

**Request for Applications from local non-governmental organizations  
to conduct Lymphatic Filariasis Transmission Assessment Survey (TAS I) in 2 districts**

Issuance Date: 17 May 2019, **Friday**

Closing date and time: 13 June 2019, **Thursday**

Submission language: English

Act to End Neglected Tropical Diseases | East is a five-year (2018-2023) program funded by the United States Agency for International Development (USAID) that supports national governments to reach their control and elimination goals for neglected tropical diseases (NTDs) through proven, cost-effective public health interventions. The Act to End NTDs | East program provides critical support to countries in their journey to self-reliance, helping them to create sustainable NTD programming within robust and resilient health systems. RTI is seeking applications from organizations interested in providing the services described in this RFA. Your application must be prepared in accordance with the exhibits listed below and attached.

<u>Exhibit Number</u>	<u>Title</u>
1	Instructions to Applicant
2	Statement of Work
3	Evaluation Criteria
4	Pricing Information and Cost Application Instructions
5	Organization Information
6	District Information
7	Organizational Control Environment Questionnaire
8	Anti-Terrorism Certification
9	Instructions for obtaining a DUNS number
10	PLGHA compliance certification

- Applicants shall submit an **electronic application as email attachments** in Microsoft Word (Technical Proposal and Budget narrative) and Excel (Budget and Milestone details) to Sila Gole @ [ENVISIONNepal@np-ntd.rti.org](mailto:ENVISIONNepal@np-ntd.rti.org) no later than **16:00pm** (Kathmandu time) on **13 June 2019, Thursday**. A signed and dated hard copy of your application must also be submitted to the RTI office at Oasis Complex, Hall #202, Patan Dhoka, Lalitpur, Nepal.
- RTI will organize a pre-application meeting for intended applicants to provide clarification on the statement of work and RFA requirements. This meeting will provide opportunities for interested applicant to ask questions about the application submission process. Applicants will attend the pre-application meeting at their own expense; RTI will not reimburse applicants for any costs associated with participating in the pre-application meeting.
- Organizations who are interested in joining the pre-application meeting on Thursday **30 May 2019** are requested to confirm their participation through email @ [ENVISIONNepal@np-ntd.rti.org](mailto:ENVISIONNepal@np-ntd.rti.org) with subject line "Confirmation for pre-application meeting" no later than Monday **27 May 2019**.
- Please direct questions to Achut Babu Ojha, Program Manager at [aojha@np-ntd.rti.org](mailto:aojha@np-ntd.rti.org). All questions received by Tuesday 04 June 2019 will be compiled and answers made available to all applicants through email by Friday, 07 June 2019. No phone inquiries will be entertained.
- Applications that are not submitted in accordance with the RFA Instructions will be considered non-responsive and will be rejected by RTI. Additional requirements for submitting applications

are shown in Exhibit 1, Instructions to Applicant, and Exhibit 4, Pricing Information and Cost Application Instructions.

- **This solicitation in no way obligates RTI to make an award, nor does it commit RTI to pay any cost incurred in the preparation and submission of an application.**

## **Exhibit 1 Instructions to Applicant**

RTI is seeking a qualified organization that will be responsible for completing the activities as described in the Statement of Work (SOW) in Exhibit 2.

### **Type of Award**

RTI intends to award one Fixed Amount Award (FAA). Payment will be made upon achieving stated milestones. No upfront payments will be made on commencement of the grant. There will be a total of five (5) milestones during project implementation, and each payment will be made based on satisfactory completion and acceptance by RTI of the stated deliverable(s) for that milestone.

*Please note that each deliverable must be reviewed and approved by RTI before payment is authorized.*

### **Targeted Districts**

Panchthar and Ilam

### **Period of Performance**

The grant will be for the period from date of grant signed by both grantee and RTI to the date of approval of completed work by RTI. The period of performance for this grant is estimated to be September 2019 to October 2019.

### **Application Documents**

The following materials must be submitted to RTI by the application deadline:

1. An **Offer Letter**, signed by a duly authorized representative of the Applicant's organization, presenting the total bid amount.
2. The **Technical Application** as described in Exhibit 3.
3. The **Cost Application (budget and budget narrative)** as described in Exhibit 4.
4. The **Organization Information** as provided in Exhibit 5.
5. **District Information** as provided in Exhibit 6.
6. A current **Organizational Control Environment Questionnaire, including supporting documentation**, as provided in Exhibit 7.
7. The **Anti-Terrorism Certification**, signed by a duly authorized representative of the Applicant's organization, as provided in Exhibit 8.
8. The **PLGHA signed certificate**, as provided in Exhibit 10

All electronic files should be in Microsoft Word or Excel format (font size 12pt).

**Exhibit 2**  
**Statement of Work**  
**For**  
**Lymphatic Filariasis Transmission Assessment Survey (TAS I)**

Act to End Neglected Tropical Diseases | East is a five-year program funded by the United States Agency for International Development (USAID) that supports national governments to reach their control and elimination goals for neglected tropical diseases (NTDs) through proven, cost-effective public health interventions. The Act to End NTDs | East program provides critical support to countries in their journey to self-reliance, helping them to create sustainable NTD programming within robust and resilient health systems.

In order to achieve this objective, Act to End NTDs | East focuses on reaching the following intermediate results:

RESULT 1: Elimination of Lymphatic Filariasis, Trachoma, and Onchocerciasis in the Americas and where feasible in Africa

RESULT 2: Sustainable National NTD Programs (National planning and financing progress)

RESULT 3: Ensure continuous capacity to maintain and operate mass drug administration (MDA) and disease surveillance

Act to End NTDs |East (2018-2023) is led by RTI International, with a consortium of partners including The Carter Center, Fred Hollows Foundation, IMA World Health, Light for the World, Results for Development, Save the Children, Sightsavers, and WI-HER.

**Background:**

Lymphatic filariasis is a public health problem in Nepal. Based on the public health importance of lymphatic filariasis, the World Health Organization (WHO) made a global call for its elimination by the year 2020 to which the Government of Nepal (GoN) has expressed its commitment. The elimination of LF will be achieved through the mass distribution of diethylcarbamazine citrate (DEC) and albendazole to endemic districts. The Nepal LF Elimination Program has already reached all 63 endemic districts. In Nepal, the LF elimination program has been very successful and 48 districts have already qualified to stop mass drug administration (MDA) and have graduated to transmission assessment surveys (TAS).

According to WHO guidance, to measure the impact of an LF elimination program, it is necessary to conduct transmission assessment surveys (TAS I) after successful completion of required number of LF MDA and when the Implementation Unit (IU) has been successful in Pre TAS. TAS I is conducted six months after the last LF MDA followed by successful Pre TAS. Once districts have passed TAS I, they undergo TAS II after 2 years of TAS I to confirm that there has been no re-introduction or recurrence of disease.

As of March 2019, 2 districts (Panchthar and Ilam) are now eligible for TAS I (stop MDA) because these districts were successful at Re Pre TAS conducted in 2018. EDCD has requested RTI to assist TAS I in these districts. For the purposes of TAS, these districts have been combined into one Evaluation Unit (EU) by EDCD.

The proposed TAS I will be a school-based cluster survey based on established WHO guidance. The chosen organization will take updated lists of schools from the Department of Education, and will work in close coordination with RTI, EDCD, and WHO to select schools using the WHO tool (survey sample builder). Filariasis test strips (FTS), the diagnostic tool, will be used for this survey and will be provided by WHO/EDCD. Data will be entered in mobile device (to be provided by RTI) and hard copy will be kept for records. Students of grade 1 & 2 (aged 6 and 7 years) will be the target population for sample collection. A total of approximately 1,700 samples will be taken from this EU.

## **Objective of TAS I:**

Determine whether LF MDA can be stopped, i.e., the number of antigen-positive children is at or below the critical cut-off point in grade 1 and 2 students in selected schools of 2 districts, or whether MDA needs to be continued, i.e., the number of antigen-positive children is above the critical cut-off point.

## **The following are the scope of work for TAS I:**

1. Develop details of the survey protocol including the schedule and composition of survey teams (two laboratory people and one supervisor).
2. Plan and collect the required approvals from the EDCD and concerned authority in each of the districts to conduct TAS I.
3. Obtain NHRC ethical approval prior to starting field work.
4. In coordination with EDCD, obtain a list of schools and number of students in grade 1 and 2 in the respective schools from the department of education/ local units. Using the WHO Survey Sample Builder, develop a list of schools, including alternate schools, to visit during the TAS I and obtain EDCD approval for each list.
5. Using WHO standard TAS training materials and RTI on-the-job training materials, organize training workshop to ensure personnel who are engaged in the survey receive proper training on the methods and tools of data collection in close coordination and consultation with EDCD, WHO, and RTI. During this training, RTI will provide Electronic Data Capture (EDC) orientation to staff of selected organization and enumerators to be engaged in survey.
6. Coordinate with DHOs and local municipalities and rural municipalities during survey implementation. The selected organization will coordinate with EDCD and RTI before and during the survey to ensure all appropriate parties are aware of the survey plan.
7. Coordinate and manage supervision and monitoring visits of Provincial department of health, EDCD, DHO and municipalities to survey sites of each district.
8. Assure the validity and quality of collected data entered in the EDC platform and provide timely responses to questions during cleaning and editing of the data by RTI team. EDCD and RTI will undertake monitoring and supervision at any time during these processes.
9. Organize district-level coordination meetings in each of the 2 districts (40 participants) including health coordinators of all rural municipalities, urban municipalities, municipal education resource persons, districts administrators and security personnel, representatives of private school associations, journalists and district public health personnel) to share information about the district-level TAS implementation plan and seek their support to conduct the survey.
10. Arrange and document school-level meetings with the school management committee, teachers and representatives of parents in each selected school to explain to parents and school teachers about the purpose and methodology of the survey.
11. Secure parental/guardian consent of students for their voluntary participation in the survey.
12. Collect blood samples from students willing to participate and analyze using FTS in schools identified for the survey. Coordinate with the school teacher for proper disposal of the samples to ensure they are burnt. Collect sharps/needles in the disposal boxes and coordinate with the nearest health facility to manage proper disposal of these in coordination with the health facility staff. Collect samples of different types of invalid tests and submit to RTI for return to the WHO country office for repatriation to Alere/Abbott.
13. Ensure data is properly entered in programmed mobile device provided by RTI with proper Global Positioning System (GPS) of each survey site. Grantee will be responsible for custody and management of these phones including replacement in case of any loss.
14. Respond to and correct data questions/issues from EDCD/RTI as the data reports are reviewed while survey teams are still in the field.

15. Prepare detailed information sheet of positive cases including their name, home address, contact number and submit the same to concerned authorities including RTI in final report.
16. Brief the respective DHO or the concerned authority after completion of the survey in district to inform them on findings and obtain a letter of successful completion of the survey from respective schools to submit to the RTI.
17. Submit draft survey report within 15 days of the completion of data collection and meet with RTI and EDCD to discuss preliminary results and determine next steps.
18. Submit final survey report both in soft and hard copy with data files and list of changes made after EDC submission to the RTI Nepal Office within 10 days of receiving EDCD and RTI comments on the draft report.

Note: RTI will provide a protocol outline/checklist, training materials for on the job training, summary tables for EUs, report outline and guidance.

**Period of Performance and Level of effort:**

The period of performance is approximately three months, from the date of AOR approval through October 31, 2019.

The level of effort is **not to exceed 35 days** including 20 days in the field. However, additional time is built in to the period of performance to account for weekends, unforeseen delays during implementation, and review by RTI and EDCD of the draft report.

Survey design development:	10 days
Training and Sample collection:	20 days
Data analysis and report writing:	5 days
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<b>Total 35 days</b>	

**Expected Deliverables:**

<b>TAS I</b>	<b>Description of Milestones</b>	<b>Required deliverable(s)</b>
1	TAS I Survey Design and NHRC ethical clearance.	Survey Protocol including schedule and composition of survey teams. NHRC ethical clearance letter. Report on receipts of mobile and accessories from Act   East.
2	TAS I training workshop and District level coordination Meeting	Meeting report including attendance list for both events, agenda and copies of files used for training.
3	TAS I Field Work	Report for each EU summarizing outcome of community meetings and noting any implementation challenges at schools and completion letter from districts
4	TAS I Data Analysis and Draft Report	Draft report for review by RTI and EDCD. Report on deposit of mobiles and accessories to Act   East.
5	TAS I Final Report and Data	Final report approved by RTI

## Exhibit 3

### Evaluation Criteria

Technical applications will be evaluated in accordance with the Evaluation Criteria set forth below. The relative importance of each criterion is indicated by approximate weight. The maximum possible is 100 points. Thereafter, the cost application of all applicants submitting a technically acceptable application will be opened and management and operational costs will be evaluated for general reasonableness, realism, appropriateness, allowability, and allocability. The cost-realism analysis is intended to: (1) verify the applicant's understanding of the requirements; (2) assess the degree that the cost application reflects the approaches in the technical application; and (3) assess the degree that the cost included in the cost application accurately represents the work effort included in the technical application. To the extent that they are necessary (if award is not made based on initial applications), negotiations will be conducted with short listed applicants. An award will be made to the responsible applicant whose application offers the greatest value, cost and other factors considered.

Awards will be made based on the ranking of applications according to the technical selection criteria identified below.

- **Technical Approach (30 points):** Describe how your organization will meet the requirements outlined in the Statement of Work (Exhibit 2), including reporting and coordination.
- **Staffing and Management Plan (20 points):** Include a detailed staffing and management plan for implementing each task during the project period. It is expected that the grantee will work closely with RTI Act | East staff and the DPHO/DHO to provide the required elements of the SOW. In this plan, please describe how you will manage the project to ensure that all deliverables are satisfactory and are on time.
- **Monitoring and Evaluation (20 points):** The applicant should demonstrate a realistic plan for monitoring, tracking, and reporting performance, including a plan for collecting, evaluating and validating performance data.
- **Institutional Capability (30 points):** Describe your organization's overall institutional capability and resources (financial, personnel) in meeting the general requirements of the Scope of Work. Describe your organization's prior work in health, surveys, and/or other related field.
- **Appendix A - Resumes of key staff:** The Applicant must provide detailed resumes of key personnel positions. Resumes should show the qualifications and experience of the individual. "Key personnel" are those staff who play significant roles in performing or supervising the work for the activities.
- **Appendix B – Letters of support:** If the Applicant obtains letter(s) on implementation of similar type of projects they should be provided in Appendix B. Letter(s) should be on the letterhead of the organization providing support for the project and signed by appropriate staff from the organization.

**Exhibit 4**  
**Pricing Information and Cost Application Instructions**

The Cost Application consists of a detailed line item budget and a milestone payment schedule.

***Detailed Line Item Budget and Narrative***

Applicants must submit a detailed line item budget using the template provided in Microsoft Excel. How the applicant derived the units and totals for each budget line must be clearly demonstrated. The applicant may modify the budget template by adding or deleting budget line items, as necessary. The applicant is also required to complete a budget narrative using the template provided in Microsoft Word, to document the cost basis for each budget line item. Please also provide backup documentation for all proposed costs (proforma invoices, memos, policies, etc.), to determine reasonability of the proposed cost.

No lump sum budgets will be accepted; an acceptable budget will have all costs broken down by unit and clearly show the number of units used for each line item. Please use formulas to calculate units where appropriate; for example, if per diem will be given to 2 people in each district for 3 districts, instead of simply writing in "6," the units should be calculated using the formula " $=2*3$ ." The budget must be submitted in Nepalese rupees (NPR). All costs will be reviewed for reasonableness relative to the work being performed.

Applicants may also propose direct labor costs for each person supporting the work requirements set forth in Exhibit 2 – Scope of Work. The budget must include the name of the person, position, direct salary rate and the number of direct labor hours or days that each person will perform in support of the application requirements.

Applicants must also propose other direct costs deemed necessary to support work requirements in the selected district. These costs may include travel and transportation, communications (telephone, internet, etc.), office supplies, bank fees, and reproduction/printing. All other direct costs must be identified in separate line items for each activity in the detailed line item budget.

Operational/administrative costs incurred by the applicant (also known as overhead) may also be included in the detailed line item budget if it is the organization's standard practice to recover costs in this fashion. Any office running costs must be broken out by line item in the detailed budget. Percentages will not be accepted.

***Milestone Payment Schedule***

Applicants must also propose fixed amounts for each deliverable listed in Exhibit 2 – Scope of Work using the template provided in Microsoft Excel. The amount paid for each deliverable can be adjusted in the Microsoft Excel template by adjusting the percentage in the formulas of cells E3-E7. All percentages should total to 100%. Payments will be made in accordance with the milestone payment schedule after the satisfactory completion and acceptance by RTI of all project deliverables.

**Exhibit 5  
Organization Information**

To facilitate the evaluation and award process, please provide the following information about your organization. If an item is not applicable to your organization, please put "N/A" on the blank(s) provided. Do not leave items unanswered. Instructions on how to obtain a DUNS number are found in Exhibit 9.

<b>CONTACT INFORMATION</b>	
Organization Name:	Grant Negotiator (Pre-Award) Name: Title/Position: Phone: Fax: Email:
Address:	
Website address:	
Email address:	Grant Administrator (Post-Award) Name: Title/Position: Phone: Fax: Email:
Bank Name & Address:	
Bank Account Number:	
DUNS Number:	Technical Contact (Post-Award) Name: Title/Position: Phone: Fax: Email:
Tax Identification Number:	
VAT Registration Number:	



**Exhibit 7**  
**Organizational Control Environment Questionnaire**

RTI International uses this questionnaire to verify applicant has the capacity or potential capacity to adequately perform in accordance with the principles established by the US Government and other donors to ensure that its accounting, record keeping and overall financial management systems meet applicable standards and to determine if the applicant's system of internal controls is reasonable in the applicable cost principles.

Legal name of applicant organization: \_\_\_\_\_

Name \_\_\_\_\_ and \_\_\_\_\_ title \_\_\_\_\_ of \_\_\_\_\_ individual \_\_\_\_\_ completing \_\_\_\_\_

this questionnaire: \_\_\_\_\_

Signature of Individual Completing: \_\_\_\_\_

DUNS Number \_\_\_\_\_

**A. General Information**

1. Type of Organization: (Check either NGO or HG)

- Nongovernmental (NGO)  
 Governmental (or host government [HG] institution)\*

*\*An HG institution or a subdivision of it is an organization that functions as a governing body and in which the host government owns at least a 50 percent share or receives at least 50 percent of its financial support from the host government. Examples of HG entities are ministries, or local or state governments or agencies.*

(Check one below)

- Non-Profit  
 Educational  
 For-Profit  
 Other \_\_\_\_\_

2 Is your organization incorporated or legally registered?

- Yes  
 No

3. City and country of incorporation or legal registration: \_\_\_\_\_

4. Date of incorporation or legal registration: \_\_\_\_\_

5. Is your organization required to pay taxes on revenue/income, or is it exempt from such taxes?

- Required to pay taxes on revenue/income  
 Exempt from taxes on revenue/income

6. Please list the number of employees of your organization:

\_\_\_\_\_ Full-time employees  
\_\_\_\_\_ Part-time employees or Volunteers

7. Has your organization received funding from any agency of the U.S. Government (e.g. USAID, CDC, OFDA) in the last 3 years?

- Yes  
 No

*If yes, please identify the source and specify the amount(s) received from each source, by year below:*

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8. What is your organization's fiscal year?

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9. Do you anticipate expending \$750,000 or more in funds received directly or indirectly from the U.S. Agency for International Development during your fiscal year?

- Yes  
 No

**B. Indirect/Overhead Rates**

1. Does your organization have a Negotiated Indirect Rate Agreement (NICRA) with the U.S. Government?

- Yes  
 No

If YES, please attach a copy to this Questionnaire and go to the next section.

If NO, does your organization plan to recover administrative costs or overheads (rent, utilities, phone costs etc.) charge an indirect or overhead rate to the budget of the grant agreement?

- Yes  
 No

If YES, please describe how your organization recovers administrative or overheads costs.

2. Has the indirect rate been audited?

- Yes  
 No

If YES, please provide a copy of an audit report with the audited indirect rate and an explanation of the indirect rate costs.

3. Is the indirect rate charged equally to all funders of your organization?

- Yes  
 No

If NO, Please explain.

**C. Financial Management**

1. Is your accounting system [ ] manual or [ ] automated? If automated, what accounting software program are you using? Specify.

2. Do you have documented policies and procedures for processing financial transactions in accordance with laws, regulations, or management policy? If you answer yes, you also agree to make these documents available for inspection.

- Yes  
 No

3. Is your accounting system capable of accurate, current, and complete reporting of the utilization of grant funds for all types of costs (including but not limited to labor, travel, materials, and equipment)?

- Yes  
 No

4. Do you use a documented chart of accounts containing a description of each account and are journal entries prepared, reviewed, compared with supporting details where necessary, and approved each accounting period?

- Yes  
 No

5. Is your accounting system capable of tracking and documenting separately the utilization (see above) of grant funds by source?

- Yes  
 No

6. Are the liquid assets (cash) of your organization kept in an interest-bearing bank account?

- Yes  
 No

7. What is the name of your organization's bank?

\_\_\_\_\_

**D. Personnel:**

1. Does your organization utilize an electronic timesheets system in accordance with United States Government regulations?

- Yes
- No

2. Does your organization have a timekeeping policy requiring employees to submit timesheets at least once a month?

- Yes
- No

If the answers to the prior questions have been negative, please explain how do you record the hours worked for the assign project/activity?

**E. Procurement and Property Management System**

1. Does your organization have a documented procurement procedures or policy?

- Yes
- No

2. Do you always solicit quotations from vendors before making a purchase over the local currency equivalent of \$3,000?

- Yes
- No

3. Do you have a property management manual?

- Yes
- No

## **Exhibit 8**

### **Anti-Terrorism Certification (Required)**

It is **a mandatory requirement** by USAID and a condition of award that the applicant must certify that it does not support terrorism. Applicants unable to submit this signed certification will not be eligible for an award.

**By signing and submitting this application, the applicant provides the certification set out below:**

1. The applicant, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
  2. The following steps may enable the applicant to comply with its obligations under paragraph 1:
    - a. Before providing any material support or resources to an individual or entity, the applicant will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's Website: [Office of Foreign Assets Control - Sanctions Programs and Information](#), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID through RTI.
    - b. Before providing any material support or resources to an individual or entity, the applicant also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's Website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
    - c. Before providing any material support or resources to an individual or entity, the applicant will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
    - d. The applicant also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
- 1) For purposes of this Certification:
- a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
  - b. "Terrorist act" means:
    - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see United Nations terrorism conventions Internet site): [https://treaties.un.org/Pages/DB.aspx?path=DB/studies/page2\\_en.xml&menu=MTDSG](https://treaties.un.org/Pages/DB.aspx?path=DB/studies/page2_en.xml&menu=MTDSG)
    - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

- a. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
  - b. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.
2. The applicant's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the applicant that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the applicant has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

**In Agreement to the terms and conditions above:**

Name of Applicant Organization:	
Name and title of officer or his/her alternate authorized to represent the Applicant:	
Signature and stamp:	
Date:	

## **Exhibit 9**

### **Instructions for obtaining a DUNS number**

Recipients of funding from the US Government such as RTI must report each subaward action that obligates \$25,000 or more in USG funds to other organizations. This requirement became effective for all subawards issued after October 1, 2010. A website has been created by the US government for the RTI Home Office to submit reports. The data to be reported on the website includes: Organization's Name, Address, DUNS Number (#), Grant title/description, Award Amount and Period of Performance. **A Data Universal Numbering System (DUNS) number is a 9-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.** Most local organizations that RTI works with (including district (public) health offices and NGOs) in Nepal who receive grants under Act | East do not have a DUNS#. We are therefore required to work with grantees to obtain one. Please note RTI cannot make a request for a DUNS# on behalf of any grantee.

A working email address will be needed. Once the request is approved, the DUNS# is sent back via email to the grantee. This is the website for requesting the number: <http://www.dnb.com/get-a-duns-number.html>.

Below is a list of the information organizations will need to have on hand to enter online. Please contact RTI if you have questions.

- Legal Name of organization
- Legal Structure
- Name of the organization's Chief Executive Officer (the abbreviation for this is CEO)
- The primary type of business the organization engages in (the organization will be asked to enter a code here called the NCIA/SIC CODE)
  - Organization information:
    - Primary SIC code? (Organization should enter: 9431)
    - Primary NAICS code? (Organization should enter: 923120)
  - Description of Operations? (Organization should enter: Administration of public health program)
  - Socioeconomic Data? (Organization should enter: NO special ownership status)
- Any other name your business might be recognized by, i.e. doing business as (the abbreviation for this is DBA)
- Physical organization address (city, state and zip code)
- Mailing address if separate from headquarters
- Telephone number
- Name of the primary contact person and his or her title
- Number of employees at your location
- Amount of sales
- Is this a home-based business?

Note: Obtaining a DUNS number places an organization on D&B's marketing list that is sold to other companies. An organization can request not to be added to this list during their application.

**Exhibit 10**  
**PLGHA compliance certification**

**PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (PLGHA)  
CERTIFICATION**

I certify that \_\_\_\_\_ (“The Company”)  
does not engage in the following activities:

- Perform or actively promote abortion as a method of family planning in foreign countries or provide financial support to any other foreign non-governmental organization that conducts such activities. For purposes of this certification (a), a foreign non-governmental organization is a for-profit or not-for-profit non-governmental organization that is not organized under the laws of the United States, any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, or any other territory or possession of the United State.
- Offer a counseling program to clients, which offers regular advice on abortion.
- Provide unsolicited advice to its clients on where to obtain an abortion.
- Lobby any Government Entity or Government Ministry to legalize abortion.
- Engage in any public information campaigns on abortion.

I also certify that, as a recipient of U.S funded global health assistance, **I have read the attached policy titled, *Protecting Life in Global Health Assistance* (“the Policy”), which will be incorporated into any resulting subcontract, and which compels organizations receiving global health assistance to comply with its requirements. The Company will comply with its terms and ensure that all employees and consultants engaged in U.S. Government- funded global health have also read it or have otherwise received the complete guidance provided in the Policy.**

I understand that under the Policy (i) the treatment of injuries or illnesses caused by legal or illegal abortions, for example, post abortion care; and, (ii) referrals for abortion as a result of rape, incest, or if the life of the mother would be endangered, are activities that are both allowable and excluded from the definition of *actively promoting abortion as a method of family planning*.

By: \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**Technical Proposal  
To**

**Conduct Lymphatic Filariasis \_\_\_\_\_ in \_\_\_ Districts**

**Submitted to  
RTI/ENVISION  
Oasis Building  
Patan**

**Date of Submission: DATE**

**Submitted By**

**(ORGANIZATION NAME/ADDRESS)**

## **ABBREVIATIONS**

*(List acronyms used in the application)*

## **A Technical Approach**

### **A.1 Introduction**

#### A.1.1 Background and Rationale

*Please detail the background information of LF in Nepal and if relevant the specific districts targeted in the SOW. Also indicate the rationale for conducting the proposed activities as outlined in the SOW and according to WHO guidance.*

#### **A.1.2 Objective of survey (TASI/II/III/ Pre TAS etc) :**

*Please state the objective of the proposed survey.*

#### A.1.3 Statement of Work

*Indicate the Statement of work and provide details on the steps your organization plans to take in order to complete the activities outline. Refer to Exhibit 2 in the RFA for proposed activities.*

### **A.2 Methodology**

*Describe in detail the methodology that will be followed to complete the proposed surveys.*

#### A.2.1 Survey District

*Provide details of the survey process, the required approvals for concern authorities that will be obtained in order to conduct the surveys, composition of the survey teams, and proposed implementation timeline.*

#### A.2.2 Sample Size and Sampling

*TAS II / TAS III is a survey based on WHO guidelines. Indicate how the clusters and sample sizes will be determined based on WHO guidance and the survey sample builder. Applicants must demonstrate basic knowledge of these guidelines and familiarity with the survey sample builder or similar tools.*

#### A.2.3 District Level Coordination Meeting

*Detail how this activity will be completed and the expected outcomes. The cost listed in the budget under given head should be explained in detail, if any.*

*Please describe the process, how coordination with district and municipal (Palika) level authorities will be done.*

#### A.2.4 School Level Coordination Meeting

*Detail how this activity will be completed and the expected outcomes. Include details of how parental consent will be obtained. The cost listed in the budget under given head should be explained in detail, if any.*

#### A.2.5 Selection of the Students and Taking Consent

*Detail how this activity will be completed and the expected outcomes.*

#### A.2.6 Blood Sample Collection and Test

*Detail how this activity will be completed and the expected outcomes.*

#### **A.2.7 Filariasis Test Strips (FTS):**

*FTS will be the diagnostic tool used during the surveys. Detail the organization's knowledge of the test, and experience of its use and the reading of results for FTS. If necessary, propose any required training on the diagnostic.*

#### A.2.8 Approach to Data Collection and record in Mobile device

*Please detail the steps followed to record data with proper GPS.*

#### A.2.9 Approach to Data Validation, Management and Analysis

*Indicate the detailed steps that will be taken to record, validate, manage and analyse all data collected and reported. Include how positive cases will be reported and to whom.*

#### A.2.10 Quality Assurance Plan

*Please detail the exact steps the organization will take in order to ensure quality implementation. Include any daily/weekly reporting that will be required, at which levels, and to whom. Also include how and when reporting to D(P)HO and RTI will be done.*

#### A.2.11 Waste Management

*Detail how will waste be properly handled and disposed of during the surveys.*



***B. Staffing and Management Plan***

*Include a detailed staffing and management plan for implementing each task during the project period. It is expected that the grantee will work closely with RTI ENVISION staff and the municipalities to provide the required elements of the SOW. In this plan, please describe how you will manage the project to ensure that all deliverables are satisfactory and are on time. Indicate the position titles of proposed staff, how the survey teams will be structured, key personnel and required qualifications, and team member responsibilities. If the organization intends to recruit personnel, please indicate the recruitment process that will be followed.*

### **C. Supervision and Monitoring Plan**

Applicants should demonstrate a realistic plan for monitoring, tracking, and reporting performance, including a plan for collecting, evaluating and validating performance data. In this section, please include the table of deliverables, as well as a Gantt Chart indicating the timeline of activities.

Please describe supervision and monitoring plan from Central, Province, District and Municipal (Palika) level authorities. The cost listed in the budget under given head should be explained in detail, if any.

#### **D. Institutional Capability**

*Applicants should describe their overall institutional capability and resources (financial, personnel) in meeting the general requirements of the Statement of Work. Also provide background information on applicant area of expertise. Describe your organization's prior work in health and/or other related fields or any previous experience with NTDs. A list of project references of similar work should be provided.*

**Appendix A: Resumes of Key Staff**

*The Applicant must provide detailed resumes of key personnel positions. Resumes should show the qualifications and experience of the individual. "Key personnel" are those staff who play significant roles in performing or supervising the work for the activities.*

**Appendix B – Letters of support**

*If the Applicant obtains letter(s) following implementation of similar type of projects they should be provided in Appendix B. Letter(s) should be on the letterhead of the organization providing support for the project and signed by appropriate staff from the organization.*

Control & Elimination of Neglected Tropical Diseases – Element Two  
 Act to End NTDs | East  
 Cooperative Agreement Number 7200AA18CA00040  
 Grant Period of Performance:  
 Organization Name  
 Country Name

**BUDGET NARRATIVE .....**

- *Include exchange rate information and source*
- *Include page number in file where supporting documentation can be found*
- *Include text and table describing how milestone payment schedule was calculated*

<b>LINE ITEM</b>	<b>EXPENSE – Local currency</b>	<b>EXPENSE – USD</b>	<b>DESCRIPTI ON</b>	<b>COST BASIS</b>
<i>Include rows to separate each expense head.</i>				
<p><i>This column should correspond to the budget.</i></p> <p><i>Activity titles and names should match.</i></p> <p><i>There should be 1 row in the narrative for every line item in the budget.</i></p>	<p><i>This column should correspond to the budget.</i></p>	<p><i>This column should correspond to the budget.</i></p>	<p><i>This column should describe the activity being budgeted.</i></p>	<p><i>In this column please describe in detail the source(s) of unit costs. How were unit costs/rates determined?</i></p> <p><i>Please attach supporting documentation as necessary - examples include per diem schedules, mileage charts showing distances between cities (if budgeting #/kilometers for fuel); quotations for venue rental, etc.</i></p> <p><i>If travel is budgeted – please describe the number of trips, duration, mode of transport, and origin/destination.</i></p> <p><i>Supporting documentation should be translated into English (using Google Translate) if necessary. Translate (using Google Translate) if necessary.</i></p>

LINE ITEM	EXPENSE (NPR)	DESCRIPTION	COST BASIS
<b>1. Survey Design</b>			
Describe activity and budget (NGO staff will work for x days to accomplish x... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
NGO staff labor	NPR x (for this line)	NGO staff will do.... At a rate of... * # days = NPR total	
NGO staff labor		NGO staff will do.... At a rate of... * # days = NPR total	
NGO staff labor		NGO staff will do.... At a rate of... * # days = NPR total	
Stationery and printing		Purchasing... materials * NPR rate / printing # pages * # times per month * # months = NPR total	
Add rows below to list any other costs ...			
<b>2. Training to Enumerators</b>			
Describe activity and budget (National level training workshop will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
Facilitator fee for training resource persons		# resources persons * days * rate = NPR total	
Per Diem for Participants		# participants * days * rate = NPR total	
Travel and transportation (breakdown costs on separate lines)		X will travel for # kilometers to reach... *rate of ... = NPR total	
Refreshment		# total participants at	

		meeting * days * rate = NPR total	
Banner		# banners * unit price = NPR total	
Venue rental		# rental days * daily rate = NPR total	
Stationery and supplies		# total participants needing stationery * unit cost = NPR total	
Add rows below to list any other costs ...			
<b>3. District Level Coordination Meetings</b>			
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
Facilitator fee for training resource persons		# resources persons * days * rate = NPR total	
Per Diem for facilitator		# participants * days * rate = NPR total	
Per Diem for Participants		# participants * days * rate = NPR total	
Travel and transportation (breakdown costs on separate lines)		X will travel for # kilometers to reach... *rate of ... = NPR total	
Refreshment		# total participants at meeting * days * rate = NPR total	
Banner		# banners * unit price = NPR total	
Venue rental		# rental days * daily rate = NPR total	
Stationery		# total participants needing stationery * unit cost = NPR total	

Add rows below to list any other costs ...			
<b>4. TAS Sample Collection and Field Work</b>			
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
Enumerators per diem		# lab technicians * days * rate = NPR total	
Travel and transportation of team (to districts)		X will travel for # kilometers to reach... *rate of ... = NPR total	
Travel and transportation of team (within districts)		X will travel for # kilometers to reach... *rate of ... = NPR total	
Refreshment for teachers		# teachers * days * rate = NPR total	
Add rows below to list any other costs ...			
<b>5. Materials/supplies for Field Survey</b>			
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
Pricking needle/lancet		# pieces * unit rate = NPR total	
Lancet holder		# pieces * unit rate = NPR total	
Alcohol swab		# pieces * unit rate = NPR total	
Gloves		# pieces * unit rate = NPR total	

Absorbent table pad (cloth)		# pieces * unit rate = NPR total	
Plastic bag (big size)		# pieces * unit rate = NPR total	
Puncture proof box		# pieces * unit rate = NPR total	
Cotton ( gm)		# pieces * unit rate = NPR total	
Lab markers		# pieces * unit rate = NPR total	
Communications (telephone, email, internet)		Type of service * # days of service * daily rate (or other rate) = NPR total	
Printing of data collection forms		# pages * unit rate = NPR total	
Register lab test record		# pages * unit rate = NPR total	
Printing of parental consent forms (if required)		# pages * unit rate = NPR total	
Stationery items to students as gifts (if required)		# pieces * unit rate = NPR total	
Add rows below to list any other costs ...			
<b>6. Supervision and monitoring costs by government and NGO</b>			
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
Per diems (for each role, list below)		# supervisors and position * days * rate = NPR total	
Travel and Transportation (for each role, list below)		X will travel for # kilometers to reach... *rate of ... = NPR	

		total	
Add rows below to list any other costs ...			
<b>7. Data Analysis and Final Report</b>			
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
NGO staff labor (list each position on separate row)		NGO staff will do.... At a rate of... * # days = NPR total	
Stationery / printing		Purchasing... materials * NPR rate / printing # pages * # times per month * # months = NPR total	
Add rows below to list any other costs ...			
<b>8. NGO Direct Costs</b>			
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)	<i>Leave blank</i>	<i>Leave blank</i>
NGO staff labor (list each position on separate row)		NGO staff will do.... At a rate of... * # days = NPR total	
Transportation		X will travel for # kilometers to reach... *rate of ... = NPR total	
Transportation to coordinate with EDCD, local authorities		X will travel for # kilometers to reach... *rate of ... = NPR total	
Stationery and printings		Purchasing... materials * NPR rate / printing # pages * # times per month * # months = NPR total	
Communications		Type of service * # days of service * daily rate (or other	

		rate) = NPR total	
Bank transfer fees		# bank transfers * unit rate = NPR total	
Office rent (Pro rata based)		Office rent cost (per timeframe) * % for pro rating = NPR total	Provide basis for prorated percentage
Utilities (Pro rata based)		Utilities cost (per timeframe) * % for pro rating = NPR total	Provide basis for prorated percentage
Add rows below to list any other costs ...			Provide basis for prorated percentage
<b>Total cost for</b> ..... <b>Survey (.....)</b> ..... <b>Districts</b>	<b>NPR x</b>	<i>Leave blank</i>	<i>Leave blank</i>

**Organization name**  
**Lymphatic Filariasis Transmission Assessment Survey (TAS I) in 2 Districts**  
**Milestone Payment Schedule**

<b>Milestones</b>	<b>Description of Milestones</b>	<b>Required deliverable(s)</b>	<b>Cost (NPR)</b>	<b>Cost (USD)</b>
1	TAS I Survey Design and NHRC ethical clearance.	Survey Protocol including schedule and composition of survey teams. NHRC ethical clearance letter. Report on receipts of mobile and accessories from Act   East.	-	\$0
2	TAS I training workshop and District level coordination Meeting	Meeting report including attendance list for both events, agenda and copies of files used for training.	-	\$0
3	TAS I Field Work	Report for each EU summarizing outcome of community meetings and noting any implementation challenges at schools and completion letter from districts	-	\$0
4	TAS I Data Analysis and Draft Report	Draft report for review by RTI and EDCD. Report on deposit of mobiles and accessories to Act   East.	-	\$0
5	TAS I Final Report and Data	Final report approved by RTI	-	\$0
<b>Total</b>			-	\$0

Organization Name							
Lymphatic Filariasis Transmission Assessment Survey (TAS-I) in 2 Districts							
Detailed Budget	Measurement Unit	Unit	Per unit cost in NRs	Cost (NPR)	Cost (USD)	Comments (please provide budget details under each line item)	
1	<b>Survey Design</b>						
	NGO staff labor (List each position in separate row)	days/person	0	0	-	\$0	# of labor days and position detail and position function
	NGO staff labor (List each position in separate row)	days/person	0	0	-	\$0	# of labor days and position detail and position function
	NGO staff labor (List each position in separate row)	days/person	0	0	-	\$0	# of labor days and position detail and position function
		0	0	-	\$0		
	<b>Sub Total - Survey Design</b>			-	\$0		
2	<b>Training workshop for Enumerators</b>						<b>xx participants for x day of training</b>
	Facilitator fee	days/person			-	\$0	facilitators detail and number with supporting document on rate
	Per Diem for Participants	days/person			-	\$0	detail on # people receiving per diem and supporting document for rate
	Travel and transportation (breakdown costs on separate lines)	days/person			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
	Refreshment	persons			-	\$0	# of people for refreshment and supporting document for refreshment rate
	Banner	number			-	\$0	banner rate with supporting documents
	Venue rental	days			-	\$0	venue location and rate with supporting documents
	Stationery and supplies	persons			-	\$0	Details on each stationary provided, rate and number
	<b>Sub Total - Organization training</b>			-	\$0		
3	<b>District Level Coordination meetings</b>						<b># of participants for # day of training in X districts</b>
	Facilitator fee	days/person			-	\$0	facilitators detail and number with supporting document on rate
	Per diem for facilitators	days/person			-	\$0	detail on # people receiving per diem and supporting document for rate
	Transportation for facilitators	days			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
	Per diem for participants	days/person			-	\$0	participant detail and number with supporting document on rate.
	Transportation for participants	days/person			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
	Refreshment	persons			-	\$0	# of people for refreshment and supporting document for refreshment rate
	Banner	number			-	\$0	banner rate with supporting documents
	Venue rental	days			-	\$0	venue location and rate with supporting documents
	Stationery	persons			-	\$0	Details on each stationary provided, rate and number
	<b>Cost of 1 district level coordination meeting</b>			-	\$0		
	<b>Sub Total District Level Coordination Meetings</b>	districts	0	-	\$0		
4	<b>TAS Sample Collection and Field Work</b>						<b># of team, composition detail of each team and # of days for each team</b>
	Enumerators per diem	Person Days			-	\$0	# of enumerator and supporting document of per diem
	Transportation of enumerators (to districts)	persons			-	\$0	# of enumerators, mode of transportation, travel venue to and from, travel days and supporting document of travel rate.
	Transportation of enumerators (within districts)	persons			-	\$0	# of enumerators, mode of transportation, travel venue to and from, travel days and supporting document of travel rate.

Refreshment for meetings with teachers	schools			-	\$0	# of school for refreshment , # of teachers , supporting doucment of refreshemnt rate
others				-	\$0	
<b>Sub Total TAS Sample Collection and Field Work</b>				-	<b>\$0</b>	
<b>5 Materials/supplies for Field Survey</b>						
Pricking needle/lancet	pieces			-	\$0	# of item, rate supporting document
Lancet holder	pieces			-	\$0	# of item, rate supporting document
Alcohol swab	Pieces			-	\$0	# of item, rate supporting document
Gloves	box			-	\$0	# of item, rate supporting document
Absorbent table pad (cloth)	pads			-	\$0	# of item, rate supporting document
Plastic bag (big size)	packs			-	\$0	# of item, rate supporting document
Puncture proof box	boxes			-	\$0	# of item, rate supporting document
Cotton (500gm)	roll			-	\$0	# of item, rate supporting document
Lab markers	pieces			-	\$0	# of item, rate supporting document
Communications	persons			-	\$0	communication mode, rate supporting documet and # of people
Printing of data collection forms	No. of Forms			-	\$0	details on printing pages, rate supporting document
Register lab test record	team			-	\$0	# of item, rate supporting document
Stationery items for student as gifts	No. of students			-	\$0	# of item, rate supporting document
<b>Sub Total - Materials/Supplies for Field Survey</b>				-	<b>\$0</b>	
<b>6 Supervision and monitoring costs by government and NGO</b>						
Per diem for government supervisors	Person Days			-	\$0	# of goveremnt employee for supervision, travel days and rate with supporting document
Transportation for government supervisors (breakdown costs on separate lines)	persons			-	\$0	# of travel days, location of travel to and from, travel days, mode of transportation, supporting doucment on travel rate.
<b>Sub total - Supervision and monitoring cost by GoN and Organization</b>				-	<b>\$0</b>	
<b>7 Data Analysis and Final Report</b>						
NGO staff lavbor (list each position separate row)	Person Days			-	\$0	# of person, working days
Printing	times			-	\$0	details on printing pages, rate supporting document
<b>Sub Total – Data Analysis and Final Report</b>				-	<b>\$0</b>	
<b>NGO Direct Costs</b>						
NGO staff lavbor (list each position separate row)	months			-	\$0	Position detail and work performed under each position, # of personnel, rate supporting document of each personnel.
Local transportation	Trips/person			-	\$0	# of trip, location of travel to and from, travel days, mode of transportation, supporting doucment on travel rate.
Local transportation to coordinate with EDCCD, local authorities	Trips/person			-	\$0	# of trips, location of travel to and from, travel days, mode of transportation, supporting doucment on travel rate.
Printing and stationary	pages			-	\$0	details on printing pages, rate supporting document
Communications	person months			-	\$0	communication mode, rate supporting documet and # of people
Bank transfer fees	times			-	\$0	Details on bank transfer and rate supprotting document
Office rent (pro rata based)	months			-	\$0	rent space required for the survey, rate supporting document

Utilities (pro rata based)	months			-	\$0	utilities details required for the survey, rate supporting document
<b><i>Sub Total - NGO Direct Costs</i></b>				-	<b><i>\$0</i></b>	
<b>Total cost of TAS I</b>						