HEALTH REFORM SUPPORT

REQUEST FOR GRANT APPLICATIONS (RFA):

"ASSESSMENT OF CORRUPTION RISKS IN MEDICAL EDUCATION IN UKRAINE"

RFA #: 2

A USAID /Ukraine FUNDED PROJECT

January 2019

Table of Contents

Authors

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USAID Health Reform Support
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1 SUMMARY

1.1 USAID Health Reform Support Project

The purpose of USAID's Health Reform Support is to support a transparent, accountable, and effective health care system that is capable of meeting the health needs of the Ukrainian people. Advancing health sector reforms, enhancing transparency, and tackling corruption will reduce out-of-pocket payments and improve access and availability of high quality, evidence-based health care services for Ukrainians. Elimination of corruption is a cross-cutting theme across all objectives to be achieved by this activity, which include:

1. Improve health sector governance.
2. Support the transformation of the healthcare financing model.
3. Strengthen the health workforce.
4. Enhance transparency, accountability and responsiveness of the health care system.
5. Improve service delivery system at all levels.

1.2 Request for Applications (RFA) Summary

Scope of Work: This solicitation requests applications from eligible USAID Health Reform Support Project partners to conduct the assessment of corruption risks at all levels of the medical education in Ukraine.

Applications should include a technical approach, with corresponding activities that will be undertaken to achieve the goals of the activities described in the detailed scope of work (SOW) specified in Section 3 of the RFA.

Period of Performance: The period of performance for the grants is approximately six (6) months, from March 1, 2019 to August 31, 2019. The application work plan and budget should reflect the period of performance. There may be an opportunity for continued funding for organizations that submit their deliverables on time.

Proposal Selection: All applications will be reviewed to check for eligibility and completeness of the submission. All eligible and complete applications will be reviewed by a Technical Selection Committee against the review criteria described in Section 6 Selection.

The minimum score to be considered for grant funding is 70 points out of the total 100 points. Applicants not selected for award will be notified by the project in writing.

Funding Range: USAID Health Reform Support Project intends to award one (1) grant **up to** 2,380,000 UAH. Funding for this grant will be subject to donor approval and availability of funds. Funding will be disbursed to the grantee in Ukrainian local currency (UAH).

Submission Deadlines: All applications must be submitted no later than 23:59 Ukraine local time (UTC + 02:00) on February 17, 2019. Questions should be received by close of business (COB) Ukraine local time on February 06, 2019, and responses to questions will be provided by February 12, 2019.

The RFA has three Attachments that are relevant to the application development:

Attachment 1: Grant Application Form and Guidelines with attachments

Attachment 2: Budget Template

Attachment 3: Grant Applicants Handbook (including Grant Award template)

2   INSTRUCTIONS FOR APPLICANTS

2.1   General

- Entities invited to submit an application are under no obligation to do so.
- Applicants will not be reimbursed by USAID Health Reform Support Project for any costs incurred in connection with the preparation and submission of their applications.
- Applicants may submit only one application under this RFA# 2.
- For the purposes of interpretation of these instructions to applicants, the periods named herein shall be consecutive calendar days.
- USAID Health Reform Support Project reserves the right to conduct discussions once a successful application is identified, or to make an award without conducting discussions based solely on the written applications if it decides it is in its best interest to do so.
- USAID Health Reform Support Project reserves the right not to make any award.
- These instructions to applicants will not form part of the offer or grant award. They are intended solely to aid applicants in the preparation of their applications.

2.2   RFA Contact Information

USAID Health Reform Support Project Office
Attention: Olena Korduban
Address: 52A, B. Khmelnytskogo Str., 5th floor, 01030 Kyiv, Ukraine
Tel: +380 44 281 23 76
Email: grant@hrs.net.ua

2.3   Questions and Clarifications

- **Method:** Only written questions and requests for clarification will receive a response. Send questions about this RFA by email to the RFA Contact noted above.
- **Date for receipt:** All questions and requests for clarification must be received by close of business (COB) on February 06, 2019 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By February 12, 2019, we anticipate providing responses to the requests for clarifications. All responses will be emailed to all applicants.
- An informational workshop (webinar) will be held on **February 05, 2019 at 15:00 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at grant@hrs.net.ua **by 11:00 local time, February 05, 2019.**

2.4   Applications Due Date and Time

Closing Date: February 17, 2019
Closing Time: 23:59 Ukraine local time (UTC + 02:00)

2.5   Application Delivery Address

Proposal packages should be submitted through the Grants Portal (https://usaid-hrs.fluxx.io).

First time applicants will be required to register for an account and, upon approval, will receive an email notification with the necessary log-in credentials to access the portal.

The portal details submission instructions for completing a web-based application form and contains all required document and budget attachments to be included with the application.

All electronic file names should include the organization's name and the title of the document. Applicants should retain copies for their records, as all applications received will not be returned.

2.6   Type of Award

The USAID Health Reform Support Project anticipates the award of one (1) Fixed Amount Award in response to this RFA# 2 with the ceiling amount of up to 2,380,000 UAH.

2.7   Submission Requirements

- **Language:** The application and all associated correspondence must be in English. Any award document resulting from this request will be in English.
- **Currency:** The cost must be presented in UAH.
- **Method:** Electronic copy
- **Marking:** USAID Health Reform Support Project, RFA # 2
- **Authorized Signer:** Application must be signed by a person duly authorized to submit an application on behalf of the applicant and to bind the applicant to the application.
- **Authorized Personnel.** Provide name, title, email, and telephone number of the person or persons in the entity who are authorized to discuss and accept a grant, if awarded.

2.8   Eligibility

To be eligible to apply for and receive funding under the USAID Health Reform Support Project, potential applicants must meet the following criteria:

> Local non-governmental organizations (nonprofits) legally registered in Ukraine are eligible organizations for grant awards.

Additional eligibility criteria:

- At least three years of previous research experience, including experience collecting and analyzing quantitative and qualitative data through a variety of methods (please, provide list of the relevant past studies and reference letters from clients);

- Capacity to perform research on a national and local (regional) level;

- Proposed personnel with relevant experience (please, provide CV for project team);

- Experience with medical education sectors strongly preferred.

- Have a DUNS number for grants over $25,000 (applicants are encouraged to apply on http://fedgov.dnb.com/webform)

- Have a SAM registration for grants over $25,000 (applicants are encouraged to apply on https://www.sam.gov/)

Ineligible are:

- Individuals, political organizations, foreign owned organization and government institutions and religious groups

2.9   Application Conditions Precedent

All applications must be submitted in the specified format (see Section 4 Technical Application Contents). Any application submitted in any other format will not be considered. The applicant must also include all other supporting documentation (board resolution, articles of incorporation, etc.) as may be necessary to clearly demonstrate that it meets the following conditions precedent to application selection:

- That the applicant organization is an eligible organization legally constituted under Ukrainian law;

- That the applicant organization has the managerial commitment, as evidenced by written board of directors, resolutions, strategic plans (overall long-range plan for applicant's organization) or other documentation, indicating that it is, or will be, implementing the objectives referred above;

- That the applicant organization has no advances from USAID or a USAID contractor which have been outstanding and unliquidated for longer than 90 days, and that the applicant organization has no grant completion report required under a grant from USAID or a USAID contractor which is more than 30 days past due;

- That at the time of application there exists no condition within the applicant organization or with respect to the applicant organization's management which renders the organization ineligible for a grant directly or indirectly funded by USAID.

2.10   Late Applications

Applicants are wholly responsible for ensuring that their applications are received in accordance with the instructions stated herein. A late application will not be eligible for consideration and will be rejected without selection, even if it was late as a result of circumstances beyond the applicant's control. A late application will be considered only if the sole cause of its becoming late was attributable to USAID Health Reform Support Project, Deloitte, its employees or agents.

2.11   Modification/Withdrawal of Applications

Any applicant has the right to withdraw, modify or correct its offer after such time as it has been delivered to USAID Health Reform Support Project provided that the request is made before the offer closing date.

2.12   Disposition of Applications

Applications submitted in response to this RFA will not be returned.

3 STATEMENT OF WORK

3.1   Background

The purpose of the USAID Health Reform Support is to support a transparent, accountable, and effective health care system that is capable of meeting the health needs of the Ukrainian people.
Advancing health sector reforms, enhancing transparency, and tackling corruption will reduce out-of-pocket payments and improve access and availability of high quality education of health professionals and evidence-based health care services for Ukrainians. Elimination of corruption is a crosscutting theme across all project objectives to be this activity, including reduction of corruption at all levels of the medical education system and strengthening the health workforce.

At present, more than 150,000 Ukrainian and 24,000 foreign students receive medical education in 14 state and 5 private medical universities subordinated to the Ministry of Health of Ukraine. In addition, medical education is provided by 4 higher educational institutions under the authority of the Ministry of Education and Science. Also, the Ministry of Health supervises 3 state academies of postgraduate medical education. According to the recent data, a total of 11,177 lecturers work in the institutions of higher and postgraduate medical education, of which 7,096 are Candidates of Sciences and PhDs and 1,816 are Doctors of Sciences.

Additionally, over 100 education facilities provide bachelor and junior specialist programs in nursing. Due to the facilities' subordination to the local councils in the majority of cases, there are no central data available on the exact number of students and lecturers involved.

Every year, medical universities in Ukraine, affiliated with the MOH, produce about 10,000 graduates. One third of the graduates are foreign students who will not remain and practice in Ukraine. Public funds spent on medical education equaled 650 million UAH in 2016. The system of medical education has not undergone significant changes since the collapse of the Soviet Union. Any type of corruption in the system will directly impact on the quality and level of care offered to patients by healthcare providers.

3.2   Specific Statement of Work

Task 1. Conduct the assessment of corruption risks in medical education in Ukraine
The objectives of the assessment of corruption risks in medical education are:

- to enable a better understanding of the extent, nature, and impact of corrupt practices in the sector of medical and nursing education across Ukraine;
- to assess the capacity of the stakeholders to prevent and control corruption within the system of education and the effectiveness of these measures in practice;
- to evaluate in-place anticorruption initiatives: their achievements, their deficiencies, the obstacles they have faced, and their sustainability.

The assessment approach must be built upon a body of international experience in assessing and acting against corruption.

Task 2. Finalize the assessment recommendations based on the stakeholders' feedback

3.2.1 Scope of the evaluation

The study must

- *be focused on three areas of medical education:* undergraduate and graduate (medical and nursing colleges and universities), post-graduate education (internship and PhD programs), and continued professional development;

- *include both public and private medical education* facilities (for both physicians and nurses) affiliated and not affiliated with MOH;

- describe *potential typologies of corruption cases*, including, but not limited to: bribery to gain place in medical school, other pre-service trainings, distribution of internship spots, continued professional development programs for healthcare professionals and other administrative procedures; bribery in obtaining passing grades; political influence, nepotism in selection of candidates for training opportunities; procurement corruption; misuse of high level positions; fraud and embezzlement of available resources; and distortive funding and content of professional development programs for healthcare professionals by pharmaceutical companies to promote their products;

- evaluate corruption risks revealed during *training of foreign students* in educational facilities of Ukraine, including bribery for resolving of visa issues, and opaque access to dormitories;

- examine corruption risks that could potentially emerge as the system of medical education is being reformed in Ukraine, as well as the system's ability to prevent corruption risks;

- cover evaluation of *post-graduate research activities* in issues of pseudo-trials funded by drug companies that are really for marketing purposes, a misunderstanding of informed consent and other violations of adequate standards in research practice. Misuse of research funding should also be one of the focuses of assessment;

- evaluation of *inappropriate educational facility certification* to indicate corruption risks due to personal or political connections with the institution administrators or the receipt of improper inducements;

- plan in all areas of medical education system to identify deficiencies and *provide prioritized recommendations* on data-driven development and implementation of anti-corruption strategy in medical education.

Approach and Methodology

To address the objectives, the assessment should be based on *desk research, face-to-face interviews, focus group discussions, and online survey/s/, as appropriate*. Also, open data on criminal and administrative proceedings related to the issues of corruption in medical (including nursing) education should be summarized and relevant social media groups has to be reviewed during the assessment.

- A detailed *literature review* with special relevance to/focus on Ukraine is expected on existing research of corruption in medical education. This included books, journal articles, papers published by international organizations and NGOs, as well as media articles. The literature review must present an overview of the research and practitioner literature on corruption types in the sector of medical education to identify key corruption types and add to the explanatory text of each type.

- *The medical education value chain should be mapped* to provide a framework of corruption categories, supported by key pieces of literature. Corruption types need to be organized into the corruption categories based on an analysis of available media reports using desk-based research.

- The field research is also recommended and should include *face-to-face or phone interviews and focus group discussions, a description of cases of corruption in medical education and a description of policies and practices to control corruption* using national sources. Experts must be selected from various regions of Ukraine to ensure responses provide a broad in-country perspective. They include MOH and MOES officials, healthcare and anti-corruption stakeholders, representatives of public and private medical education facilities, students, and health professional's organizations. All personal and professional experiences of corruption documented through the assessment must be commented on the structure of the corruption map. Experts must have the opportunity to participate anonymously.

- In addition, an online, *anonymous survey should be available* focused on healthcare professionals and their experiences of corruption in the healthcare sector. The survey should be distributed through email exchange networks, and social media. The survey should provide general findings to support the inclusion and documentation of corruption types and the development of specific tools and strategies to address corruption.

Thereafter, all information gathered should be analyzed to produce a reasoned set of *prioritized conclusions and recommendations* for corruption reduction at all levels of the medical education system to inform data-driven update and implementation of the Strategy for Medical Education Reform.

3.2.2 Scope for finalizing the assessment recommendations based on the stakeholders' feedback

The grantee is expected to organize the stakeholder meeting aimed at sharing the results of the evaluation with the USAID Health Reform Support partners and collecting feedback which should be incorporated into the final report. The selected organization is expected to organize the meeting: prepare the agenda, invite participants, present key results and recommendations of the report. The agenda, the assessment presentation, the venue, and the list of participants of the stakeholder meeting shall be agreed with the USAID Health Reform Support.

3.3 Milestones

N	Milestone Name	Expected Time of Completion
1	Project implementation plan.	
2	Literature review with focus on corruption in medical education in Ukraine with the list of references (in Ukrainian and English)	
3	Finalized methodology with tools and a list of key informants (in Ukrainian and English)	
4	Summary report with key insights from field-based data collection in both Ukrainian and English	
5	All completed questionnaires, survey, transcripts, summaries, etc. These materials should be provided in Ukrainian	
6	First draft report which should include the corruption map with the description of corruption types, recommendations and action plan (in Ukrainian and English)	
7	Second draft report in both Ukrainian and English	
8	Presentation of the Ukrainian version of the report at the stakeholders meeting, the meeting agenda, and the list of participants.	
9	Final report in Ukrainian and English.	

3.4   Grant Program Expected Results and Deliverables

The selected organization shall use their experience, knowledge of corruption risks in medical education, and additional understanding gleaned from the background and objectives specified in section 2 and 3 to complete and submit the following deliverables as part of the implementation of activities under this grant:

1. Literature review with focus on corruption in medical education in Ukraine with the list of references. It should be provided both in Ukrainian and English;
2. Finalized methodology with tools and a list of key informants. These materials should be provided both in Ukrainian and English;
3. Summary report with key insights from field-based data collection in both Ukrainian and English
4. All completed questionnaires, survey, transcripts, summaries, etc. These materials should be provided in Ukrainian;
5. First draft report which should include the corruption map with the description of corruption types, recommendations and action plan. These materials should be in Ukrainian and English;
6. Second draft report in both Ukrainian and English;
7. Presentation of the Ukrainian version of the report at the stakeholders meeting;
8. Final report in Ukrainian and English;
9. Agenda and the list of participants of the stakeholders meeting.

3.5   Additional References or Resources

OECD (2017), OECD Reviews of Integrity in Education: Ukraine 2017, OECD Publishing, Paris http://dx.doi.org/10.1787/9789264270664

Олексій Сидорчук. (2015) Корупція у вишах: думки і погляди студентів. Інформаційно-аналітичне видання «Громадська думка» №4(27)2015

Osipian, Ararat L. (2009) Corruption and Reform in Higher Education in Ukraine, Canadian and International Education / Education canadienne et internationale: Vol. 38: Issue 2, Article 8. Available at: http://ir.lib.uwo.ca/cie-eci/vol38/iss2/8

Sergio Paredes-Solís, Ascensio Villegas-Arrizón, Robert J Ledogar, Verónica Delabra-Jardón3, José Álvarez-Chávez, José Legorreta-Soberanis, Elizabeth Nava-Aguilera, Anne Cockcroft, Neil Andersson. (2011) Reducing corruption in a Mexican medical school: impact assessment across two cross-sectional surveys. *BMC Health Services Research* 2011, 11(Suppl 2):S13

Study on Corruption in the Healthcare Sector. *HOME/2011/ISEC/PR/047-A2 October 2013.*

Taryn Vian. (2008) Review of corruption in the health sector: theory, methods and interventions. *Health Policy and Planning* 23:83–94 doi:10.1093/heapol/czm048

Transparency International Pharmaceuticals and Health Care Program. (2016) *Diagnosing Corruption in Healthcare.*

Management Systems International Corporate Offices. (2006) *Corruption Assessment Handbook,* Draft Final Report. USAID

Tetiana Kuznetsova (2018) Crime without punishment: Why corruption is flourishing in Ukrainian universities. https://www.unian.info/society/10033925-crime-without-punishment-why-corruption-is-flourishing-in-ukrainian-universities.html

Philip Shaw. (2005) *The Determinants of Educational Corruption in Higher Education: The Case of Ukraine.* University of Connecticut.

Osipian, Ararat L. (2018) Corruption in Ukraine's Medical Universities, July 30, 2018 https://www.insidehighered.com/blogs/world-view/corruption-ukraine%E2%80%99s-medical-universities

4   TECHNICAL APPLICATION CONTENTS

All complete applications received by the deadline will be reviewed for responsiveness to the specifications outlined in the guidelines. USAID Health Reform Support Project may reject applications that are:

- Incomplete;
- Do not respond to the scope of work in the solicitation;
- Do not comply with the format requirements; or
- Are submitted after the deadline.

The application in response to this solicitation should be organized as follows:

A. Cover Page
Include all of the following information:
- Name, address, phone/fax number, and email of the organization
- Title of proposed project
- Name of contact person
- Duration of project
- Date submitted

B.   Applicant Data (see Grant Application Form and Guidelines)

C.   Technical Proposal (10 pages maximum)
Sections of the Attachment 1 Technical Proposal of the Grant Application Form and Guidelines should use the headings italicized below, in the following order:

1.   METHODOLOGY / THECHNICAL STRATEGIES *[maximum 5 pages]*

Describe a technical approach that will be used to implement the assessment. Make sure that your approach
- meets assessment objectives
- covers three areas of medical education
- describes potential typologies of corruption cases
- examines potential corruption risk connected to training of foreign students, inappropriate education facility certification, and post-graduate research activities.

Demonstrate understanding of the medical education system reform in Ukraine and its impact on prevention of corruption risks.

Make sure that a proposed methodology is appropriate to reach the assessment objectives. Provide detailed description of the methodology, including sampling of respondents, sampling of institutions, written documentation that will be analyzed, geography, tools etc.

2.   COORDINATION AND COLLABORATION *[maximum 1,5 pages]*

Describe roles and involvement of various parties and stakeholders in grant activity, including local authorities, target groups and partners, and explain why these roles have been assigned to them.

Provide a clear description of coordination among different partners and stakeholders.

3. MANAGEMENT PLAN AND MILESTONE DESCRIPTION *[maximum 2,5 pages]*

Provide the list of grant activity milestones using the table below. Milestones are for a verifiable product, task, deliverable or goal of the applicant to be accomplished. For Fixed Amount Awards, budget is aligned to specific milestones and fund disbursement is made based on verification of milestone completion (see Section 5 for more details). Grant activities will be monitored and evaluated against these milestones.

Milestone Name	Milestone Verification	Expected Time of Completion
1.Project implementation plan.	*How will the recipient document the completion of the product, task, deliverable, or goal?*	
2.Literature review with focus on corruption in medical education in Ukraine with the list of references (in Ukrainian and English)		
3.Finalized methodology with tools and a list of key informants (in Ukrainian and English)		
4.Summary report with key insights from field-based data collection in both Ukrainian and English		
5.All completed questionnaires, survey, transcripts, summaries, etc. These materials should be provided in Ukrainian		
6.First draft report which should include the corruption map with the description of corruption types, recommendations and action plan (in Ukrainian and English)		
7.Second draft report in both Ukrainian and English		
8.Presentation of the Ukrainian version of the report at the stakeholders meeting, the meeting agenda, and the list of participants.		
9.Final report in Ukrainian and English.		

Provide CVs for core/implementation team as an annex B.

Describe how the project will be managed, including the staff positions that will implement the project and the staff person responsible for managing the project on a day-to-day basis (add information to annex B as project chart)

Indicate contacts who will liaise with the USAID Health Reform Support Project.

The working plan must deliver the milestones and ensure the requirements of its expected time of completion (see template in annex A (GRANT ACTIVITY IMPLEMENTATION PLAN))

4.   ORGANIZATIONAL CAPACITY *[maximum 1* ***page]***

Explain Applicant's experience and achievements in implementing similar projects, including in cooperation with national and international stakeholders.

Provide evidence of experience/capacity to conduct complex studies and evaluations (list of the relevant past studies and reference letters from clients; please, use Annex C for information about projects performed during previous 3 years).

Include an organogram and a table of positions and responsibilities (as an Annex B).

Annexes (number of pages not limited)
ANNEX A – GRANT ACTIVITY IMPLEMENTATION PLAN
ANNEX B – PROJECT ORGANOGRAM/STAFFING TABLE of RESPONSIBILITIES and CVs of PROJECT MANAGER, KEY PERSONNEL and/or FACULTY (max 2 pages per CV)
ANNEX C – INFORMATION ON PREVIOUS ASSISTANCE AWARDS/CONTRACTS

5 BUDGET CONTENTS

Budget and Payment Terms

The approximate budget for the grantee amounts up to 2,380,000 UAH. The budget items and associated payment terms and dates according to the milestones listed below will be finally defined based on the applicant's proposal and fixed in the grant award document.

Cost Share

To be eligible for a grant award, the applicants are expected to cost share the implementation of the proposed grant activity by a minimum of 10% of the total cost of the grant activity. Cost sharing is a requirement for all grants funded under the project.

Cost share contribution may be financial or in-kind and include any of the following:
- Labor to carry out grant activities;
- Payment of non-labor costs associated with grant activities;
- Leveraged funds from other sources (non-U.S. Government);
- Equipment and facilities;
- In-kind donations (including labor, volunteer labor, office space, conference space, etc.).

All costs shared by the applicant (both financial and in-kind) must meet all of the following criteria:
- Be verifiable in the Applicant records;
- Necessary and reasonable for proper and efficient accomplishment of grant activity objectives;
- Allowable under the applicable USAID regulations (see Attachment 4: Certifications and Assurances from Applicant);
- Must not be included as cost share contributions for any other U.S. Government–assisted program;
- Must not be paid by the U.S. Government under another grant or agreement.

Sub-awards will not be allowed under the Grants Program.

Budget Content

The Applicant must:

- Include a detailed and realistic budget using the Excel template provided (see Attachment 2: Budget and Budget Notes). The budgets must be prepared in local currency (UAH) and should be based on activities described in the Attachment 1: Technical Proposal. Budget should not include costs that cannot be directly attributed to the activities proposed.

- Include detailed budget notes/clarification of calculation for each budget line item by milestones following the format of the template provided (see Attachment 2: Budget and Budget Notes). Supporting documentation to support cost data will be required prior to award of grants. However, these documents will not be required at the time of application submission.

- **Grant award funds can't be used for:**
  – Construction works
  – Major/small repairs
  – Other items not related to the grant implementation

All applicants must have the financial and administrative systems to adequately account for the grant funds as detailed in the extensive attachments and referenced U.S. Government websites.

Taxes

No taxes, fees, charges, tariffs, duties or levies will be paid under any Grants awarded from this RFA.

6 SELECTION

USAID Health Reform Support Project intends to award grants resulting from this solicitation to the responsible Grantees whose Application conforms to the solicitation and represents best value solutions after selection in accordance with the criteria/factors listed here.

The review criteria below are presented by major category so that Applicants will know which areas require emphasis in the preparation of Applications.

Application Selection Criteria	Points
Methodology/Technical Strategies	45
Coordination and Collaboration	10
Management Plan and Milestones Description	10
Organizational Capacity	20
Budget, Budget Notes and Cost Reasonableness	15
Total points	**100**

Technical Proposal

USAID Health Reform Support Project will evaluate each technical approach quantitatively based upon the review criteria set forth above. A technical proposal can be categorized as unacceptable when it is incomplete, does not respond to the scope, does not comply with the format requirements or is submitted after the deadline.

Budget

The proposed budget will be analyzed as part of the application selection process. Applicants should note that Budgets must be sufficiently detailed to demonstrate reasonableness and completeness, and that applications including budget information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be judged unacceptable.

1) **Reasonableness.** USAID Health Reform Support Project will make a determination of reasonableness based on USAID Health Reform Support Project's experience for similar items or services, what is available in the marketplace, and/or other competitive offers.
2) **Completeness.** A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the applicant's budget. USAID Health Reform Support Project may request additional supporting information to the extent necessary to determine whether the costs are fair and reasonable.

7   REFERENCES, TERMS & CONDITIONS

7.1   References (choose from the list below as applicable)

- The U.S. Government regulations that govern this grant as found at the following websites:
  http://www.usaid.gov/sites/default/files/documents/1868/303.pdf
  https://www.acquisition.gov/far/html/FARTOCP31.html
  https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.
- Required provisions for Simplified and Standard Grants to Non-U.S. Non-Governmental Organizations: http://www.usaid.gov/ads/policy/300/303mab.
- Required Standard Provisions for U.S. Non-governmental organizations: http://www.usaid.gov/ads/policy/300/303maa
- Required Provisions for a Fixed Amount Awards to Non-Governmental Organizations:
  (1) Mandatory Provisions from: https://www.usaid.gov/ads/policy/300/303mat.
  (2) Include ONLY the applicable "Required, As Applicable" provisions from: https://www.usaid.gov/ads/policy/300/303mat.

7.2   Terms and Conditions

- Issuing this RFA is not a guarantee that a grant will be awarded.
- Deloitte reserves the right to issue a grant based on the initial selection of offers without discussion.
- Deloitte may choose to award a grant for part of the activities in the RFA.
- Deloitte may choose to award a grant to more than one recipient for specific parts of the activities in the RFA.
- Deloitte may request from short-listed grant applicants a second or third round of either oral presentations or written responses to a more specific and detailed scope of work that is based on a general scope of work in the original RFA.
- Deloitte has the right to rescind an RFA, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of Deloitte's client (the U.S. Government), be it funding or programmatic.
- Deloitte reserves the right to waive any deviations by organizations from the requirements of this solicitation that in Deloitte's opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.

Grant Agreement

A grant agreement will include the approved project description, approved budget, payment terms, reporting requirements and relevant provisions. Once executed, it is a legally binding agreement between Deloitte (on behalf of the USAID Health Reform Support Project) and the recipient organization. Once the grant agreement is signed, it cannot be modified without prior written approval from Deloitte (on behalf of the USAID Health Reform Support Project).

Grant Disbursement and Financial Management

Recipients of grant funds will need to open a separate bank account before any funds are transferred from Deloitte. The grants will be disbursed in local currency and transferred only through bank transactions.

Reporting

The grant agreement will detail the reporting requirements. Recipients must be willing to adhere to the reporting schedule and requirements for both programming activities and financial monitoring.

Monitoring

USAID Health Reform Support Project staff will monitor programmatic performance. Deloitte and USAID reserve the right to review finances, expenditures and any relevant documents at any time during the project period and for three years after the completion of the project and closeout. All original receipts must be kept for three years after the formal closeout has been completed.

Late Submissions, Modifications and Withdrawals of Applications

At the discretion of Deloitte, any application received after the exact date and time specified for the receipt may not be considered unless it is received before award is made and it was determined by Deloitte that the late receipt was due solely to mishandling by Deloitte after receipt at its offices.

Applications may be withdrawn by written notice via email received at any time before award. Applications may be withdrawn in person by a vendor or his authorized representative, if the representative's identity is made known and the representative signs a receipt for the application before award.

False Statements in Offer

Vendors must provide full, accurate and complete information as required by this solicitation and its attachments.

Certification of Independent Price Determination

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

> (1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

> (2) discovery of any violation after award to the offeror will result in the termination of the award for default.

Standard Provisions

Deloitte is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The [NAME OF PROJECT] Grant Program will be administered according to Deloitte's policies and procedures as well as USAID's regulations for Non-U.S. Governmental Recipients or USAID's regulations for U.S. Non-Governmental Recipients. These include:

1. **Implementing Partner Notices (IPN) registration**
   Applicant acknowledges the requirement to register with the IPN portal if awarded a grant resulting from this solicitation and receive universal bilateral amendments to this award and general notices via the IPN portal. The IPN Portal is located at https://sites.google.com/site/usaidipnforassistance/ Detailed steps are given under the article M9 of the Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations from ADS 303mat, which is annexed to this RFA.

2. **Indirect rates**
   Indirect rates such as fringe, overhead, and general and administrative (G&A) that have not been approved by a U.S. Government agency in a NICRA (Negotiated Indirect Cost Rate Agreement) may not be charged to this award. All costs charged to the project shall be directly related to the project's implementation.

3. **Activities that will not be considered for funding**
   In keeping with the conditions above, programs that fall within the following categories or indicate they might participate in any one of the following shall be automatically disqualified:

   - Activities related to the promotion of specific political parties.
   - Construction.
   - Distribution of emergency/humanitarian assistance or funds.
   - Religious events or activities that promote a particular faith.
   - For-profit business activities that benefit a small select group, rather than providing increased opportunities to the larger community.
   - Unrelated operational expenses.

4. **Prohibited Goods and Services**
   Under no circumstances shall the Recipient procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding. Programs which are found to transact in any of these shall be disqualified:

   - Military equipment;
   - Surveillance equipment;
   - Commodities and services for support of police or other law enforcement activities;
   - Abortion equipment and services;
   - Luxury goods and gambling equipment; and
   - Weather modification equipment.

5. **Restricted Goods**
   The following costs are restricted by USAID and require prior approval from Deloitte and USAID:

- Agricultural commodities;
- Motor vehicles;
- Pharmaceuticals;
- Pesticides;
- Fertilizer;
- Used equipment; and
- U.S. Government-owned excess property.

6. Certifications for Non-US Non-Governmental Recipients

The following Standard Grant & Subcontractor Certifications are required by Deloitte and USAID:

- Assurance of Compliance with Laws and Regulations Governing nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. Governmental Organizations, if any part of the program will be undertaken in the U.S.);
- Certification Regarding Lobbying (22 CFR 227);
- Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
- Certification Regarding Terrorist Financing;
- Certification of Recipient;
- Compliance with Anticorruption Laws.
- A completed copy of Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction; and
- Certification Regarding Trafficking in Persons