



HEALTH REFORM SUPPORT

REQUEST FOR GRANT APPLICATIONS (RFA): “STUDYING PROCESSES AND PRACTICES OF REGISTRATION AND DATA EXCHANGE ON CASES AND CAUSES OF DEATH IN UKRAINE”

RFA #23

August 2021

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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 an activity named “Studying processes and practices of registration and data exchange on cases and causes of death in Ukraine”.

Period of Performance: The period of performance for the grants is approximately four (4) months, from September 2021 to December 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 1 215 000 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 August 22, 2021. Questions should be received by close of business (COB) Ukraine local time on August 13, 2021, and responses to questions will be provided by August 16, 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 #23.
- 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 99 015 17 87

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 August 13, 2021 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By August 16, 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.fluixx.io>).
- An informational webinar will be held on **August 12, 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 by **11:00 local time, August 12, 2021**.

2.4 Applications Due Date and Time

Closing Date: August 22, 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 #23 with the ceiling amount of up to 1 215 000 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 #23.
- **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 have at least three (3) years' demonstrated experience in technical areas relevant to the scope of work and grant focus;
- The organization must have demonstrated experience in collecting and analyzing population data and vital statistics;
- Proposed personnel must have demonstrated experience in technical areas relevant to the scope of work;
- The organization has minimum absorptive capacity and demonstrates the potential to acquire sufficient capacity to manage programs in a sustainable manner;
- The organization's other relationships, associations, activities, and interests do not create a conflict of interest that could prevent full impartiality 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

Ineligible are:

- Individuals, political organizations, foreign owned organizations, 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 and Specific Challenges to be Addressed by this Grant

The availability of timely and reliable information on the size and characteristics of the population is one of the most important principles of planning the socio-economic development of the state. Birth and death data are the main source of information for estimating natural population growth (reduction) and for monitoring changes in the population structure.

The existing system of registration of death cases and causes in Ukraine, as well as the system of relevant data exchange, has not changed for years. Death registration engages a wide range of public bodies and their officials: the Ministry of Justice of Ukraine, the Ministry of Internal Affairs of Ukraine, the National Police of Ukraine and their territorial branches, healthcare facilities, forensic offices, autopsy units, as well as licensed PEs. At the same time, the role of health professionals is the most important in the whole system, because it is on the basis of evidence established by them that the cause of death is documented.

Despite the fact that many processes are regulated by laws and bylaws, different statistics on the causes of death in different regions mean poor compliance with these regulations.

It should be noted that the lack of accurate and up-to-date information on deaths makes it impossible:

- to make informed decisions in the field of health and social policy;
- to monitor the effectiveness of implemented projects and steps in these areas;
- to analyze trends in the spread of diseases, systemic problems in the health system;
- to develop efficient strategies and actions improving public health indicators.

Studying preconditions and reasons that contribute to the inconsistent death registration and reviewing the processes of documentation, registration, systematization, storage, publication and exchange of data on death cases and causes will help to develop and submit improvement proposals to stakeholders.

As part of the study, the grantee is expected to thoroughly review the processes and practices of documentation, registration, systematization, storage, publication and exchange of data on cases and causes of death. The study will include 6 milestones supported with a number of activities and deliverables.

Based on the study findings, a final report shall be prepared. It is expected to include a detailed description of each milestone and evidence-based proposals on how to improve processes and practices of documentation, registration, systematization, storage, publication and exchange of data on death cases and causes, as well as their regulation.

3.2 Objective

The study findings will be shared with the GoU to prove the need for national measures to be taken to eliminate the identified systemic problems and gaps, as well as to improve the interaction of stakeholders in the process of documenting death cases and causes.

3.3 Specific Tasks under this Scope of Work

Milestone 1. Reviewing documents and processes, mapping stakeholders, developing basic framework for data and document flows

Period of performance: September 2021.

Activity 1.1. Reviewing legislation, policies, other documents, as well as processes and involved stakeholders

The review of legislation, policies and other documents aims to establish a final list of documents used for the documentation, registration, systematization, storage, publication and exchange of data on death cases and causes (**hereinafter – registration and exchange of data on death cases and causes**) which directly or indirectly affect existing processes and practices of registration and exchange of data on death cases and causes. The list of documents shall include both national acts (including letters, clarifications, guidelines) and international papers (including recommendations of international organizations).

At this stage, all stakeholders involved in the process of registration and exchange of data on death cases and causes shall also be identified. The review of processes shall include the identification of place, role and functions of each stakeholder in the process of registration and exchange of data on death cases and causes.

The review shall result in a final list of state registries and databases that contain data on death cases and causes or are used in the process of registration and exchange of data on death cases and causes.

Deliverables:

1.1.1. Report on the results of the review of documents and processes, identification of stakeholders in the process of registration and exchange of data on death cases and causes.

Activity 1.2. Developing a basic framework for data and document flows

The basic framework for data and document flows shall represent processes of registration and exchange of data on death cases and causes, with the description of data/documents collected/used during each milestone.

Deliverables:

1.2.1. Basic framework for data and document flows, with the description.

Milestone 2. Obtaining, systematizing and analysis of data on death cases and causes and on methods of their documenting

Period of performance: October 2021.

Activity 2.1. Obtaining and systematizing data on death cases and causes and on methods of their documenting in Ukraine in 2018-2020

Obtaining and systematizing official data on death cases and causes, as well as on methods of their documenting (when available), shall include breakdown by age, sex, locality type (oblast, raion, city).

Deliverables:

2.1.1. Database with obtained and systematized data on death cases and causes and on the methods of their documenting.

Activity 2.2. Creating an interactive visualization of data on death cases and causes and on the methods of their documenting

Creating an interactive visualization shall help to show obtained and systematized data on the map of Ukraine, with the option to view data on the number of deaths, causes of death and methods of their documenting, by age, sex, locality type (oblast, raion, city).

Deliverables:

2.2.1. Interactive visualization of data on death cases and causes and on the methods of their documenting.

Activity 2.3. Analysis of data on death cases and causes and on the methods of their documenting

The analysis of the obtained, systematized and visualized data on death cases and causes and on the methods of their documenting aims to reveal data discrepancies between regions and localities. The analysis shall result in evidence-based assumptions about the possible causes of data discrepancies, as well as about possible systemic gaps in the process of registration and exchange of data on death cases and causes.

Deliverables:

2.3.1. Report on the analysis of data on death cases and causes and on the methods of their documenting.

Milestone 3. Identifying features that have developed in the process of registration and exchange of data on death cases and causes

Period of performance: October-November 2021.

Activity 3.1. Expert interviews with all stakeholders, and their analysis

Expert interviews with all stakeholders involved in the processes of registration and exchange of data on death cases and causes shall help to obtain the most detailed information on the current processes and practices, and to reveal myths, concerns, personal threats, common problems in the process of registration and exchange of data on death cases and causes. The process of preparation for the interviews shall include making and approval of the list of respondents, the development and approval of interview scenarios taking into account the need of stakeholders for the relevant data. Number of interviews: no less than 20.

The analysis of the results of the interviews shall include information about the features that have developed and existed in the process of registration and exchange of data on death cases and causes.

Deliverables:

3.1.1. Analysis of the expert interview results.

Milestone 4. Visualizing the processes of registration and exchange of data on death cases and causes

Period of performance: October-November 2021.

Activity 4.1. Creating an interactive visualization of the processes of registration and exchange of data on death cases and causes

Creating an interactive visualization of the processes of registration and exchange of data on death cases and causes shall help to visualize each step in the process, including applicable regulations; data or documents created or used, their movement between steps; involvement and role of each stakeholder, ways of their interaction, based on the results of previous stages of the study.

Deliverables:

4.1.1. Interactive visualization of the processes of registration and exchange of data on death cases and causes.

Milestone 5. Discussing and piloting preliminary study findings with stakeholders

Period of performance: November 2021.

Activity 5.1. Consultations of various formats with stakeholders

Consultations of various formats with stakeholders (no less than 5) to discuss preliminary study findings and developed interactive visualization of the processes of registration and exchange of data on death cases and causes. Based on the results of consultations, the interactive visualization may be modified (if needed).

Deliverables:

5.1.1. Report on the results of consultations

5.1.2. Modified interactive visualization of the processes of registration and exchange of data on death cases and causes (if needed).

Milestone 6. Analyzing and presenting study findings

Period of performance: December 2021.

Activity 6.1. Preparation of the final study report

The final study report is expected to include the results of each stage of the study and proposals for improving the processes and practices of documentation, registration, systematization, storage, publication and exchange of data on death cases and causes, as well as the associated legal framework.

Deliverables:

6.1.1. Final study report with proposals for improving the processes and practices of documentation, registration, systematization, storage, publication and exchange of data on death cases and causes, as well as the associated legal framework.

3.4 Deliverables

Milestone 1. Reviewing documents and processes, mapping stakeholders, developing basic framework for data and document flows.

1.1. Report on the results of the review of documents and processes, identification of stakeholders in the process of registration and exchange of data on death cases and causes.

1.2. Basic framework for data and document flows, with the description.

Milestone 2. Obtaining, systematizing and analysis of data on death cases and causes and on methods of their documenting.

2.1. Database with obtained and systematized data on death cases and causes and on the methods of their documenting.

2.2. Interactive visualization of data on death cases and causes and on the methods of their documenting.

2.3.1. Report on the analysis of data on death cases and causes and on the methods of their documenting.

Milestone 3. Identifying features that have developed in the process of registration and exchange of data on death cases and causes.

3.1. Analysis of the expert interview results.

Milestone 4. Visualizing the processes of registration and exchange of data on death cases and causes

4.1. Interactive visualization of the processes of registration and exchange of data on death cases and causes.

Milestone 5. Discussing and piloting preliminary study findings with stakeholders.

5.1. Report on the results of consultations.

5.2. Modified interactive visualization of the processes of registration and exchange of data on death cases and causes (if needed).

Milestone 6. Analyzing and presenting study findings.

6.1. Final study report with proposals for improving the processes and practices of documentation, registration, systematization, storage, publication and exchange of data on death cases and causes, as well as the associated legal framework.

3.5 Activities

Milestone 1. Reviewing documents and processes, mapping stakeholders, developing basic framework for data and document flows.

1.1. Reviewing legislation, policies, other documents, as well as processes and involved stakeholders

1.2. Developing a basic framework for data and document flows

Milestone 2. Obtaining, systematizing and analysis of data on death cases and causes and on methods of their documenting.

2.1. Obtaining and systematizing data on death cases and causes and on methods of their documenting in Ukraine in 2018-2020

2.2. Creating an interactive visualization of data on death cases and causes and on the methods of their documenting

2.3. Analysis of data on death cases and causes and on the methods of their documenting.

Milestone 3. Identifying features that have developed in the process of registration and exchange of data on death cases and causes.

3.1. Expert interviews with all stakeholders, and their analysis.

Milestone 4. Visualizing the processes of registration and exchange of data on death cases and causes

4.1. Creating an interactive visualization of the processes of registration and exchange of data on death cases and causes.

Milestone 5. Discussing and piloting preliminary study findings with stakeholders.

5.1. Consultations of various formats with stakeholders.

Milestone 6. Analyzing and presenting study findings.

6.1. Preparation of the final study report.

3.6 Additional conditions

The day-to-day activities of the grant recipient will be monitored by the USAID HRS representatives. Written communication between the selected firm and HRS is confidential.

This research doesn't involve any clinical research or human subjects and collects information without any patient identification and the research team will not have access to identifiers or keys to link coded data (not even temporarily). The interviews must not be conducted unless the consent form is signed by interviewee.

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 (see Grant Application Form and Guidelines)

C. Technical Proposal (9 pages maximum)

Sections of the Attachment 1: Technical Proposal of the Grant Application Form and Guidelines should use the headings italicized below, in the following order:

1. Expected Results and Technical Strategies *[maximum 2 pages]*

Describe technical and strategic approaches that will be used to implement of the proposed activities and reasons for the proposed methodology. Identify best practices and evidence base/rationale that have informed the project interventions.

2. Implementation Plan *[maximum 3 pages]*

Describe in details specific activities that will be undertaken to produce the expected results, also describing activities to be implemented by target population or project partners, justifying the choice of activities, indicating their sequence and interrelation, and specifying where applicable the roles of each partner.

Provide detailed implementation plan for grant activity (see template given in Annex A – Grant Activity Implementation Plan).

3. Management Plan *[maximum 2 pages]*

Describe how the project will be managed, the composition and organizational structure of the proposed project team, roles and responsibilities. Include information on technical and managerial experience of the

proposed project technical personnel. Provide CVs of all proposed personnel as Annex, including the Project Manager. Experienced, qualified personnel in relevant disciplines and areas should be provided for project management and staff. CVs should not exceed two pages each.

Describe how the coordination with national and local stakeholders in the researched topic will be insured and how they will be involved into validation of the research findings.

4. Organizational Capacity and past performance *[maximum 2 page]*

Provide a summary of organization's key qualifications and capabilities. It should indicate who your organization is and what it does, and what a client can expect from your organization. Provide a brief description of your present and ongoing actions/projects that have a direct relationship to the proposed grant activity.

Provide the project chart (with a list of project team members with the indication of their positions, roles and contact details) in Annex B – Project Chart.

Describe the organization's experience implementing similar projects. Describe the organization's relationships with local authorities, civil society (NGOs, boards of trustees, etc.). Indicate whether you have experience of collaboration with international organizations and charitable foundations. If your organization is new, describe the similar projects where your personnel participated. 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 in Annex C – Information of Previous Assistance Awards/Contracts.

Annexes (number of pages not limited)

ANNEX A – GRANT ACTIVITY IMPLEMENTATION PLAN

ANNEX B – PROJECT CHART

ANNEX C – INFORMATION OF PREVIOUS ASSISTANCE AWARDS/CONTRACTS

5 BUDGET CONTENTS

Budget and Payment Terms

The approximate budget for the grantee amounts shall not exceed 1 215 000 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 of the Grant Application Form and Guidelines);
- 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 (Attachment 2: Budget Template). The budgets must be prepared in local currency (UAH) and should be based on activities described in Attachment 1: Technical Proposal of the Grant Application Form and Guidelines. 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 of the Grant Application Form and Guidelines). 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
Technical Strategies	25
Project Activities	25
Management Plan	15
Organizational Capacity and past performance	20
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/usaidipnforassistance/> Detailed steps are given under the article M9 of the Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations from ADS 303mat, which is annexed to this RFA.

2. Indirect rates

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

3. Activities that will not be considered for funding

In keeping with the conditions above, programs that fall within the following categories or indicate they might participate in any one of the following shall be automatically disqualified:

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

4. Prohibited Goods and Services

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

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

5. Restricted Goods

The following costs are restricted by USAID and require prior approval from Deloitte and USAID:

- Agricultural commodities;

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

6. Certifications for Non-US Non-Governmental Recipients

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

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