200 regulations and/or ADS 300. For example, in accordance with 22 CFR 216, PROPEL will have received an Initial Environmental Examination Categorical Exclusion. Should the activities described within the response to RFA not fall within the Initial Environmental Examination Categorical Exclusion, PROPEL will complete an Environmental Review form and issue an Environmental Mitigation and Monitoring Plan for the activities undertaken under this grant.

### **4.3 Administrative Requirements**

Applicants are responsible for reviewing the administrative requirements prior to submitting an application in order to carefully consider any requirements that the applying organization might have difficulty complying with, if its application is successful.

RTI awards are issued in the form of grants under cooperative agreement and made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 303. Grantees are expected to comply with the provisions of these guidelines and regulations, as applicable. USAID ADS 303 can be accessed at <http://www.usaid.gov/ads/policy/300/303>

Other USAID administrative requirements that may govern the award include Standard Provisions for Non-US Organizations, 22CFR216, Environmental Compliance, Branding and Marking. 2 CFR 200 is not directly applicable to non-U.S. organizations; however, USAID applies some of these regulations to non-U.S. organizations through ADS 303 and the Standard Provisions (USAID ADS 303.3.1). 2 CFR 200 can be accessed [through this link](#). Grantees should understand that USG federal regulations are subject to change during this Award's period of performance; grantees will be requested to sign any updated certifications and follow changing regulations with guidance from RTI.

### **4.4 Conflict of Interest Clause**

Applicants must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review, or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in RTI having to re-evaluate selection of an Applicant.

### **4.5 Unique Entity Identifier (UEI Number)**

Grantees that receive more than \$25,000 from RTI are required to have a UEI number before receiving a grant award. Information on how applicants can register to obtain an UEI number can be found at SAM (<https://www.sam.gov>).

## **WHAT IS A UNIQUE ENTITY IDENTIFIER (UEI, or Unique Entity ID) & WHY DOES MY ORGANIZATION NEED TO OBTAIN ONE?**

The U.S. government is transitioning away from the DUNS number as the primary organizational identifier to the twelve-digit alphanumeric Unique Entity Identifier (UEI) starting April 4, 2022.

The UEI will be requested in, and assigned by, SAM ([www.sam.gov](http://www.sam.gov)). Organizations will no longer have to go to a third-party website to obtain their identifier. This transition allows the United States government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the government.

**If your entity is registered in SAM.gov today**, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to [this help article](#).

**If your entity is not registered in SAM.gov today**, please visit [www.sam.gov](http://www.sam.gov) to begin the registration process.

## **V. RFA Attachments**

The following Attachments are included with this RFA and should be included with each Applicant's submission:

Attachment 1: Grant Application & Award Form

Attachment 2: Technical Application template

Attachment 3: Organizational Control Environment Questionnaire

Attachment 4: Anti-terrorist Certification

# Attachment 1. Grant Application Form

*Instructions:*

1. All applicants are required to complete and submit this application form.
2. All the attachments (A to C) referenced in this application are required parts of the application and must be attached to the completed application form. Therefore, a complete application should consist of this form and all the attachments.
3. By signing and submitting this application, the applicant attests to the Anti-Terrorism Certification in item 14.
4. Applicants must complete Part I (items 1-11) and submit all the required attachments
5. To facilitate the evaluation and award process, please provide the following information about your organization. If an item is not applicable to your organization, please put "N/A" on the blank(s) provided. Do not leave items unanswered. Instructions on how to obtain a UEI number are found in Section 4.5.

1. Date of application:	
2. Name of applicant:	
3. Address of applicant:	
4. Unique Entity Identifier: (instructions attached)	
5. Names, email addresses, and titles of officer(s) authorized to represent the applicant and his/her alternate: (a) Authorized Officer: Name: Title: Email address:  (b) Alternate: Name: Title: Email address:	
6. Website address:	
7. Estimated budget:	
Signature/Name/Title	

- 8. Technical application **(required)**
- 9. Organizational Control Environment Questionnaire **(required)**
- 10. Anti-Terrorism Certification **(required)**

**By signing and submitting this application, the applicant provides the certification set out below:**

1. The applicant, to the best of its current knowledge, did not provide, within the previous ten years,

and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as defined in paragraphs 3a and 3b below.

2. The following steps may enable the applicant to comply with its obligations under paragraph #1:
  - a. Before providing any material support or resources to an individual or entity, the applicant will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's web site: <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID through RTI.
  - b. Before providing any material support or resources to an individual or entity, the applicant also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's Web site: [https://www.un.org/securitycouncil/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/securitycouncil/sanctions/1267/aq_sanctions_list).
  - c. Before providing any material support or resources to an individual or entity, the applicant will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - d. The applicant also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification
  - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
  - b. "Terrorist act" means:
    - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see United Nations terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>);
    - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
    - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
  - c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
  - d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of

these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

- e. The applicant's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the applicant that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the applicant has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

**In Agreement to the terms and conditions above:**

<b>Name of Applicant Organization:</b>	
<b>Name and title of officer or his/her alternate authorized to represent the Applicant (either name that appears in Box 5 of this Application):</b>	
<b>Signature:</b>	<b>Date:</b>

## Attachment 2. Technical Application

Technical applications should be completed in 12pt font, Times New Roman, 1-inch page margins using the outline provided below.

- I. Technical Approach (no more than 2 pages)
- II. Resourcing and Management Plan (1/2 page)
- III. Institutional Capability and Past Performance (1 page)
- IV. Appendices (optional)

**Appendix A** - Resumes of key staff: The Applicant can provide detailed resumes of key personnel positions. Resumes should show the qualifications and experience of the individual. “Key staff” are those staff who play significant roles in performing or supervising the work for the activities (i.e., generally greater than 50% level of effort).

**Appendix B** – Past performance references: Shortlisted Awardees are subject to a past performance reference check. Applicants may provide name, address, and other contact information of at least two past performance references below.

Name	Address	E-mail	Telephone
(1)			
(2)			

If the Applicant obtains letter(s) on implementation of similar type of projects, they should also be provided in Appendix B. Letter(s) should be on the letterhead of the organization providing support for the project and signed by appropriate staff from the organization.

Applicants may include additional optional Appendices as relevant for the application.



## **Attachment 3. Organizational Control Environment Questionnaire**

All applicants are required to complete the questionnaire attached to this application. U.S. Agency for International Development (USAID) regulations require RTI International (RTI) to obtain information from all applicants in order to determine an applicant's ability to comply with prescribed standards for (a) financial management, (b) property management, (c) procurement, and (d) reports and records. Please answer all questions to the best of your ability; do not leave blanks. Failure to provide the necessary information may cause your application to be rejected.

Applicants are required to submit the completed **Organizational Control Environment Questionnaire** as an attachment to this application.

## **Attachment 4. The Anti-Terrorism Certification**

It is **a mandatory requirement** by USAID and a condition of award that the applicant must certify that it does not support terrorism. Applicants unable to submit this signed certification will not be eligible for an award.