The Act to End NTDs | East program in Nigeria seeks collaboration with a local non-governmental development organization (NGDO) equipped to carry out interventions for Neglected Tropical Diseases, with a specific focus on lymphatic filariasis and onchocerciasis in Niger state. The selected organization must exhibit the capability to execute all required interventions, ensuring the elimination of these diseases aligns with the guidelines set by the Federal Ministry of Health and WHO. Priority will be given to applicants demonstrating proficiency in implementing interventions across multiple states. Here is a brief overview of the Request for Applications (RFA):

<table>
<thead>
<tr>
<th>Activity Title:</th>
<th>Capacity to conduct Neglected Tropical Disease interventions, specifically targeting lymphatic filariasis and onchocerciasis, in Niger state</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Subaward:</td>
<td>Subgrant under Act to End Neglected Tropical Diseases</td>
</tr>
<tr>
<td>Type of Subgrant:</td>
<td>Fixed Amount Award</td>
</tr>
<tr>
<td>Term of Subgrant:</td>
<td>12 Months</td>
</tr>
<tr>
<td>Source of Funding:</td>
<td>United States Agency for International Development (USAID) - Cooperative Agreement No. 7200AA18CA00040</td>
</tr>
<tr>
<td>This Subgrant supports:</td>
<td>The Act to End Neglected Tropical Diseases</td>
</tr>
</tbody>
</table>
| Submit Proposal to: | Wangeci Thuo  
Chief of Party, Act to End NTDs | East Project  
RTI International, E 15 NPA Quarters. No 4 Osun Crescent Maitama. FCT-Abuja  
[NTD-Grants-Nigeria@rti.org](mailto:NTD-Grants-Nigeria@rti.org) |
<p>| Date of Issue of RFA: | October 17, 2023 |</p>
<table>
<thead>
<tr>
<th><strong>Date Responses Published</strong></th>
<th>October 26, 2023. A virtual -and-Answer session will be held on this day at 10AM Nigeria time. Link to be provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Proposal Due:</strong></td>
<td><strong>November 17, 2023, 23.59 Hours Nigeria Local Time.</strong></td>
</tr>
<tr>
<td><strong>Approximate Date Subgrant Issued to Successful Applicant(s):</strong></td>
<td>December 1, 2023</td>
</tr>
<tr>
<td><strong>Request for Application Number:</strong></td>
<td>NTD-RFA-2023-001</td>
</tr>
<tr>
<td><strong>Eligibility:</strong></td>
<td>Interested applicants must meet the following minimum qualifications:</td>
</tr>
<tr>
<td></td>
<td>1. Be legally registered with Corporate Affairs Commission in Nigeria.</td>
</tr>
<tr>
<td></td>
<td>2. Have previous demonstrated capacity working on NTDs and in the targeted state of Niger.</td>
</tr>
<tr>
<td></td>
<td>3. Have experience conducting a gaps analysis in the targeted states detailing what health interventions are needed.</td>
</tr>
<tr>
<td></td>
<td>4. Have experience in the implementation of onchocerciasis and lymphatic filariasis surveys and Mass Administration of Medicines, including Pre-TAS, TAS I-III, OV epidemiological and entomological Stop MAM, etc.</td>
</tr>
<tr>
<td><strong>Where to find templates</strong></td>
<td>The full Announcement, plus all templates, Application Form, Budget template can be downloaded from <a href="http://www.rti.org/rfp">www.rti.org/rfp</a></td>
</tr>
</tbody>
</table>
Dear Applicant:

The Act to End NTDs | East program in Nigeria is interested in engaging a local NGDO that has the capacity to conduct Neglected Tropical Disease interventions, specifically targeting lymphatic filariasis and onchocerciasis, in the states of Niger. The successful applicant to this RFA should be able to demonstrate the ability to conduct all of the necessary interventions to achieve elimination of these diseases in accordance with Federal Ministry of Health and WHO guidelines.

The Application Package includes:

- Section I. Background
- Section II. Program Description
- Section III. Implementation Plan
- Section IV. Monitoring and Evaluation plan
- Section V. Financial Proposal (Budget)
- Section VI. Past performance
- Section VII. RFA Applications Review
- Section VIII. Types of Awards and Award Administration
- Section IX. Unique Entity Identifier (UEI)
- Section X. Application and Submission Information
- Annex A. RFA Application Form

This is an open application process that uses a systematic evaluation process to determine an applicant's merit based on the selection criteria defined in the RFA. This process provides for decision-making of grant applications that will be selected for funding under the RTI organizational guidelines.

The RFA Application Form must be submitted to NTD-Grants-Nigeria@rti.org

Section I. Background

USAID’s Act to End NTDs | East program supports countries in the sustainable control and elimination of neglected tropical diseases (NTDs). USAID’s Act | East program partners with governments to eliminate lymphatic filariasis (LF), trachoma, and onchocerciasis as public health threats. More than a decade of NTD progress has shown that eliminating these diseases is possible. Many Act | East-supported countries are now shifting focus from supporting mass administration of medicines (MAM) campaigns to building lasting systems for disease assessment, surveillance, and the validation of disease elimination.

Act to End NTDs | East supports countries to:

1. Reach at-risk communities with preventive treatment: As more countries make their final push to eliminate NTDs, the project’s efforts target the hardest-to-reach and most vulnerable communities.
2. Conduct surveys to assess impact: When districts complete MAM campaigns, surveys determine whether districts have met and sustained elimination targets, and flag areas for improvement.
Nigeria has the highest NTD burden in Africa, with more than 200 million people at risk for at least one NTD. The Federal Ministry of Health (FMOH) leads the country’s ambitious efforts to fight NTDs. The country is endemic for all five NTDs targeted by Act | East: lymphatic filariasis (LF), onchocerciasis, trachoma, schistosomiasis, and soil-transmitted helminth infections.

Since 2013, USAID has supported the FMOH to reach their NTD goals, with a focus on scaling up mass treatment, conducting surveys to assess impact, and helping to strengthen Nigeria’s integrated platform for NTD interventions. As a result, Nigeria is within reach of its elimination goals for LF, trachoma, and onchocerciasis. Nigeria’s interruption of onchocerciasis transmission in Plateau and Nasarawa is notable, as it is the first stop treatment decision in Nigeria and the largest stop treatment decision to date globally.

This grant opportunity seeks to identify and engage a local NGDO to contribute to the Act | East efforts of implementing Neglected Tropical Disease interventions, specifically targeting lymphatic filariasis and onchocerciasis, in the state of Niger. The successful applicant to this RFA should be able to demonstrate the ability to conduct all the necessary interventions to achieve elimination of these diseases in accordance with Federal Ministry of Health and WHO guidelines. Priority will be given to applicants demonstrating proficiency in implementing interventions across multiple states.

**Grant funds will not be used to support any of the following:**

i. Construction or infrastructure activities of any kind.

ii. Ceremonies, parties, celebrations, or “representation” expenses.

iii. Purchases of restricted goods without prior written approval such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, or prohibited goods. Prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, alcoholic beverages, police and military equipment. Refer to the link for more information.


iv. Purchases or goods or services restricted or prohibited under the prevailing USG Foreign Policy restricted countries. Refer to the link for more information.


v. Any purchase or activity which has already been undertaken.

vi. Purchases or activities unnecessary to accomplish grant purposes as determined by Act | End.

vii. Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.

viii. Purchase of secondhand goods or used machinery.

**Section II. Program Description**

This RFA invites applications for targeted activities, specifically activities targeting lymphatic filariasis and onchocerciasis, in the state of Niger within the overall scope of the Act | End. Namely:

1. **Activity 1.** Quality implementation of mass administration of medicines (MAM) in all local government areas (LGAs) requiring treatment. Applicant should have demonstrable experience in the areas of training, community social mobilization, reporting and supervision of MAM.

   **Anticipated Results**
LGAs achieve the “effective” rounds of MAM for LF and OV according to Federal Ministry of Health and WHO guidelines

2. **Activity 2.** Implementation of onchocerciasis and lymphatic filariasis surveys as required including Pre-TAS, TAS I-III, OV epidemiological and entomological Stop MAM, etc.

**Anticipated Results**
LGAs achieve necessary assessments conducted by grantee at high standard following Federal Ministry of Health and WHO guidelines.

### Section III: Implementation Plan

A narrative Implementation Plan should be included in this application and address the following questions. How will anticipated results will be achieved? What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?

### Section IV: Financial Proposal (Budget)

Each application must contain a detailed line-item budget accompanied by a budget narrative explaining all costs. An acceptable budget will have all costs broken out by unit costs and clearly show the number of units used for each line item. The narrative will describe how the grantee arrived at each unit cost and the number of units for each line item. Finally, supporting documentation should also be provided, illustrating the unit cost of each item budgeted.

See the grant application form for instructions on submitting a detailed budget and narrative.

### Section V: Past Performance

All applicants must provide the name, address, email, and other relevant contact information of at least three (3) past performance references.

### Section VI. RFA Applications Review

Applications will be evaluated by a Selection Committee (SC) in accordance with the selection criteria detailed below. After a careful and thorough review of applications, selection will be made of the applicant who offers the best value, considering both technical and cost factors. RTI reserves the right to not make an award.
Applicants should note that the below criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that applicants should address in their applications.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Technical Approach:</strong></td>
<td>45</td>
</tr>
<tr>
<td>• Impact &amp; Reach</td>
<td>40 points</td>
</tr>
<tr>
<td>• Sustainability and Scale-Up</td>
<td>5 points</td>
</tr>
<tr>
<td><strong>B. Organizational Experience and Capacity</strong></td>
<td>25</td>
</tr>
<tr>
<td>• Past Performance and Institutional Capacity</td>
<td>20 points</td>
</tr>
<tr>
<td>• Staff experience</td>
<td>5 points</td>
</tr>
<tr>
<td><strong>C. Budget - Implementation and Cost Efficiency</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

These selection criteria are described more fully below.

**A. Technical (45%)**
- **Impact & Reach (40%)**: The degree to which the proposed technical approach and methodology can reasonably be expected to produce the intended outcomes. The likelihood that the program will make a significant contribution towards achieving goals outlined in this RFA. Please also comment on the degree to which the proposed activities identify and plan for gender sensitive approaches as components of the methodological approach with the goal of integrating strategies for gender equity and social inclusion (GESI) into its programming.
- **Sustainability and Scale-up (5%)**: The extent to which the applicant presents a clear strategy which will lead to sustainability of results. The likelihood that activities being supported will continue beyond and without USAID funding. This could mean further program activities are community initiated and led, are institutionalized in local government structures, and/or are taken up by the private sector.

**B. Organizational Experience and Capacity (25%)**
- **Past Performance and Institutional Capacity (20%)**: The applicant must showcase prior expertise in addressing Neglected Tropical Diseases (NTDs) within the specified states. They should present a track record of conducting comprehensive gaps analyses for these states, outlining the necessary health interventions. Proven experience in executing Mass Administration of Medicines (MAM) across all local government areas that demand treatment is essential. This includes proficiency in training, community social mobilization, reporting, and supervisory roles during MAM. The candidate should also demonstrate a history of conducting surveys related to onchocerciasis and lymphatic filariasis.
- **Staff Experience (5%)**: The application will provide evidence that the program will have the appropriate technical, managerial, and financial staff to implement the program.

**C. Budget - Implementation and Cost Efficiency (30%).**
Act | End will evaluate the cost application based on the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E. Act | East will also consider:

i. whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and

ii. the extent of the applicant’s understanding of the financial aspects of the program and the applicant’s ability to perform the activities within the amount requested;

iii. whether any special conditions relating to costs should be included in the award.

Section VII: Type of Award and Award Administration

1. Type of Award

The Grant to be awarded under this RFA will be Fixed Amount Award (FAA).

RTI will make payments based on submission and acceptance of specific verifiable milestones. Once an award is issued, it will include a fixed price payment schedule with milestones and deliverables negotiated during the final application and award process. In a FAA mechanism, payment amounts to the grantee cannot change once the award has been issued.

2. Award Notices

Successful applicants can expect to receive the following:

- Grant agreement
- Final program description
- Final budget
- Act to End NTDs | East Mandatory Standard Provisions for Fixed Amount Awards
- Act to End NTDs | East Branding Strategy and Marking Plan & Guidance

3. Award Administration Standards

Grants resulting from this solicitation will be administered in accordance with the following regulations (as applicable):


4. Branding & Marking Requirements

Successful applicants will be provided with the Act | East Branding and a Marking guidance that complies with the approved Branding and Marking Plan for the project. Applicant must follow the mandatory standard provision titled.
5. **Environmental Compliance**

The grants program anticipates funding only activities that fall under the categorical exclusions of “USAID Environmental Guidelines”. Therefore, if all activities under a specific grant are identified as categorical exclusions, the project will not conduct any additional environmental assessment or will not require prior review by USAID’s environmental officer.

**Section VIII. Unique Entity Identifier (UEI):**

Although not required to be submitted with this RFA application, successful applicants under this RFA will be required to provide their UEI number before a grant award is issued. If the applicant already has a UEI number, it should be included in the application. Applicants are encouraged to obtain their UEI number through SAM (https://www.sam.gov).

**Section IX. Organizational Control Environment Questionnaire**

Applicants are required to complete the Organizational Control Environment Questionnaire, which gathers information on the applicant's organizational policies, human resource capacity, financial management, and technical/programmatic experience. RTI International uses this questionnaire to verify that the 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.

This questionnaire also includes an Anti-Terrorism Certification, a mandatory requirement by USAID. The purpose of the certification is to provide USAID with assurances that the applicant is not providing assistance to organizations that provide or have provided assistance to terrorists or for terrorist activity.

**Section VIII. Application and Submission Information**

The RFA Application Form must be submitted in English and shall not be more than ten (10) pages. The 10 pages limit excludes Section I: **Overview of the Application Form.** Applicants must adhere to the guidance provided in Annex A, below. The application and any supporting documentation should be submitted in electronic form to: NTD-Grants-Nigeria@rti.org.

**Subject Line:** **NTD-RFA-2023-001**

**Submit the following documents in the application package.**

1. Completed and signed Grants Application Form in PDF format.
2. A copy of the completed Grants Application above in MS word format.
3. Budget and Budget Narrative (Attachment B to the RFA) in MS excel format.
4. A copy of the current firm / company registration certificate.
5. A copy of Tax Certificate and VAT Certificate if VAT registered.
6. Company Profiles with CVs of staff to complete the assignment.
7. Contacts of past performance references.
8. Completed and Signed Organizational Control Environment Questionnaire.
### Annex A. Grants Application Form

#### Section 1: Overview

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>RFA Number</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Date Application Submitted</strong></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Name of Organization</strong></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Unique Entity Identifier (UEI) Number (if available)</strong></td>
</tr>
</tbody>
</table>
| 5. | **Organization Representative**  
  | Name: | Telephone: |
| 6. | **Address** |
| 7. | **Registration**  
  | Registration Type: (If available, attach copy of registration)  
  | Registration Date: DD/MM/YYYY  
  | Tax Number: |
| 8. | **Proposal Title** |
| 9. | **Type of Organization** |
| 10. | **Duration of Operation**  
  | ☐ 0-5 years of operations  
  | ☐ 6-10 years of operations  
  | ☐ 11+ years of operations |
| 11. | **Size of Organization**  
  | ☐ 1-9 employees  
  | ☐ 10-49 employees  
  | ☐ 50-99 employees  
  | ☐ 100-249 employees  
  | ☐ 100-249 employees  
  | ☐ 250+ employees |
| 12. | **Budget Amount**  
  | In NGN |
| 13. | **Period of Performance**  
  | Total Number of Months |
Section 2: Technical Approach *(maximum 10 pages)*

Instructions have been provided in each section. They do not count toward page limits, and you may choose to delete them.

1. **Background:** (Provide the detailed description of your organization and experience with NTDs in general and in the state(s))

2. **Project Objectives:** (These objectives should be clearly formulated, oriented towards an impact, be specific, measurable, realistic, and have a time limit. They should demonstrate a clear link to the eligible activities outlined in this RFA).

3. **Implementation Plan:** (Provide the detailed description of your proposed interventions). The applicant must describe in detail the program of activities proposed to be supported by the grant. The program description must be results-oriented. Result is a significant, intended, and measurable change in the condition of the people or a change in the host country, institutions, or other entities that will affect the people directly or indirectly. Results are linked by causal relationships, i.e., a result is achieved because related, interdependent result(s) were achieved. An excellent program description should address the following:

   (a) Applicant’s understanding of the challenge, opportunity, or problem. The applicant should discuss what political, social, economic, and environmental conditions(s) affect the program and offer recommendations of how to manage these challenges.

   (b) Applications must clearly identify the target population, their number, location, and anticipated benefits that they will receive. What are the intended results (i.e., changes in conditions)?

   (c) The link of the challenge, opportunity, or problem to the key objectives of the overall project. How will results contribute to the achievement of strategic objectives? What are the external factors and other critical assumptions that are likely to facilitate or hinder the achievement of the results?

4. **Past Performance:** Demonstrate organization’s previous work and experience, both technically and geographically. This includes experience in the NTD areas with proven history of past performance. List any previous USAID awards. All applicants are subject to a past performance reference check. Applicants must provide name, address, and other contact information of at least three past performance references below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>E-mail</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Staff Experience:** Provide a brief of key staff that will be assigned to manage this project and highlight their technical and managerial skills and experiences and any national or international achievements or recognitions. Note that CVs of key personnel are required to be attached separately and will not count toward the 10-page limit.

6. **Budget and Budget Narrative.** Each application must contain a detailed line-item budget accompanied by a budget narrative explaining all costs. Lump sum budgets will be considered non-responsive and will be rejected. An acceptable budget will have all costs broken out by unit costs and should clearly show the number of units used for each line item. Each line item should identify the type of cost, e.g., labour units, units of materials and/or equipment, travel, transportation, communications, etc. The narrative will describe how the applicant arrived at each unit cost and the
number of units for each line item. Finally, supporting documentation should also be provided, illustrating the unit cost of each item budgeted. Budget, budget narrative and supporting documentation will not count toward the 10-page limit. Applicants are required to submit the **Budget, Budget Narrative and Supporting Documentation** as **Attachment B** to this application.

In Agreement to the terms and conditions above

<table>
<thead>
<tr>
<th>Name of Applicant Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and title of officer or his/her alternate authorized to represent the Applicant (either name that appears in Box 5 of this Application):</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>