



HEALTH REFORM SUPPORT

" EMPOWERMENT OF HROMADAS WITH STRATEGIC AWARENESS-RAISING TOOLS TO ENSURE EFFECTIVE OPERATION AS CHANGE AGENTS ON THE LOCAL LEVEL"

RFA # 38

November 2022

This RFA is made possible by the support of the American and British People through the United States Agency for International Development (USAID) and through the UK Good Governance Fund/UK Government (UK aid). The contents of this document are the sole responsibility of Deloitte Consulting LLP and do not necessarily reflect the views of USAID, the United States Government, UK aid or the UK government's official policies. This document was prepared under Contract Number 72012118C00001.

Table of Contents

I	SUMMARY	4
1.1.	USAID Health Reform Support	4
2.	INSTRUCTIONS FOR APPLICANTS	5
2.1.	General.....	5
2.2.	RFA Contact Information	5
2.3.	Questions and Clarifications.....	5
2.4.	Applications Due Date and Time	6
2.5.	Application Delivery Address	6
2.6.	Type of Award	6
2.7.	Submission Requirements.....	6
2.8.	Eligibility.....	6
2.9.	Application Conditions Precedent.....	7
2.10.	Late Applications.....	7
2.11.	Modification/Withdrawal of Applications	8
2.12.	Disposition of Applications.....	8
3.	STATEMENT OF WORK	9
3.1.	Background of Grant	9
3.2.	Grant Objective	9
3.3.	Specific Statement of Work.....	9
3.4.	Grant Activities, Deliverables and Expected Results	10
3.5.	General Milestones and associated timelines	11
3.6.	Grant Project Expected Outcomes	15
3.7.	Additional conditions	16
4	TECHNICAL APPLICATION CONTENTS	17
5	BUDGET CONTENTS	19
6	SELECTION	19
7	REFERENCES, TERMS & CONDITIONS	20
7.1.	References (choose from the list below as applicable)	20
7.2.	Terms and Conditions	20

Authors

This request for applications was prepared by: Khrystyna Vilyura, Olena Korduban

USAID Health Reform Support

[52A, B. Khmelnytskogo Str., 5th floor, 01030 Kyiv, Ukraine]

This document is protected under the copyright laws of the United States and other countries as an unpublished work. This document contains information that is proprietary and confidential to Deloitte Consulting Overseas Projects, or its technical alliance partners, which shall not be disclosed outside or duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate Deloitte Consulting LLP or any Deloitte Touche Tohmatsu member firms. Any use or disclosure in whole or in part of this information without the express written permission of Deloitte is prohibited.

© Deloitte Touche Tohmatsu (Unpublished). All rights reserved.

I SUMMARY

I.1. USAID Health Reform Support

The purpose of USAID's Health Reform Support Project (HRS Project) 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 support Objective I: Strengthen the health system governance. The grant will support the association/union of hromadas to establish the group of experts from hromadas or constant working group on the assessment of health care issues hromadas are facing as well as elaborate the decisions for solving the problem to achieve the following objectives:

- train hromadas on how to use strategic awareness-raising tools;
- educate HCFs and hromadas on how to communicate with patients to change their healthcare-seeking behaviors and increase the awareness about benefits of health reforms (free health services covered by PMG packages, availability of medical services etc.)
- upskill hromadas and HCFs with anti-corruption approaches and instruments to reduced informal payments in health care.

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 nine (9) months, from January 1, 2023 to September 30, 2023. 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 1 750 000 UAH**. Funding for this grant will be subject to donor approval and availability of funds. Funding will be disbursed to the grantees in Ukrainian local currency (UAH).

Submission Deadlines: All applications must be submitted no later than 23:59 Ukraine local time (UTC + 02:00) on November 25, 2022. Questions should be received by close of business (COB) Ukraine local time on November 16, 2022, and responses to questions will be provided by November 17, 2022.

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

Attachment 1: Grant Application Form and Guidelines with attachments

Attachment 2: Budget Template

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

2. INSTRUCTIONS FOR APPLICANTS

2.1. General

- Entities invited to submit an application are under no obligation to do so.
- Applicants will not be reimbursed by USAID Health Reform Support Project for any costs incurred in connection with the preparation and submission of their applications.
- Applicants may submit only one application under RFA# 38.
- 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

Email: grant@hrs.net.ua

Address: 52A, B. Khmelnytskogo Str., 5th floor, 01030 Kyiv, Ukraine

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 November 16, 2022 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By November 17, 2022, we anticipate providing responses to the requests for clarifications. All responses will be emailed to all applicants and published via Deloitte Grants Portal (<https://dgrants.fluxx.io>).
- An informational webinar will be held on **November 16, 2022 at 14:00 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at grant@hrs.net.ua by **11:00 Ukraine local time, November 16, 2022.**

2.4. Applications Due Date and Time

Closing Date: November 25, 2022

Closing Time: 23:59 Ukraine local time (UTC + 02:00)

2.5. Application Delivery Address

The proposal package should be submitted through the Deloitte Grants Portal (<https://dgrants.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 and attachments received will not be returned.

2.6. Type of Award

The USAID Health Reform Support anticipates the award of up to one (1) Fixed Amount Awards in response to RFA# 38 with the ceiling amount of **up to 1 750 000 UAH**.

2.7. Submission Requirements

- **Language:** The application and all associated correspondence must be in English. However, applications submitted in Ukrainian will also be considered and reviewed. 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 # 38.
- **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 an Applicant:

- Should be Non-U.S. non-governmental organizations, for profit or nonprofit, registered in Ukraine (e.g. NGOs, Professional Associations, Research/ Educational Institutions, Commercial Organizations) for no less than 3 years;
- Shouldn't not appear on the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs";
- Shouldn't be individual, political party, any governmental entity(organization) or official whether at national or municipal level;
- Shouldn't be affiliated with HRS or any of its directors, officers or employees;
- Organizations whose objectives are not consistent with the broad objectives of the HRS Project are also ineligible.

- In accordance with 2 CFR 25, recipients of grant awards, foreign or domestic, of \$25,000 or more are required to obtain a Unique Entity Identifier Number and register themselves through the SAM.gov website

Additional eligibility criteria

- It is an institution officially registered in Ukraine for not less than 3 years;
- It has strong experience working with hromadas and other stakeholders in the Ukrainian healthcare system;
- It has experience in the establishment of connections and agreements with hromadas;
- It has experience in organization and coordination of the events for hromadas;
- It has experience in promoting informational channels for hromadas;
- It has adequate number of staff members to meet the requirements of SoW.

Ineligible are:

- Organizations that at the time of a proposal submission have open/unresolved complaints, are involved in lawsuits, investigations, other matters that may threaten or affect the facility's ability to fulfill its obligations under the grant agreement
- Organizations under reorganization at the time of a proposal submission
- Private entrepreneurs.

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 of Grant

After decentralization and health care reform, the responsibilities of local authorities changed. They became the owners of HCFs on their territories and are responsible for the organization and financial support of health care. They face the obligation not only co-finance the medical sphere, but to cooperate with neighbor hromadas to assure access to effective and efficient healthcare for inhabitants.

Local authorities are responsible for the medical services provision and patients' pathways in health care. Also, they ought to participate in public health activities to face any health care issues on their territory.

Hromadas need to find the consensus, commonly accepted solutions in the health care sphere and advocate their joint decisions on the national level. They have to raise own awareness in new stage of health reform and patients' awareness in available health services under government Program of Medical Guarantee (PMG). This task can be solved by associations or any union of hromadas, which aimed to:

- represent and promote hromadas' interests in central executive and legislative bodies;
- voice the problems and challenges faced by hromadas on the national and local level;
- find a solution for hromadas challenges and problems;
- raise awareness of hromadas and its population in health reform;
- learn and share best practices in health care organization and management;
- organize cooperation with local, national and international partners.

Such platforms as the association/union of hromadas could and have to become the source of helpful information on health care issues for oblast level authorities and the instrument for discussion and solving of the problems.

Hromadas also have to learn how to share and promote information about available medical services, which is crucial for developing health care facilities and hromadas' inhabitants. The preparation of guides for hromadas on how to solve common problems and information packages for the population are useful and practical instruments.

This grant aims to help hromadas establish a sustainable and effective coordination platform to ensure the success and irreversibility of health sector reform on the local level and raise awareness on effective cooperation in the health care sphere and available health services.

3.2. Grant Objective

This grant will contribute to the achievement of HRS Objective I – Strengthen the health system governance. The grant will support the association/union of hromadas to establish the group of experts from hromadas or constant working group on the assessment of health care issues hromadas are facing as well as elaborate the decisions for solving the problem.

Under the award, the grantee is expected to achieve the following objectives:

- train hromadas on how to use strategic awareness-raising tools;
- educate HCFs and hromadas on how to communicate with patients to change their healthcare-seeking behaviors and increase the awareness about benefits of health reforms (free health services covered by PMG packages, availability of medical services etc.)

- upskill hromadas and HCFs with anti-corruption approaches and instruments to reduced informal payments in health care.

3.3. Specific Statement of Work

Under this Scope of Work (grant), the Grantee shall perform, but will not be limited to, the tasks specified under the following categories and receive the outlined deliverables.

The Grantee shall use their existing network of experts, their experience and partner's network, knowledge of national and international best practices, and additional understanding gleaned from the background and objectives specified above to complete and submit the below listed deliverables by the end of this grant. The deliverables should be submitted by the Grantee in Ukrainian:

3.4. Grant Activities and Deliverables

Deliverable 1. Develop Grant work plan and timeline.

Activity 1.1. Together with HRS experts, develop and finalize grant work plan/implementation plan of the activities with timelines.

Deliverable 2. Ensure permanent and sustainable education of hromadas on usage of strategic awareness-raising tools to promote the solutions on health care issues that concern hromadas.

Activity 2.1. Planning, organization and facilitate meetings / trainings with hromadas' administration representatives and other governmental officials.

The meetings / trainings have to be hold at least once a month. As a result of the meeting the following documents have to be presented:

- Agenda;
- Presentation of trainee / speakers;
- List of participants;
- The results of event assessment (if the meeting was useful; does it propose the solution for health care issues that concern hromadas etc.)

Themes of the meetings / trainings have to include, but not limited, following health care issues:

- Hospital network planning;
- Attraction/ motivation/relocation of medical personnel;
- Development of HCFs network with neighbor hromadas;
- Strategic awareness-raising campaign on health services for population.

Deliverable 3. Support information / knowledge sharing and educational platform / activities to change patients' healthcare-seeking behaviors and increase the awareness about benefits of health reforms (free health services covered by PMG packages, availability of medical services etc.)

Activity 3.1. Planning and organization of knowledge sharing events (online / offline) for hromadas to discuss health care issues.

The knowledge sharing events have to be hold at least once a month. As a result of the meeting the following documents have to be presented:

- Agenda;
- Presentation of trainee / speakers;
- List of participants;
- The results of event assessment (if the meeting was useful; does it propose the solution for health care issues that concern hromadas etc.)

Activity 3.2. Preparation of informational material / guidance on how to change patients' healthcare-seeking behaviors and increase the awareness about benefits of health reforms (free health services covered by PMG packages, availability of medical services etc.) and /or how to solve/manage common problem issues concerning health care in hromadas.

The activity foresee:

- Research of national and international experience in the sphere of local health care management;
- Preparation and dissemination of monthly digest with news, updates and follow ups of the meetings, etc.;
- Search for the available educational resources for hromadas and share the information with hromadas.

At least 10 informational material / guidance have to be produced.

Activity 3.3. Support, develop and promote Viber and / or other communication channels for representatives of hromadas responsible for health care issues.

- Development of the plan for promotion of the Viber channel «Medicine in hromadas»;
- Development of monthly content plan for the Viber channel «Medicine in hromadas»;
- Creation of visual content and useful informational materials for hromadas on health care issues;
- Preparation of the content concerning management of health care sphere in hromadas;
- Search and preparation of success stories about organization of effective health care in hromadas (at least 18 stories have to be prepared and published).

At least 5 posts a week (during the all grant realization period) have to be placed in Viber channel.

As the result of the activity the coverage of existing Viber channel «Medicine in hromadas» have to be increased to 2000 subscribers.

Deliverable 4. Upskill hromadas and HCFs with anti-corruption approaches and instruments to reduced informal payments in health care.

Activity 4.1. Planning and organization of trainings to educate hromadas on anticorruption practices.

The Grantee have to conduct at least 9 trainings for at least 200 participants. As a result of the trainings the following documents have to be presented:

- Agenda;
- Presentation of trainee / ;
- List of participants;
- Pre and post assessment

Activity 4.2. Develop / share informational materials for patients / HCFs aimed on reduction corruption practices and informal payments in health care.

At least 5 informational material have to be produced.

3.5. General Milestones and associated timelines

The below is the table format to describe milestones for planning and implementation of the patients' rights awareness campaign:

N	Milestone	Reco mme nded Durat ion	Grant activity		Milestone verification	Expected date of completion
1.	Grant work plan and timeline	1 week	1.1.	Develop and finalize grant work plan/implementation plan of the activities with timelines.	HRS reviews and approves the grant work plan/implementation plan of the activities with timelines and resources	05.01.2023
2.	Approval of implementation plans for events foreseen by grant plan	2 weeks	2.1.	Planning, organization and facilitate meetings / trainings with hromadas' administration representatives and other governmental officials.	Implementation plan for meetings / trainings with hromadas' administration representatives and other governmental officials with dates, preliminary themes, agenda, list of speakers and descriptions of audience (participants who will be invited)	TBD
			3.1.	Planning and organization of knowledge sharing events (online / offline) for hromadas to discuss health care issues.	Implementation plan for events knowledge sharing events (online / offline) to discuss health care issues with dates, preliminary themes, agenda, list of speakers and descriptions of audience (participants who will be invited)	TBD
			4.1.	Planning and organization of trainings to educate hromadas on anticorruption practices.	Implementation plan for trainings to educate hromadas on anticorruption practices.with dates, preliminary themes, agenda, list of speakers and descriptions of audience (participants who will be invited)	TBD
			2.1. 3.1. 4.1.		General plan of all events for tracking the preparation and progress of implementation all events	TBD
3.	Delivery report on first stage (first three month) of implementation plan for events foreseen by grant plan	January -March 2023	2.1.	Planning, organization and facilitate meetings / trainings with hromadas' administration representatives and other governmental officials.	Report on first stage (first three month) of organized and conducted meetings / trainings with hromadas' administration representatives and other governmental officials: consist final agenda, list of participants, presentation of trainee / speakers, the results of event assessment	TBD

			3.1.	Planning and organization of knowledge sharing events (online / offline) for hromadas to discuss health care issues.	Report on first stage (first three month) of organized and conducted knowledge sharing events (online / offline) to discuss health care issues: consist final agenda, list of participants, presentation of trainee / speakers, the results of event assessment	
			4.1.	Planning and organization of trainings to educate hromadas on anticorruption practices.	Report on first stage (first three month) of organized and conducted trainings to educate hromadas on anticorruption practices: consist final agenda, list of participants, presentation of trainee / speakers, pre and post assessment	TBD
4.	Delivery report on first stage (next three month) of implementation plan for events foreseen by grant plan	April - June 2023	2.1.	Planning, organization and facilitate meetings / trainings with hromadas' administration representatives and other governmental officials.	Report on first stage (next three month) of organized and conducted meetings / trainings with hromadas' administration representatives and other governmental officials: consist final agenda, list of participants, presentation of trainee / speakers, the results of event assessment	TBD
			3.1.	Planning and organization of knowledge sharing events (online / offline) for hromadas to discuss health care issues.	Report on first stage (next three month) of organized and conducted knowledge sharing events (online / offline) to discuss health care issues: consist final agenda, list of participants, presentation of trainee / speakers, the results of event assessment	TBD
			4.1.	Planning and organization of trainings to educate hromadas on anticorruption practices.	Report on first stage (next three month) of organized and conducted trainings to educate hromadas on anticorruption practices: consist final agenda, list of participants, presentation of trainee / speakers, pre and post assessment	TBD
5.	Delivery report on first stage (last three month) of	July - September 2023	2.1.	Planning, organization and facilitate meetings / trainings with hromadas' administration	Report on first stage (last three month) of organized and conducted meetings / trainings with hromadas' administration	TBD

	implementati on plan for events foreseen by grant plan			representatives and other governmental officials.	representatives and other governmental officials: consist final agenda, list of participants, presentation of trainee / speakers, the results of event assessment	
			3.1.	Planning and organization of knowledge sharing events (online / offline) for hromadas to discuss health care issues.	Report on first stage (last three month) of organized and conducted knowledge sharing events (online / offline) to discuss health care issues: consist final agenda, list of participants, presentation of trainee / speakers, the results of event assessment	TBD
			4.1.	Planning and organization of trainings to educate hromadas on anticorruption practices.	Report on first stage (last three month) of organized and conducted trainings to educate hromadas on anticorruption practices: consist final agenda, list of participants, presentation of trainee / speakers, pre and post assessment	TBD
6.	Approval of Viber channel promotion plan and list of informational materials to be produces within the activities 3.2 and 4.2	20 January 2023	3.2.	Preparation of informational material / guidance on how to change patients' healthcare-seeking behaviors and increase the awareness about benefits of health reforms (free health services covered by PMG packages, availability of medical services etc.) and /or how to solve/manage common problem issues concerning health care in hromadas	List of informational materials with preliminary theme, format, and timeline of creation	TBD
			3.3	Support, develop and promote Viber and / or other communication channels for representatives of hromadas responsible for health care issues	Plan for Viber channel promotion activities with content plan that consist categories (types) of posts that will be shared via channel	TBD
			4.2	Develop / share informational materials for patients / HCFs aimed on reduction corruption practices and informal payments in health care.	List of informational materials with preliminary theme, format, and timeline of creation	TBD
7.	Realization of first stage of approved Viber channel promotion	January – April 2023	3.2.	Preparation of informational material / guidance on how to change patients' healthcare-seeking behaviors and increase the awareness about benefits of health	Final designed and approved by HRS informational materials	TBD

	plan and production of informational materials			reforms (free health services covered by PMG packages, availability of medical services etc.) and /or how to solve/manage common problem issues concerning health care in hromadas		
			3.3	Support, develop and promote Viber and / or other communication channels for representatives of hromadas responsible for health care issues	Report on the results of Viber channel promotion plan with results of subscribers increase	TBD
			4.2	Develop / share informational materials for patients / HCFs aimed on reduction corruption practices and informal payments in health care.	Final designed and approved by HRS informational materials	TBD
8.	Realization of second stage of approved Viber channel promotion plan and production of informational materials	May – August 2023	3.2.	Preparation of informational material / guidance on how to change patients' healthcare-seeking behaviors and increase the awareness about benefits of health reforms (free health services covered by PMG packages, availability of medical services etc.) and /or how to solve/manage common problem issues concerning health care in hromadas	Final designed and approved by HRS informational materials	TBD
			3.3	Support, develop and promote Viber and / or other communication channels for representatives of hromadas responsible for health care issues	Report on the results of Viber channel promotion plan with results of subscribers increase	TBD
			4.2	Develop / share informational materials for patients / HCFs aimed on reduction corruption practices and informal payments in health care.	Final designed and approved by HRS informational materials	TBD

Expected Results

- (1) implementation plans for events;
- (2) general plan of all events for tracking the preparation and progress of implementation all events;
- (3) reports on organized and conducted events;
- (4) lists of informational materials with preliminary theme, format, and timeline of creation;
- (5) plan for Viber channel promotion activities with content plan that consist categories (types) of posts that will be shared via channel;
- (6) reports on the results of Viber channel promotion plan with results of subscribers increase;
- (7) final designed and approved by HRS informational materials

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 grantee and HRS is confidential.

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 (8 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:

- BACKGROUND/STATEMENT OF NEED *[maximum 1 page]*

- Provide information about the problems hromadas are facing in health care, how this problems could be addressed; describe how can hromadas increase the awareness about benefits of health reforms for their inhabitants; share your vision concerning the participation of hromadas in health care reform and what role do hromadas play in communication with inhabitants to influence on their healthcare-seeking behaviors;

- VISION OF IMPROVING/ GOALS, OBJECTIVES *[maximum 1 page]*

- Describe your vision for improving the situation with participation of hromadas in solving health care issues and providing inhabitants with information that will increase the awareness about benefits of health reforms as well as help them to change their healthcare-seeking behaviors

- IMPLEMENTATION PLAN/ACTIVITIES *[maximum 2 pages]*

- Give specific practical steps that will help hromadas to became more proactive in solving health care issues and provision of health care for their inhabitants. Justify the choice of such measures and their prioritization.
- Provide a detailed grant implementation plan (see the template in Annex A - PROJECT IMPLEMENTATION PLAN).

- COORDINATION AND COLLABORATION *[maximum 1 page]*

- Describe the roles and participation of other stakeholders in grant activities, including cooperation with national stakeholders (NHSU, MOH, etc.), local authorities, health care facilities, hromadas inhabitants, and explain why they are assigned these roles.

- Describe how you will collaborate and coordinate grant activities with other partners: national stakeholders (NHSU, MOH, etc.), local authorities, health care facilities.

- MANAGEMENT PLAN *[maximum 1 page]*

- Indicate the number of staff you are planning to launch to the activities implementation.
- Describe how you will coordinate and monitor the implementation plan.
- Describe how the project will be managed within the grant.
- Indicate whether you have experience of cooperation with international organizations and charitable foundations, with national stakeholders (NHSU, MOH, etc.), other local authorities, health care facilities,

- ORGANIZATIONAL CAPACITY *[maximum 1 page]*

- Describe the team that will implement the grant, indicating their positions, roles and contact details) as Annex B. Provide CVs for core/implementation team (as an ANNEX B – PROJECT IMPLEMENTATION TEAM).
- Indicate contacts who will liaise with the HRS Project.
- Provide additional information about the experience of your organization in implementation of the communication / advocacy campaigns.

Annexes (number of pages not limited)

ANNEX A – GRANT ACTIVITY IMPLEMENTATION PLAN

ANNEX B – PROJECT IMPLEMENTATION TEAM (CVs)

ANNEX C - INFORMATION ON PREVIOUS ASSISTANCE AWARDS OR CONTRACTS

5 BUDGET CONTENTS

5.1. BUDGET AND PEYMENT TERMS

The approximate budget for each grantee amounts shall not exceed 1 750 000 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.

5.2. COST SHARE

Cost sharing is not a requirement for grants issued in response to RFA #38.

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

5.3. 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.

5.4. 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
Background/Statement of Need	5
Project Goal, Objectives, and Geographic Focus	15
Technical Strategies	20
Project Activities	10
Coordination and Collaboration	20
Management Plan	10
Organizational Capacity	10
Budget, Budget Notes and Cost Reasonableness	10
Total points	100

Technical Proposal

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

Budget

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

- 1) Reasonableness.** USAID Health Reform Support Project will make a determination of reasonableness based on USAID 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 USAI

- 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