**Request for Applications from local non-governmental organizations**

to conduct Lymphatic Filariasis Transmission Assessment Survey (TAS II) in 12 districts

Issuance Date: **15 January 2019, Monday**
Closing date and time: **08 February 2019, Friday**
Submission language: English

In September 2011, RTI International was awarded the ENVISION project, an eight-year cooperative agreement funded by the U.S. Agency for International Development (USAID). ENVISION provides assistance to national neglected tropical disease (NTD) control programs for the integration and scale-up of preventive chemotherapy (PCT) for seven targeted NTDs: lymphatic filariasis, onchocerciasis, schistosomiasis, three soil-transmitted helminthes (roundworm, hookworm, ringworm) and trachoma. 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.

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- Applicants shall submit an **electronic application as email attachments** in Microsoft Word (Technical Proposal and Budget narrative) and Excel (Budget and Milestone details) to Anjana Saurabh @ ENVISIONNepal@np-ntd.rti.org no later than **16:00pm** (Kathmandu time) on **08 February 2019, Friday**. A signed and dated hard copy of your application must also be submitted to the RTI ENVISION office, Hall #202, Oasis Complex, Patan Dhoka, Lalitpur, Nepal.

- Please direct questions to Achut Babu Ojha, Program Manager, @ aojha@np-ntd.rti.org. All questions received by Tuesday 22 January 2019 will be compiled and answers made available to all applicants through a pre-application meeting to be held on Thursday 24 January 2019. No phone inquiries will be entertained.

- ENVISION 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 24 January 2019 are requested to confirm their participation through email @ ENVISIONNepal@np-ntd.rti.org with subject line "Confirmation for pre-application meeting" no later than Monday 21 January 2019.

- 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 Obligation Grant (FOG). 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
Kathmandu, Lalitpur Urban, Bhaktapur, Kaski, Argakhachi, Pyuthan, Okhaldhunga, Rolpa, Rukum, Salyan, Saptari and Siraha

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 April 2019 to July 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** according to the Statement of Work described in Exhibit 2.
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 II)**

ENVISION is an eight-year program funded by the United States Agency for International Development (USAID) that aims to provide assistance to national programs to combat neglected tropical diseases (NTDs). The program supports the control and elimination of seven targeted NTDs, specifically lymphatic filariasis, onchocerciasis, schistosomiasis, three types of soil-transmitted helminths (roundworm, hookworm, whipworm), and trachoma. ENVISION aims to contribute towards the global goal of reducing the harmful effects of targeted NTDs so that they are no longer considered a public health problem.

In order to achieve this objective, ENVISION focuses on reaching the following intermediate results:

RI1: Increased MDA coverage among at-risk populations in endemic communities  
RI2: Improved evidence base for action to control and eliminate targeted NTDs  
RI3: Strengthened environment for implementation of national integrated NTD control and elimination programs


**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 Nepal Government 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 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 II) two to three years after the transmission assessment survey (TAS I) in districts where mass drug administration have been stopped. Once districts have passed TAS II, they undergo one more TAS at 4-6 years (TAS III) post-treatment to confirm that there has been no re-introduction or recurrence of disease.

As of February 2019, 12 districts (Kathmandu, Lalitpur Urban, Bhaktapur, Kaski, Argakhachi, Pyuthan, Okhaldhunga, Rolpa, Rukum, Salyan, Saptari and Siraha) are now eligible for TAS II. EDCD has requested ENVISION to assist TAS II in these districts. For the purposes of TAS, these districts have been combined into ten Evaluation Units (EU).

The proposed TAS II will be a school-based random survey based on established WHO guidance. The chosen organization will take updated lists of schools from the Department of Education, and will work 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. 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 each EU.

**Objective of TAS II:**

Determine whether post-MDA surveillance can continue, 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 12 districts, or whether MDA needs to be restarted, i.e., the number of antigen-positive children is above the critical cut-off point.

**The following is the scope of work for TAS II:**

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 II.
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 II and obtain EDCD approval for each list.
5. Using WHO standard TAS training materials and ENVISION 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 ENVISION. ENVISION will provide Electronic Data Capture (EDC) training to staff of selected organization and enumerators to be engaged in survey.
6. Coordinate with D(P)HOs or equivalent authorities and local municipalities and rural municipalities during survey implementation. The selected organization will coordinate with EDCD and ENVISION 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 and D(P)HO or equivalent government authority 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 the during cleaning and editing of the
data by ENVISION team. EDCD and ENVISION will undertake monitoring and supervision at any time during these processes.

9. Organize district-level coordination meetings in each of the 12 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.

13. Ensure data is properly entered in programmed mobile device provided by ENVISION 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/ENVISION 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 ENVISION in final report.

16. Brief the respective D(P)HO or the concerned authority in place of D(P)HO 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 EDCD.

17. Submit draft survey report within 15 days of the completion of data collection and meet with ENVISION 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 ENVISION Nepal Office within 10 days of receiving EDCD and ENVISION's comments on the draft report.

Note: ENVISION will provide a protocol outline/checklist, training materials for on the job training, summary tables for EUs, report outline and guidance, and mobiles for electronic data collection.

**Period of Performance and Level of effort:**
The period of performance is approximately four months, from the date of AOR approval through July 31, 2019.
The level of effort is **not to exceed 45 days** including 30 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: 30 days
Data analysis and report writing: 5 days

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Total 45 days

Expected Deliverables:

<table>
<thead>
<tr>
<th>TAS II</th>
<th>Description of Milestones</th>
<th>Required deliverable(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TAS II Survey Design and NHRC ethical clearance.</td>
<td>Survey Protocol including schedule and composition of survey teams. NHRC ethical clearance letter. Report on receipts of mobile and accessories from ENVISION.</td>
</tr>
<tr>
<td>2</td>
<td>TAS II training workshop and District level coordination Meeting</td>
<td>Meeting report including attendance list for both events, agenda and copies of files used for training.</td>
</tr>
<tr>
<td>3</td>
<td>TAS II Field Work</td>
<td>Report for each EU summarizing outcome of community meetings and noting any implementation challenges at schools and completion letter from districts</td>
</tr>
<tr>
<td>4</td>
<td>TAS II Data Analysis and Draft Report</td>
<td>Draft report for review by ENVISION and EDCD. Report on deposit of mobiles and accessories to ENVISION.</td>
</tr>
<tr>
<td>5</td>
<td>TAS II Final Report and Data</td>
<td>Final report approved by ENVISION</td>
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</table>
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 ENVISION 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-E75. 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.

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<th>CONTACT INFORMATION</th>
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<tr>
<td><strong>Organization Name:</strong></td>
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<td><strong>Address:</strong></td>
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<td><strong>Website address:</strong></td>
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<td><strong>Email address:</strong></td>
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<td><strong>Bank Name &amp; Address:</strong></td>
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<tr>
<td><strong>Bank Account Number:</strong></td>
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<td><strong>DUNS Number:</strong></td>
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<td><strong>Tax Identification Number:</strong></td>
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<td><strong>VAT Registration Number:</strong></td>
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Exhibit 6
District Information

Please describe in the table below whether your organization has an office in that particular district(s) and how you will provide adequate supervision to the district(s).

<table>
<thead>
<tr>
<th>District name</th>
<th>Plan for supervision</th>
<th>Office in district (Y/N)</th>
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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?
If yes, please identify the source and specify the amount(s) received from each source, by year below:

_______________________________________________

_______________________________________________

_______________________________________________

8. What is your organization’s fiscal year?

_______________________________________________

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
      (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:**

<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:</td>
</tr>
<tr>
<td>Signature and stamp:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
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 ENVISION 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](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.
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