



HEALTH REFORM SUPPORT

**REQUEST FOR GRANT APPLICATIONS (RFA):
“GENDER AWARENESS ASSESSMENT AMONG MEDICAL
PRACTITIONERS”**

RFA #: 18

May 2021

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USAID Health Reform Support

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I SUMMARY

I.1 USAID Health Reform Support

The purpose of USAID's Health Reform Support Program (HRS) 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 partners to conduct a Gender Awareness Assessment among medical practitioners in Ukraine.

This grant will provide collecting data on the level of gender awareness among doctors in Ukraine, which would allow us to develop effective and specific problematic recommendations for avoiding gender discrimination for health professionals.

The purpose of Gender Awareness Assessment among medical practitioners is to Identify the level of gender awareness among primary and specialized physicians in Ukraine. In particular:

- Identify an understanding of "gender", "gender awareness" and the importance of gender equality from the perspective of the providers of health care
- Identify common gender stereotypes common among medical practitioners
- Find out how gender stereotypes and prejudices of doctors are manifested in their interaction with patients
- Find out how gender roles affect the doctor's communication in the team

In addition to that, the assessment has to include questions that will help to understand how the COVID-19 epidemic has affected the gender aspects of physician-patient interaction.

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 four (4) months, from June 10, 2021 to September 30, 2021. The application work plan and budget should reflect the period of performance.

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 Evaluation 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: Subject to the availability of funds, USAID Health Reform Support intends to award one (1) grant **up to** 2 200 000 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 May 23, 2021. Questions should be received by close of business (COB) Ukraine local time on May 14, 2021, and responses to questions will be provided by May 17, 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)

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 for any costs incurred in connection with the preparation and submission of their applications.
- Applicants may submit only one application under this RFA#18.
- For the purposes of interpretation of these instructions to applicants, the periods named herein shall be consecutive calendar days.
- USAID Health Reform Support 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 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 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 May 14, 2021 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By May 17, 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 **May 13, 2021 at 16:00 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, May 13, 2021**.

2.4 Applications Due Date and Time

Closing Date: May 23, 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 anticipates the award of one (1) Fixed Amount Award in response to this RFA# 18 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 HRS RFA # 18).
- **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, 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 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 surveys on health care sector
- Knowledge of Ukraine's ongoing healthcare reform, including primary healthcare, decentralization process;
- 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, 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 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

Gender awareness as the awareness of socially determined differences between women and men, which affect their opportunities and access to resources or control over them is one of key concepts in understanding gender inequalities in a given sector or society, which helps to ensure that the needs of women and men are equally addressed.

Gender awareness among health professionals has a significant impact on the quality of services provided to patients, as well as on the communication and career mobility of health professionals. But at the moment we do not have generalized data on the level of gender awareness among doctors in Ukraine, which would allow us to develop effective and specific problematic recommendations for avoiding gender discrimination for health professionals. Research on how gender roles, gender stereotypes and prejudices affect physician-patient communication, which included representative surveys of health professionals, has not been conducted in Ukraine. Without these data, it is difficult to find effective solutions to address gender discrimination in health care.

The purpose of Gender Awareness Assessment among medical practitioners is to Identify the level of gender awareness among primary and specialized physicians in Ukraine. In particular:

- Identify an understanding of "gender", "gender awareness" and the importance of gender equality from the perspective of the providers of health care
- Identify common gender stereotypes common among medical practitioners
- Find out how gender stereotypes and prejudices of doctors are manifested in their interaction with patients
- Find out how gender roles affect the doctor's communication in the team

In addition to that, the assessment has to include questions that will help to understand how the COVID-19 epidemic has affected the gender aspects of physician-patient interaction.

It is planned that the study will be conducted in three stages:

- The first stage is to conduct focus groups or mini-groups (triads) with primary and specialized care physicians to study the impact of the COVID-19 epidemic on gender-based beliefs and prejudices of physicians. Based on the results of the focus groups, a questionnaire will be developed, which will be part of the tools of the quantitative survey in the second stage of the study – June 2021.
- The second stage will include a nationally representative survey on gender awareness among primary and specialized care physicians in Ukraine – July 2021.
- The third stage is to conduct focus groups with the opinion leaders in health care sector in Ukraine to discuss the results of a quantitative survey and make recommendations for improving gender awareness – September 2021.

This grant will be awarded under the USAID 'Health Reform Support' Project, Objective 3 'Strengthen the health workforce'.

3.2 Specific Statement of Work

Specific Tasks under this Scope of Work (grant):

Task 1. Conducting focus groups to study the impact of the COVID-19 epidemic on gender-based stereotypes of doctors

- Development of a guide for focus groups or mini-groups (triads)

- Selection of participants.
A total of 12 focus groups (triads) should be conducted lasting approximately 2-2.5 hours. each. Number of participants in each focus group - 5-6 people. The participants of focus group has to be separated by region and gender – participants from three regions of Western, Central and Eastern Ukraine has to be represented by:
 - One female group
 - One male group
 - One mixed-gender group with PHC doctors
 - One mixed-gender group with SHC doctors
 The Provider can propose other amounts and compositions of the groups participating in the first stage of research. Changes in the design should be justified in the application.
Selection and recruitment of members of control groups should be carried out by the executor.
- Conducting focus groups or triads, including the preparation stage, facilitation, recording the responses of participants and preparing a transcript of the focus groups. Focus groups will be conducted online.
- Providing technical and analytical report on the results of the focus groups.
- Developing tools - a set of questions related to key aspects of the impact of the COVID-19 epidemic on gender-based beliefs and prejudices of doctors as a result of focus groups.

Task 2. Preparation and conduct of a representative survey

- Sampling and selection of participants
The sample should be representative of primary and specialized physicians in Ukraine and reflect its age, gender and geographical structure. The total number of respondents will be more than 1,500 people. The selection of respondents should be carried out by the method of multilevel stratified random sampling (based on the NSSU database). Age, gender and specialization (for specialized care) should be used to select individual respondents (doctors) in selected institutions.
- Selection and recruitment of participants in a representative survey.
Before starting the field work, the supplier must provide a detailed survey methodology, including a description of the survey coverage, sample distribution, description of the sampling frame, a description of the stratification criteria used, a description of the stages and selection methods to be used at each stage and the verification rules.
- Development of a questionnaire with a structured survey
The tool (self-completed closed-ended questionnaire) will consist of questions from the Nijmegen Gender Awareness in Medicine Scale (N-GAMS) and a section of questions on the impact of the epidemic developed during focus groups. The questionnaire should contain a section to confirm participants' consent to participate in the study and consent to data processing.
The tool must be approved by the Project and obtain the approval of the Ethics Board, other documents in line with the law, if needed
- A pre-test of the developed questionnaire should be conducted with the participation of 15 doctors from different socio-demographic groups, different macro-regions and different levels of medical care.
- Conducting a survey, data collection.
 - Preferable methods of data collection are computer-assisted web interview CAWI (computer-assisted web interview), provided that the Internet is sufficiently accessible and telephone interview. Face-to-face interview can be conducted in the areas outside red zone quarantine restrictions. Maximum amount of interview in one HCF is three to seven. The provider should describe the proportion of used interview methods in the study. Approximate time of interview up to 30 min.

- Training of field workers by the supplier in cooperation with the Project. The survey should be conducted by experienced field workers, who should be sufficiently informed about the purpose of the survey before beginning any field work.
- Field work. The provider should carefully inform the interviewers about the respondents' selection procedures, the callback procedures and the structure of the questionnaire.
- At least 15% of interviews must be monitored in real time or checked later. The provider will need to track contacts (and the reasons for unsuccessful interview attempts) to calculate the percentage of responses received.
- Dates of the survey: June-July 2021
- Processing and analysis of the obtained data with a description of the tools used.
Data processing, which includes the development and implementation of a coding scheme for all open issues. The Provider provides the Project with data in its pure form, as SPSS "*" .sav" files with a complete data dictionary.
- Preparation of an extended technical report on the results of the first stage of the study (quantitative representative survey).
The report should include: a description of the methodology, the results of the pre-test, a brief description of the survey, including any difficulties encountered in conducting the study; descriptive statistics.
The vendor must provide a Power Point presentation with a chart for each question of the questionnaire, as well as an Excel file with one-dimensional and two-dimensional distribution tables.

Task 3. Conducting focus groups to discuss the survey results

- Development of a guide for conducting focus groups based on the results of a quantitative representative survey.
- Selection of participants.
A total of two focus groups should be conducted lasting approximately 2-2.5 hours each. Number of participants in each focus group - 5-6 people. The participants of focus groups should be selected among:
 1. Opinion leaders in health care (not necessarily medical practitioners)
 2. Proactive primary and specialized health care doctors
- Conducting focus groups, including the preparation stage, facilitation, recording the responses of participants and preparing a transcript of the focus groups. Focus groups will be conducted online.
- Technical and analytical report on the results of the focus groups.

Task 4. Database and Analytical Report

- Full description of the sampling methodology.
- Details of the percentage of responses, including the number of unsuccessful interview attempts, the description of used strategies of increasing the response rate.
- A brief report of the study, including any practical difficulties encountered in conducting it.
- Estimated sampling error.
- Detailed explanation of the weighing scheme, including information on how weights were developed and applied, as well as the demographic data on which the weights are based (ie the distribution of age, gender and geography among the population).
- Any deviations that occurred during the quality control of data, including, but not limited to: suspicious patterns, significant changes in these indicators since the previous survey, etc.
- The vendor should provide a Power Point presentation with a diagram of each survey question.

The study must be approved by the ethics committee.

3.3 Grant Program Expected Results and Deliverables

Task 1.

- Ethical committee approval;
- Report on the results of the focus groups (triads);
- Transcript of focus groups (triads) and audio recordings;
- Power Point presentation with a diagram of each question;
- The developed and approved tools for the second stage of research;

Task 2.

- Samples of the research tools used in the survey;
- The obtained data in SPSS format "*" .sav" with a complete data dictionary;
- Technical report that includes a description of the methodology, the results of the pre-test, a brief description of the survey, including any difficulties encountered in conducting the study; descriptive statistics;
- PowerPoint presentation with a diagram of each question;
- Finalized package of documents and research tools in line with the law (approval of the Ethics Board, other document (if needed));

Task 3.

- Report on the results of the focus groups;
- Transcript of focus groups and audio recordings;
- PowerPoint presentation with a diagram of each question;

Task 4.

- Analytical report on the Gender Awareness Assessment Study that includes the results of all stages of the study;
- Databases in SPSS format "*" .sav" with a complete data dictionary;

3.4 Grant Project Expected Outcomes

1. Database with the results of the Gender Awareness Assessment Study.
2. Analytical report on the Gender Awareness Assessment Study that includes the results of all stages of the study.

Gender Awareness Assessment conducted as a result of grant project has a goal to find out how gender roles affect doctor-patient communication, what are common stereotypes and biases, what impact gender roles and biases have on healthcare worker's careers and how gender roles in health care were affected by the COVID-19 pandemic.

The data received as the result of the assessment will be used by the Project to develop recommendations for overcoming gender discrimination in health care. The data received as a result of the assessment will be shared with the key stakeholders (MOH, local authorities, local medical facilities) and also can be used in the development of internal HR policies and patient care policies in medical facilities.

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 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

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

- Describe technical strategies and instruments/tools the organization will use to conduct all three stages of the assessment. Demonstrate that strategy is in line with the project goals.
- Describe technical strategies and instruments/tools will be used for of data collection 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).

2. IMPLEMENTATION PLAN AND MILESTONE DESCRIPTION *[maximum 3 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>	5 working days after signing grant agreement
II. Conducting focus groups (mini-groups) to study the impact of the COVID-19 epidemic on gender-based stereotypes of doctors	<i>Please, propose detailed implementation plan for the stage of research, the results of which should include:</i> <ul style="list-style-type: none"> - <i>Ethical committee approval</i> - <i>Report on the results of the focus groups (triads);</i> - <i>Transcript of focus groups (triads) and audio recordings;</i> - <i>Power Point presentation with a diagram of each question;</i> - <i>The developed and approved tools for the second stage of research;</i> 	June 30, 2021
III. Preparation and conduct of a representative survey	<i>Please, propose detailed implementation plan for the stage of research, the results of which should include:</i> <ul style="list-style-type: none"> - <i>Samples of the research tools used in the survey;</i> - <i>The obtained data in SPSS format "* .sav" with a complete data dictionary;</i> - <i>Technical report that includes a description of the methodology, the results of the pre-test, a brief description of the survey, including any difficulties encountered in conducting the study; descriptive statistics;</i> - <i>PowerPoint presentation with a diagram of each question;</i> - <i>Finalized package of documents and research tools in line with the law (approval of the Ethics Board, other document (if needed));</i> <i>Please note that the Approval of the Ethical committee should be obtain by the Provider before the beginning of the field work.</i>	August 31, 2021
IV. Conducting focus groups to discuss the survey results	<i>Please, propose detailed implementation plan for the stage of research, the results of which should include:</i> <ul style="list-style-type: none"> - <i>Report on the results of the focus groups;</i> - <i>Transcript of focus groups and audio recordings;</i> - <i>PowerPoint presentation with a diagram of each question;</i> 	September 20, 2021

V. Final report in Ukrainian and English	<p><i>Please, propose detailed implementation plan for the stage of research, the results of which should include:</i></p> <ul style="list-style-type: none"> - <i>Analytical report on the Gender Awareness Assessment Study that includes the results of all stages of the study;</i> - <i>Databases in SPSS format "**.sav" with a complete data dictionary;</i> 	September 30, 2021
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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.)

3. 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.
- Ability to involve an experienced national gender expert from the organization will be an asset.

4. 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

5 BUDGET CONTENTS

Budget and Payment Terms

The approximate budget for the grantee amounts shall not exceed 2 200 000 UAH. The budget items and associated payment terms and dates according to the proposed milestones list 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; 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 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
Expected Results and Technical Strategies	35
Project Activities/Implementation Plan	25
Management Plan	10
Organizational Capacity	15
Budget, Budget Notes and Cost Reasonableness	15
Total points	100

Technical Proposal

USAID Health Reform Support 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 will make a determination of reasonableness based on USAID HRS'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 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) 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).

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 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