



# HEALTH REFORM SUPPORT

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**REQUEST FOR GRANT APPLICATIONS (RFA):  
“FOLLOW-UP INFORMAL PAYMENT STUDY FOR PRIMARY  
HEALTHCARE (PHC) LEVEL”**

**RFA #: 13**

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**A USAID /Ukraine FUNDED PROJECT**

**March 2021**

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## I SUMMARY

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### 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 Follow-up Informal Payment Study for primary healthcare (PHC) level (after the capitation rate implementation).

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 April 15, 2021 to September 30, 2021. 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 2 200 000UAH**. 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 28, 2021. Questions should be received by close of business (COB) Ukraine local time on March 22, 2021, and responses to questions will be provided by March 23, 2021.

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)

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## 2 INSTRUCTIONS FOR APPLICANTS

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### 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# 13.
- 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., 5<sup>th</sup> floor, 01030 Kyiv, Ukraine

Tel: +380 44 281 23 76

Email: [grant@hrs.net.ua](mailto: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 March 22, 2021 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By March 23, 2021, we anticipate providing responses to the requests for clarifications. All responses will be emailed to all applicants and published via Grants Portal (<https://usaid-hrs.fluxx.io>).
- An informational workshop (webinar) will be held on **March 19, 2021 at 15:00 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at [grant@hrs.net.ua](mailto:grant@hrs.net.ua) by **18:00 local time, March 18, 2021**.

### 2.4 Applications Due Date and Time

Closing Date: March 28, 2021

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# 13 with the ceiling amount of up to 2 200 000 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 # 13.
- **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-government organizations, regional or national independent, for-profit or not-for-profit organizations, legally established in the country, professional organizations, research institutions are eligible to apply.
- 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:

- The organization must demonstrate past performance in technical areas relevant to the scope of work and grant focus;
- The organization must demonstrate experience in working with health sector counterparts at the regional level etc.;
- The organization must demonstrate that there is a high probability of success in a combination of past results, low risk and professional performance;
- The organization's professional and technical qualifications, experience and communication skills that will be brought to this grant;
- The organization's other relationships, associations, activities, and interests do not create a conflict of interest in implementation of the grant activities. Organization should not be a service provider in the area of grant focus or have depending relationships with such service providers;
- Experience in implementation of activities in the geographic area or technical area(s) for which it is applying is a plus;

- Skills and experience collecting and analyzing quantitative and qualitative data;
- Skills and experience in research ethics and best practices, preferably in informal payment surveys.
- Knowledge of Ukraine's ongoing healthcare reform, including primary healthcare financing;
- Knowledge and experience in conducting informal payment surveys for patient and medical staff 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.



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## 3 STATEMENT OF WORK

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### 3.1 Background

Healthcare financing reform and the introduction of a national strategic purchaser are pivotal components in the Concept for Health Financing System Reform (adopted on 30<sup>th</sup> November 2016) and the Law ‘On Public Financial Guarantees of Health Care Services to the Population’ (adopted on 19<sup>th</sup> October 2017).

The Government of Ukraine developed a capitation rate for 2018 (implemented on July 1, 2018) to cover primary health care (PHC) services by allocating part of the annual budget for these services to the entire covered population of Ukraine. As requested by the Ministry of Health of Ukraine (MoH), USAID ‘HIV Reform in Action’ Project (HIVRiA) assisted the MoH in the refinement of the capitation rates by preparing the Report ‘Capitation Rate Study’ through collecting and analyzing relevant data sets at PHC level.

Following the results of relevant discussions, HIVRiA also was requested to include a provision for the results of the Informal Payment Study for PHC level to create an environment that reduces the incidence of such payments. The results of this survey represent the magnitude and frequency of informal payments at PHC level made by patients before capitation rate implementation and presented in the Report ‘2018 Informal Payments Survey in Ukraine’.

At this stage of reform, the MoH and National Health Service of Ukraine (NHSU) requires technical assistance to assess the level of informal payments in targeted facilities (same that participated in the study conducted by HIVRiA) after the implementation of capitation rate. New provider methods must be refined if informal payments persist or increase after implementation.

Support is required to conduct a Follow-up informal payment study for PHC level with collected the necessary data for the estimation of the magnitude of the informal payments, frequency of the informal payments and changes in PHC facility’s budget, including labor policy. First component of the Study – to assess the magnitude of the informal payments made by patients to the primary care facilities upon visiting the facility after the implementation of capitation rate. Second component of the Study is the survey of medical staff on informal payments received from the patients after the implementation of capitation rate. Third component of Study to collect and analyze the financial and program data of PHC’s facilities after the implementation of capitation rate. In this study, ‘informal payments’ refers to any payment made by the patient voluntarily or involuntary (requested by the facility personnel) or any payment received by the medical staff from the patients.

This grant will be awarded under the USAID ‘Health Reform Support’ Project, Objective 2 “Support the Transformation of the Healthcare Financing Model”.

### 3.2 Specific Statement of Work

#### **Specific Tasks under this Scope of Work (grant):**

##### ***Task 1. Conduct the desk-study on informal payments***

- conduct a desk-study on informal payments to compare different approaches, methodologies, reasons of making/receiving informal payments, study conclusions to avoid limitations etc to be used for the updating

methodology and research tools in terms of things that changed since the introduction of capitation system (particular, COVID, vulnerable groups, gender etc)

### ***Task 2. Work with HRS team to finalize the research tools***

- develop the Questionnaire for patients who received PHC services during the study period (update comparing to '2018 Informal Payments Survey in Ukraine')
- develop the Questionnaire for health staff including doctors, nurses, administrative personnel who were involved in providing PHC services during the study period (transform from the guided interview from '2018 Informal Payments Survey in Ukraine')
- develop the data collection tool for PHC facilities (both financial and program data)
- develop the Guide for conducting focus-groups with former workers of communal PHC facilities who provided PHC services during the study period (excluding private entrepreneurs contracted by the NHSU)
- develop the Guide for conducting focus-groups with patients who received PHC services in communal PHC facilities during the study period
- approve with HRS team the package of documents and research tools (Questionnaire for patients, Questionnaire for health staff, data collection tool, Guides for focus groups etc) for further conducting testing on local groups

### ***Task 3. Test the research tools on local groups (with involvement of HRS team)***

- test the Questionnaire for patients on local group (20 or more)
- test the Questionnaire for health staff on local group (5 or more)
- test the data collection tool for PHC facilities (2 PHC facilities)
- test Guide for conducting focus-groups for patients
- test Guide for conducting focus-groups for health workers
- assess the responses from the local test groups and suggest changes to the question sets (questionnaires), Guides and data collection tools
- finalize the Questionnaires, Guides, data collection tool and approve it with HRS team
- approve the package of documents and research tools in line with the law (obtain the approval of the Ethics Board, other documents, if needed)
- prepare and approve with HRS team the document on technical approach and methodology for conducting the study
- conduct trainings for regional interviewers with the involvement of HRS team representatives

### ***Task 4. Conduct Follow-up Informal Payment Study for PHC level***

Based on finalized research instruments and tools, technical approach and methodologies etc. conduct Follow-up Informal Payment Study for PHC level: survey for patients; survey for health staff; focus-groups; collect PHC facility's data. All stages require the development of appropriate schedules for conducting in regions.

The Survey for patients will be administered per the following criteria:

1. Participants should be selected based on the same 211 PHC facilities that were in '2018 Informal Payments Survey in Ukraine' or their legal heir and 39 communal PHC facilities. In total – 250 PHC facilities in all regions of Ukraine.
2. Participants should be randomly selected.
3. Participants should have had at least one visit to PHC facility since July 1, 2020 – June 30, 2021.
4. Data must be collected from 4160 random participants.
5. Data must be collected from participants visiting PHC facilities in urban and rural areas (1:1).

6. The population selected must be representative of the Ukrainian population distribution (including gender) by two subsets (with a possibility to make an appropriate comparing with datasets and age groups of 2018 study):
  - 0-5; 6-17; 18-39; 40-64; 65+
7. The distribution of participants should mirror the distribution of the Ukrainian population by age groups (e.g. if the population of Ukraine in age group 21-30 is 15%, then the total participants in the survey for this age group should be close to 15%).
8. Survey results must be provided for each PHC facility (impersonal).

The Survey for health staff will be administered per the following criteria:

1. Participants should be selected based on the same 211 PHC facilities that were in '2018 Informal Payments Survey in Ukraine' or their legal heir and 39 communal PHC facilities. In total – 250 PHC facilities in all regions of Ukraine.
2. Participants should be randomly selected.
3. Participants should work at this PHC facility at least one year by the day of the survey.
4. 3-5 participants in each facility: PHC doctor (family physician, therapeutic, pediatric), nurse, administrative personnel.
5. Data must be collected from 1000 random participants.
6. Survey results must be provided for each PHC facility (impersonal).

The Focus-groups for health staff will be administered per the following criteria:

1. 5 focus-groups – 1 in each of the NHSU sub-region (8 participants in each, gender-weighted).

The Focus-groups for patients will be administered per the following criteria:

1. 5 focus-groups – 1 in each of the NHSU sub-region (8 participants in each, gender-weighted).

PHC facility data collection will be administered per the following criteria:

1. Same 211 PHC facilities that were in '2018 Informal Payments Survey in Ukraine' or their legal heir and 39 communal PHC facilities. In total – 250 PHC facilities in all regions of Ukraine.
2. Data must be collected due to the developed data collection tool at PHC provider's level for the period 2018-2020 on a quarterly basis (both financial and program data).
3. Data must be provided for each PHC facility (impersonal).

Method of data collection:

1. Survey for patients should be administered anonymously through the Exit Poll Questionnaire upon the exit from the PHC facility.
2. Survey for health staff should be administered anonymously through Questionnaire.
3. Focus-groups should be conducted due to the developed Guides.
4. Financial and program data from the PHC facilities should be collected through requests to the PHC facilities or other available methods.

### **Task 5. Database and Analytical Report**

- provide databases in Excel and SPSS as to agreed specification with the results of surveys and data collection (sub-regional, regional, overall, age groups, rural/urban, impersonal PHC facility etc.)
- prepare gender and vulnerable groups specific analyses with appropriate estimations and conclusions

- prepare and approve with the HRS team the Analytical Report on Follow-up informal payment study for PHC level including analyses and comparing with the results and database of '2018 Informal Payments Survey in Ukraine' including age/gender groups
- provide other analytical materials/technical documents/tables/analyses etc. as requested by the HRS team

### 3.3 Grant Program Expected Results and Deliverables

#### **Task 1.**

- desk-study on informal payments to compare different approaches, methodologies, reasons of making/receiving informal payments, study conclusions to avoid limitations etc to be used for the updating methodology and research tools in terms of things that changed since the introduction of capitation system (particular, COVID, vulnerable groups, gender etc)

#### **Task 2.**

- detailed implementation plan for the study
- Questionnaire for patients
- Questionnaire for health staff
- Guide for focus-groups with patients
- Guide for focus-groups with health staff
- data collection tool for PHC providers
- package of documents and research tools (Questionnaires, data collection tool) for conducting testing on local groups

#### **Task 3.**

- report on testing the Questionnaire for patients on local group with results and recommendations
- report on testing the Questionnaire for health staff on local group with results and recommendations
- report on testing the Guide of conducting focus-groups with patients on local group with results and recommendations
- report on testing the Guide of conducting focus-groups with health staff on local group with results and recommendations
- report on testing data collection tool for PHC facilities with results and recommendations
- finalized Questionnaires, Guides, and data collection tool
- finalized package of documents and research tools in line with the law (approval of the Ethics Board, other documents (if needed))
- document on technical approach and methodology for conducting study

#### **Task 4.**

- schedules for conducting surveys (for patients, health staff, focus-groups) and plan for data collection on PHC facility's data
- technical report on conducting the surveys and data collection
- draft the structure of Analytical Report on Follow-up informal payment study for PHC level approved with the HRS team

#### **Task 5.**

- databases in Excel and SPSS as to agreed specification with the results of surveys and data collection (sub-regional, regional, overall, age groups, rural/urban, impersonal PHC facility etc.)
- gender and vulnerable groups specific analyses with appropriate estimations and conclusions
- Analytical Report on Follow-up informal payment study for PHC level including analyses and comparing with the results and database of '2018 Informal Payments Survey in Ukraine' including age/gender groups
- other materials as requested by the HRS team (cross-tabulating tables, analytical materials, technical documents, tables, analyses etc.);

### 3.4 Grant Project Expected Outcomes

1. Databases with the specifications on conducted Follow-up informal payment study for PHC level and relevant comparing with the results of the baseline (2018) study.
2. Report on Follow-up informal payment study for PHC level including the results of survey with comparing to the baseline study, analyses specific data (vulnerable groups, gender etc), analyses data of PHC facilities.

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## 4 TECHNICAL APPLICATION CONTENTS

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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:

#### **1. 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 objectives and goals of the study and clearly indicate the potential impact of the objective on the reform process (up to 10 sentences). Be sure that objectives are SMART (specific, measurable, achievable, realistic and time-bound).
- Indicate the performance targets and other results that will be reached over the life of the project. 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).
- Briefly describe the geographic focus of grant activity.

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

- Describe technical strategies and instruments/tools the organization will use to conduct surveys (patients and medical staff). Demonstrate that strategy is in line with the project goals.
- Describe technical strategies and instruments/tools will be used for of data collection from PHC facility and general overview of datasets needed. Demonstrate that strategy is in line with the project goals.

- Demonstrate knowledge and experience of applying data quality assurance practices.
- Identify best practices and evidence base/rationale that have informed the project interventions.
- 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 local authorities, educational institutions, regional departments of health, local administrations in selected regions, PHC facilities etc. 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 experience and expertise based on Applicant's past performance and achievements, including collaboration with national and international stakeholders.
- Explain Applicant's experience and achievements in implementing similar projects, including cooperation with national and international stakeholders.

- 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



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## 5 BUDGET CONTENTS

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### Budget and Payment Terms

The approximate budget for the grantee amounts up to 2 200 000 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.

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## 6 SELECTION

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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	5
Project Goal, Objectives, and Geographic Focus	10
Technical Strategies	10
Project Activities and Implementation Plan	25
Coordination and Collaboration	10
Management Plan	10
Organizational Capacity	15
Budget, Budget Notes and Cost Reasonableness	15
<b>Total points</b>	<b>100</b>

### **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.

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## 7 REFERENCES, TERMS & CONDITIONS

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### 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](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