



Request for Application (RFA)

IECD-RFA-2023-001

Activity Title:	Creating WASH Champions Activity
Type of Subaward:	Subgrant under IECD
Type of Subgrant:	To Be Determined
Term of Subgrant:	15 Months
Source of Funding:	United States Agency for International Development (USAID) - Cooperative Agreement No. 72044220CA00002
This Subgrant supports:	IECD – a USAID funded project
Submit Proposal to:	Chanpheakdey Chhuor Deputy Chief of Party Cambodia IECD Project RTI International First Floor (U01&U02), #113C, Mao Tse Tung Blvd, Toul Svay Prey1, Boueng Keng Kang, Phnom Penh 12302 Cambodia cchhuor@iecd.rti.org
Date of Issue of RFA:	27 January 2023
Pre Award Meeting	February 3, 2023 at 9 AM Cambodia Time The pre-award meeting will be held by zoom meeting. The details will be sent later. Please send your email confirmation to attend the meeting to cchhuor@iecd.rti.org by February 1, 2023 at 2.00 PM Cambodia Time.
Date Questions from Applicants Due:	February 15, 2023 at 1 PM at the latest.
Date Proposal Due:	February 26, 2023 Cambodia time at the latest
Approximate Date Subgrant Issued to Successful Applicant(s):	April 10, 2023
Request for Application Number:	IECD-RFA-2023-001

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Instructions for Applicants:

Please find Statement of Work for the activity in the Attachment A to this RFA.

Respond via e-mail to cchhuor@iecd.rti.org with a proposal of how your organization will implement the activity.

The Proposals will only be evaluated if eligibility requirements are met.

A. FOLDER 1. MINIMUM ELIGIBILITY ADMINISTRATIVE DOCUMENT

Documentation to be submitted includes:

1. Not owned by government organization, proven by the proof of legal registration with government of Cambodia.
2. Experience working with supporting and implementing the Civic Champion program in Cambodia at least two provinces, proven by the one or two pages of the past performance.
3. Experience implementing WASH activities and supporting improved governance in the WASH sector in Cambodia, proven by the one or two pages of the past performance combine with point #2 above.
4. Have ten (10) or more full time or part time staff (excluding volunteers);
5. Be directly responsible for the preparation and management of the project, not acting as an intermediary/ consultant, proven by a statement letter.

B. FOLDER 2. PROPOSAL

The proposal folder should consist of two sub-folders, a Technical Proposal Folder and a Financial Proposal Folder and Information submitted under each sub-folder will be referenced for scoring during the proposal evaluation, utilizing the factors outlined section VIII. Selection Process.

B1. Technical Proposal Folder

6. Completed Application Cover Sheet with project title; organization name and contact information including contact person, address, telephone, fax, and email address.
7. Executive Summary (not to exceed 1 page)
8. Completed and signed Grant Application Form, see **Attachment B. Grant Application Form**.
9. Program description. See instructions in the Grant Application Form (10 pages maximum)
10. Implementation Plan. See **Attachment C** for the Form. (2 pages)
11. Logical Framework. See **Attachment D** for the Form.
12. Monitoring and evaluation plan. See application Form (2 pages)
13. Sustainability Plan.
14. Past Performance. See instructions in the Grant Application Form.

Please send a copy of the completed Grant Application Form above in MS Word format

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B2. Financial Proposal Folder

Financial

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.

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

Please refers to Attachment E For the Budget template and submit in the Excel Format

B3. Certifications and other documents

15. Signed Certifications and Assurances (**Attachment F**)
16. **Unique Entity Identifier (UEI) Number.** The applicant shall register a Unique Entity Identifier (UEI) which is created in SAM.gov. See the detail instruction for the registration in **Attachment G**. General Instructions for Registering for DUNS, NCAGE, SAM for International Organizations.
17. **Completed and Signed Organizational Control Environment Questionnaire.** See Attachment H for the template. Attached copy relevant supporting documents to your answer.
18. **A copy of Current organization registration certificate**

Evaluation and Award Process:

RTI will award a subgrant to one responsible applicant whose proposal conforms to the RFA and will be most advantageous to RTI, price and other factors considered.

Required Qualifications:

To qualify, the potential grantee must have the following minimum qualifications:

- Legal registration with government of Cambodia.
- Experience working with supporting and implementing the Civic Champion program in Cambodia at least two provinces.
- Experience implementing WASH activities and supporting improved governance in the WASH sector in Cambodia.

Evaluation Criteria for the Proposals:

Full applications will be evaluated against the merit review criteria as shown below and should be no more than 10 pages.

Merit Review Criteria	Maximum Points Available
A. Technical approach	35 points
- Impact & Reach	15 points
- Capacity Building	10 points
- Sustainability and Scale-Up	10 points
B. Organizational Experience and Capacity	25 points
C. Implementation Team	20 points
D. Budget - Implementation and Cost Efficiency	20 points
TOTAL	100 points

These merit review criteria elements are described more fully below.

A. Technical Approach

IECD seeks a local firm or partner to implement the Creating WASH Champion Activity. The WASH activity aims to support sub-national level governments to build the skills necessary for developing and implementing plans for increasing access to improved WASH services through the following activities:

Activity 1: Engage Local Partners to assess their enabling environments.

The WASH Activity will start by engaging partners in Kampong Thom, as well as Stoung, Prasat Sambour, and Prasat Balangk districts, and Preah Vihear, as well as Rovieng and Sangkom Thmei districts to assess their enabling environments. These assessments should leverage existing analyses and be tailored to address existing knowledge gaps about the target provinces and districts.

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The assessments should also evaluate the local administrative and technical capacity for promoting access to WASH services.

Anticipated Results:

- Improved understanding of the human resource capacity, funding opportunities, and other policy or planning gaps at the sub-national administration units.
- Enhanced communication and coordination between stakeholders from the national, provincial, district, commune, and village levels in realizing the national strategic vision to achieve 100% of WASH access to all by 2025.

Illustrative Deliverables:1

Rural WASH capacity and system strengthening package developed based on the results of the assessments. The package should include tools, training materials, a costed roll-out and resource mobilization plan, with clearly described roles and responsibilities of national MRD and PDRD provincial focal points to enable replicable nationwide efforts to:

- i. Accelerate open defecation free provinces/districts/communes;
- ii. Promote pro-poor water supply and sanitation smart subsidies;
- iii. Mainstream climate resilient sanitation;

Activity 2: To develop WASH champion leaders to support sub-national administration in planning, resource mobilization and implementation through the Civic Champion programs.

After the assessments are completed (one per province and one per district), the partner will need to coordinate with key stakeholders at the national and sub-national levels to develop a capacity development plan for sub-national level system strengthening, functional assignment, climate resilient WASH planning and budgeting. Those stakeholders include the Ministry of Interior/ National Committee for Sub-National Democratic Development, the Ministry of Rural Development, Provincial Administration, Provincial Department of Rural Development, Provincial Treasury, District and Commune Administration. Part of this plan will include implementing the Civic Champion program in all the communes across the five districts. Like the Civic Champion trainings, the WASH Activity will target key officials such as PDRD, staff of district economic and development office, commune focal point for WASH and CCWC, and help train them develop the leadership skills required for planning and implementing approaches for increasing access to improved WASH services within their jurisdictions. The partner will need to coordinate with the National School of Local Administration of the Ministry of Interior to select instructors for the WASH Champion trainings, to review and revise the Rural WASH capacity and system strengthening package as necessary and arrange the appropriate trainings. The partner will then need to facilitate the appropriate training workshops. The partner will help support the trained Champions in monitoring progress against their goals to help document the impact of the trainings.

In addition to the Civic Champion trainings, the partner will facilitate training workshop across target districts to develop rural water supply/sanitation planning and budgeting, and resource mobilization strategy. Once the plan is completed the partner will work closely with provincial/district administration to ensure endorsement/implementation of rural water supply/sanitation planning and resource mobilization strategy and provide follow up coordination to target districts on the implementation action planning and resource mobilization strategy.

¹ Please note that all illustrative deliverables provided throughout the SOW are “illustrative.” Applicants should propose deliverables that they believe are most appropriate for achieving the anticipated results for each activity.

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Finally, to encourage peer to peer learning and to inspire the newly trained officials the partner will organize at least one learning exchange between PWG leaders and at least one exchange visit between district leaders within target provinces.

Anticipated Results:

- Improved understanding within the sub-national administration on how to become a WASH champion leader especially in planning, resource mobilization, implementation and monitoring of WASH service provision in their respective province, district and commune.
- Capacitated leaders to help accelerate the uptake of improved water and sanitation facilities.
- Enhanced communication and coordination between stakeholders at all levels of the sub-national level administration.
- Clear process for planning and mobilizing resources within the WASH sector.

Illustrative Deliverables:2

- WASH plan that includes costed roll-out and resource mobilization plan, with roles and responsibilities of provincial administration, PDRD, district and commune administration, and other stakeholders. The plans will also include:
 - District/commune plans for achieving ODF;
 - Specific action to support pro-poor water supply and sanitation subsidies;
 - Strategies for achieving safely managed sanitation and ensuring safe and affordable fecal sludge management services; and
 - Mainstreaming actions of climate resilient water supply and sanitation services.
- Technical support and monitoring support to sub-national administration
- Documentation of issues/challenges found, corrective actions, and proposed next steps to MRD/PDRDs and sub-national administration.
- Technical brief on best practices

B. Organizational Experience and Capacity: The applicant demonstrates their organizational experience and capacity on following areas:

- Experience working with supporting and implementing the Civic Champion program in Cambodia at least two provinces.
- Experience implementing WASH activities and supporting improved governance in the WASH sector in Cambodia.
- Feasibility in implementing the proposed plan.
- Experience working with USAID, UN, INGOs in a similar capacity will be an advantage.
- Knowledge of USAID compliance and branding guidelines will be an advantage.

C. Implementation Team

The applicant shall submit a proposed implementation team structure. The team may be

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composed of a project management, a technical management, data, monitoring and evaluation management, administrative and finance management. These team are illustrative and represent the minimum functions and skills needed to operate the grant. Applicant will be expected to propose the team structure that will best ensure achievement of the grant objectives.

The applicant shall ensure that the technical and management staff shall possess the necessary knowledge, skills, and attitudes necessary for the performance of their respective functions. The applicant shall determine the amount of time that project staff shall devote to the project and whether they should be working part-time or full-time.

- 1) Project management
 - a) Supervise the members of the project implementation team and oversee the implementation of the sub-grant.
 - b) Ensure the completion and delivery of all tasks indicated in this SOW.
 - c) Conduct briefings/orientation for sub-grant partners and represent the sub-grant in collaborative meetings/undertakings with partners in target sites.
 - d) Ensure timely submission of deliverables to IECD.

- 2) Technical management
 - a) Act as the chief technical resource for the sub-grant. Collaborate with IECD to ensure harmonized implementation of sub-grant activities.
 - b) Coordinate and collaborate with concerned MDR and PDRD in organizing and conducting technical activities.
 - c) Lead in the governance and information system strengthening efforts under the sub-grant.
 - d) Prepare technical reports and presentations in relation to the different tasks enumerated in this SOW.

- 3) Data, monitoring and evaluation management
 - a) Organize/conduct data use activities the project.
 - b) Conduct monitoring and reporting of all activities and outputs of the sub-grant.
 - c) Conduct documentation of all activities including accomplishment reports; and
 - d) Ensure complete and timely submission of all deliverables.

- 4) Administrative and Financial management
 - a) Provide administrative support to sub-grant implementation.
 - b) Perform finance-related functions to support sub-grant implementation.

The proposal should include a detailed description of the roles of each key staff member. Desired characteristics and hiring criteria for each position should be indicated.

D. Budget Implementation and Cost Efficiency: The ability of the applicant to fully implement the grant with strong technical quality and fidelity to the proposed approach. The degree to which budgeting is clear and reasonable and reflects best use of resources. Existing staff and/or training budgets in target locations to maximize cost-effectiveness. Applicant's proposed milestones are appropriate for demonstrating progress towards achieving grant objectives.

Monitoring and Reporting:

The sub-grantee will be technically monitored by Ms. Sophary Phan, WASH Technical Lead and managed by John William Ames, Chief of Party for IECD Project, RTI International.

The Project's Chief of Party is the final approver for payment of deliverables. Financial, contractual, and administrative concerns shall be under the supervision of the RTI Grants and Procurement Manager.

All applicants are responsible to carefully review each attachment and follow any instructions that may be relevant to this subgrant announcement.

Attachments to the RFA:

- 1) Attachment A: Statement of Work
- 2) Attachment B: Grant Application Form
- 3) Attachment C: Implementation Plan
- 4) Attachment D: Logical Framework
- 5) Attachment E: Budget and Budget Notes
- 6) Attachment F: Certifications and Assurances
- 7) Attachment G: Quick Start Guide for Getting a Unique Entity ID
- 8) Attachment H: Organizational Control Environment Questionnaire