



HEALTH REFORM SUPPORT

REQUEST FOR GRANT APPLICATIONS (RFA):

**“PILOT ASSESSMENT OF RESIDENTIAL CHILD HEALTHCARE FACILITIES AND
DEVELOPMENT OF RECOMMENDATIONS FOR REFORM”**

RFA #: 3

A USAID /Ukraine FUNDED PROJECT

February 2019

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USAID Health Reform Support

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I SUMMARY

I.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.

I.2 Request for Applications (RFA) Summary

Scope of Work: This solicitation requests applications from eligible USAID Health Reform Support Project partners to conduct the pilot assessment of residential child healthcare facilities and development of recommendations for reform.

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 20, 2019 to September 20, 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 3 315 000 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 March 10, 2019. Questions should be received by close of business (COB) Ukraine local time on February 22, 2019, and responses to questions will be provided by February 27, 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# 3.
- 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 22, 2019 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By February 27, 2019, we anticipate providing responses to the requests for clarifications. All responses will be emailed to all applicants and published via Grants Portal (<https://usaaid-hrs.fluxx.io>).
- An informational workshop (webinar) will be held on **February 21, 2019 at 11:00 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at grant@hrs.net.ua **by 18:00 local time, February 20, 2019.**

2.4 Applications Due Date and Time

Closing Date: March 10, 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# 3 with the ceiling amount of up to 3 315 000 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 # 3
- **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.
- 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/>)

Additional eligibility criteria:

- Previous experience in the health or/and social protection, preferably related to child health and wellbeing
- Experience conducting research in the health or/and social sector in Ukraine, preferably related to child health and wellbeing;
- Skills and experience collecting and analyzing quantitative and qualitative data;
- Skills and experience in research ethics and best practices, preferably in child protection in the context of data collection;
- Demonstrated knowledge and experience applying data quality assurance practices;
- Data management skills including electronic data file preparation for analysis;
- Capacity to perform research on a local level
- Experience of collaboration with office of Children Ombudsmen, MOH, health sector counterparts at the regional level, MOH residential child health care facilities;

- Knowledge of Ukraine's health sector policies, including child rehabilitation and palliative services;
- Knowledge and experience in child rehabilitation and palliative care, including child development, disorders and health, behavioral and emotional issues would be an advantage;
- Proposed personnel with relevant experience (please, provide CV for project team).

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 at least three (3) years;
- 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

In 1991 Ukraine ratified the Conventions on the Rights of the Child and recognized that the family is the best environment for raising a child. The Cabinet of Ministers of Ukraine approved the National Strategy for the Reform of Residential Care of Children for 2017-2026 and Action Plan for its first stage. One of the goals of the reform is to move children from residential care to family- or community-based services and reduce to 0,5% the number of children who remain in residential facilities.

As of 2018,

- there are 751 facilities of residential care for children which report to three Ministries - Ministry of Social Policy, Ministry of Education and Ministry of Health;
- 106,000 children are in the residential care system, of which 92% have natural parents and 8% are orphans.

Of 750 facilities of residential care, 38 (baby homes) report to Ministry of Health. In 2017, there were 2,644 children living in 38 residential care facilities, 1,410 were orphaned or deprived of parental care and 1234 have parents. The other reasons children reside in these institutions is poverty, difficult living conditions, and lack of services within communities to support children and families to prevent abuse, exploitation, neglect and abandonment (including supporting families and children with special needs).

The United Nations Guidelines for Children in Alternative Care state that children aged 0-3 years old should never be placed in residential facilities, but rather in family-based settings, subject to expectations for emergency and temporary care. Global evidence shows that children this age experience significant and permanent effects on development after only 3 months of living in residential care. The Government of Ukraine is committed to ending the practice of placing children under three in institutions by placing them in family care and ensuring the availability of services for children and families.

In addition to institutional reform of residential care facilities by 2026, these facilities should be also reformed as secondary health care facilities and switch to a new financing model in the context of health reform starting 2020. To support both of these reforms, HRS project is supporting the Ministry of Health to develop an assessment tool for residential child healthcare facilities and to use it for assessing a sample of facilities, helping them to develop action plans for reform.

3.2 Specific Statement of Work

Specific Tasks under this Scope of Work (grant.):

Task 1. Establishment of collaboration with partners and organizational activities to launch pilot implementation

- finalize the grant work plan
- build a communication platform to support the implementation of the pilot assessment with the involvement of key partners: Children's Ombudsman Office, Ministry of Health, other partners
- organize a transparent and open process of selecting 5-7 baby homes for piloting the use of a communication platform.

- establish a system of operational communication with Oblast Health Departments, baby homes (letters of support from the authorities regarding the assessment, etc.)

Task 2. Assessment of selected residential child healthcare facilities

- review the draft assessment tool provided by the international consultant (HRS Project) and adapt it with the international consultant's online support;
- develop a complete set of documents required for conducting research in line with the legislation (protocol, informed consent forms, other documents);
- present the final package of documents for research;
- approve the package of documents and research tool in line with the law (obtain the approval of the Ethics Board, other documents, if needed);
- organize and provide orientation and training for the research teams on how to use tools (with support of the international Consultant)
- collect data to assess the selected baby homes in line with the timeline and preparation of analytical documents based on the assessment results.

The assessment is aimed to:

Assess children's needs for health and social services based on analysis of their health, developmental defects, and study the biological family's capacity (resources);

Determine the number of children who can be reintegrated into other social care settings in the future and who are potentially ready to receive community-based services;

Assess the readiness of child homes to transform into medical rehabilitation and palliative care centers for children.

Task 3. Development of recommendations (action plans) for selected residential child healthcare facilities

- based on the assessment results, develop draft recommendations (action plans) for each individual baby home;
- organize the consideration of these draft recommendations (action plans) with the involvement of the communication platform of partners and facilitate their approval.

Task 4. Disseminate best practices among all residential child healthcare facilities

- conduct at least one knowledge-sharing event
- prepare a package of documents to disseminate the pilot implementation results

3.3 Grant Program Expected Results and Deliverables

Task 1.

- Detailed pilot implementation plan
- Support letters from health departments and other partners
- Documents confirming the operation of the communication platform (agenda, meeting minutes, registration lists of participants, etc)

- Criteria for selecting pilot baby homes agreed upon with the use of the communication platform
- Documents confirming the transparent and open selection of baby homes

Task 2.

- A package of research documents (protocol, informed consent form, survey toolkit, others, if needed)
- Records of the meeting on approval of research toolkit via communication platform
- Ethics Board letter
- Information about the results of the testing of the toolkit in order to improve it, if necessary
- Data file (based on primary data collection);
- Report outlining data analysis based on assessment results.

Task 3.

- Recommendations (action plans) for 5-7 baby homes on their transformation into the centers of rehabilitation and palliative care, agreed with partners

Task 4.

- Agenda of a knowledge-sharing event, presentations, list of participants, letter of invitation, press release
- Documents demonstrating consolidated pilot results: summary of pilot results with graphs, including for each individual pilot baby home

3.4 Key Personnel

Given the specificity of the pilot tasks, the implementing team is expected to include, but not be limited to, the following specialists:

- healthcare worker (preferably pediatrician and therapist)
- social worker
- health statistician and / or sociologist with experience in the analysis of health statistics
- lawyer on social and legal protection of children

The pilot team should include a principal investigator or study lead (this role may coincide with one of the other functions within the study or covered by a separate designated team member).

The pilot team is expected to include health staff from the pilot baby homes which will be recruited after baby homes selection. Salary for this staff should be included to budget.

3.5 Grant Project Expected Outcomes

1. Report based on Assessment results disseminated among all Residential Child HCFs.
2. Recommendations for each piloting baby homes under MOH (5-7 Action Plans), agreed with partners via communication platform

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 I Technical Proposal of the Grant Application Form and Guidelines should use the headings italicized below, in the following order:

I. BACKGROUND/STATEMENT OF NEED *[maximum 1 page]*

- Briefly describe the context of the situation in which the grant will be implemented.
- Explain the need for the grant, using evidence and data to support your justification.

2. GOALS, OBJECTIVES, AND GEOGRAPHIC FOCUS OF GRANT ACTIVITY *[maximum 1 page]*

- Clearly state objective and indicate the potential impact of the objective on the reform process (1-2 sentences).
- Propose geographic focus and briefly describe (up to 1,000 characters):
 - child homes selection criteria for the pilot
 - selection process based on transparency and access to pilot
 - number of child homes to be included in the pilot.

3. EXPECTED RESULTS AND TECHNICAL STRATEGIES *[maximum 2 pages]*

- Describe technical strategies that the organization will use to implement the grant.
- Describe which modern methodologies of health or social research are relevant for the grant implementation, which tools are to be used for collecting and analyzing quantitative and qualitative data, including electronic data file preparation for analysis.

- Demonstrate knowledge and experience of applying data quality assurance practices.
- The organization must demonstrate its ability to effectively implement grant objectives (e.g. it is already working in that area or has strong relationships and can quickly expand to that area).

4. IMPLEMENTATION PLAN AND MILESTONE DESCRIPTION *[maximum 2 pages]*

- Provide implementation plan for grant project as Annex A - see Grant Activity Implementation Plan template.
- Based on developed implementation plan, please, 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
I. Project implementation plan.	<i>How will the recipient document the completion of the product, task, deliverable, or goal?</i>	
...		
...		
X. Final report in Ukrainian and English		

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))

(For Fixed Amount Awards, budget is produced by milestones and fund disbursement is made based on verification of milestone completion. Grant activities will be monitored and evaluated against these milestones.)

5. COORDINATION AND COLLABORATION *[maximum 1 page]*

- Describe how the grant activity will be coordinated with key partners: Children's Ombudsman Office, Ministry of Health, Oblast Health Departments, child homes, other partners. Specifically, explain how the partners will be involved in making important decisions about the implementation of the grant and what roles they are expected to play.

6. MANAGEMENT PLAN *[maximum 1 page]*

- Describe how the grant will be managed, including the staff positions that will implement the activity and the staff person responsible for managing the grant on a day-to-day basis.
- Provide CVs for core/implementation team as an annex B.
- Indicate contacts who will liaise with the HRS Project.

7. ORGANIZATIONAL CAPACITY *[maximum 2 pages]*

- Provide brief information on up to three (preferably similar) actions/projects managed by your organization for which your organization has received assistance awards or contracts over the past three years as Annex C - see INFORMATION ON PREVIOUS ASSISTANCE AWARDS/CONTRACTS template.
- Describe systems that exist or will be put in place to enable the organization to effectively manage the project. Include an organogram and a table of positions and responsibilities (as an Annex).

Annexes (number of pages not limited)

ANNEX A – GRANT ACTIVITY IMPLEMENTATION PLAN

ANNEX B – B. CVs of PROJECT MANAGER and KEY PERSONNEL AND/OR FACULTY (max 2 pages)

ANNEX C – INFORMATION ON PREVIOUS ASSISTANCE AWARDS/CONTRACTS

5 BUDGET CONTENTS

Budget and Payment Terms

The approximate budget for the grantee amounts up to 3 315 000 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);
- Must not be included as cost share contributions for any other U.S. Government–assisted program; and,
- 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
Statement of Need	10
Project Goal, Objectives, and Geographic Focus	10
Technical Strategies	20
Project Activities	15
Coordination and Collaboration	10
Management Plan	10
Organizational Capacity	10
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/usaaidipnforassistance/>. 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