



Request for Application (RFA)

RH-RFA-2022-010

Activity Title:	Harnessing Youth Organizations for Improved Utilization of Adolescent Reproductive Health Services in Iloilo and Negros Occidental
Type of Subaward:	Subgrant from RTI International
Type of Subgrant:	Simplified Cost Reimbursement or Fixed Amount Award with Payment Milestones
Term of Subgrant:	November 16, 2022- September 15, 2023
Source of Funding:	United States Agency for International Development (USAID) - Cooperative Agreement 72049218CA00009 issued to RTI International
This Subgrant supports:	ReachHealth – a USAID funded project
Submit Proposal to:	Grant Selection Committee USAID’s ReachHealth Project Office Address: Unit A-D, 16F Strata 2000 Building F. Ortigas Jr. Road, Ortigas Center, 1600 Pasig City Email: rhgrants@ph-reachhealth.rti.org
Date of Issue of RFA:	September 18, 2022
Date Questions from Applicants Due:	October 3, 2022, Monday
Date Proposal Due:	October 17, 2022, Monday
Approximate Date Subgrant Issued to Successful Applicant(s):	November 11, 2022
Request for Application Number:	RH-RFA-2022-010
Instructions for Applicants:	

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

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

Submit the following documents in the application package:

- 1) Completed and signed Grant Application Form in PDF format (Attachment B to this RFA)
- 2) A copy of the completed Grant Application Form above in MS Word format
- 3) Budget and Budget Notes (Attachment C to the RFA) in the Excel Format
- 4) Signed Certifications and Assurances (Attachment D)
- 5) Completed and signed Organizational Control Environment Questionnaire (Attachment F)
- 6) A copy of Current Firm/Company registration certificate
- 7) A copy of BIR registration certificate

Evaluation and Award Process:

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

Required Qualifications:

To qualify, the CSO must have the following minimum qualifications:

- At least 5 years of experience in the field of community engagement and development, adolescent health, and policy development.
- Existing working relationships with youth organizations/networks in Negros Occidental and Iloilo.
- Good working knowledge (with relevant policy updates) on AHDP and ARH.
- Team and network to support the conduct and documentation of activities across the HUCs and provinces of Iloilo and Negros Occidental.

Evaluation Criteria for the Proposals:

- | | | |
|-----|--|-------------|
| (a) | Technical approach | – 30 points |
| (b) | Organization’s capacity | – 20 points |
| (c) | Implementation Team | – 15 points |
| (d) | Organization’s Experience (Past Performance) | – 15 points |
| (e) | Budget | – 20 points |

Total Score – 100 points

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Technical Approach/Implementation Plan (30 points)

The technical approach will be evaluated on the overall merit and feasibility of the proposed approach and strategies to complete the scope of work. The technical response includes all key elements outlined in the proposal format section of the RFA. The Applicant should not simply repeat what is described in the RFA but describe their specific technical approach to implement the Scope of Work in an organized, efficient, ethical, and timely manner. The technical proposal will be scored on being well organized, coherent, comprehensive, and complete and should include all activities in the scope of work.

For each technical activity, the applicant describes the associated tasks and methods to accomplish the task, team member(s) responsible, length of time to accomplish, and expected outputs or products. The applicant includes a timeline with major activities and deliverables or an Implementation Plan.

Organizational Capacity (20 points)

The applicant provides organizational profile and a description of the organization's capacity to manage (technically, administratively, and financially) this activity, and to deliver results within the specified time. The applicant describes how they will ensure the availability and stability of key technical staff assigned to the project including other technical experts for the duration of the performance period of the subgrant. The applicant includes information about structural, administrative, and technical resources within the organization that they will leverage to support the proposed work (e.g., core staff, software, computers, office space, technical skills, etc.)

Implementation Team (15 points)

The applicant shall submit a proposed implementation team structure. The team may be composed of a Project Manager, an ARH Program Specialist, and LGU and Youth Partnerships Officer, and SBC Officer, Monitoring and Evaluation Officer, Administrative Officer, and Finance Officer.

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) 1 Project Manager
 - 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) Work with the monitoring and evaluation officer to ensure timely submission of deliverables to the USAID ReachHealth.

- 2) 1 ARH Program Specialist
 - a) Act as the chief technical resource on ARH for the sub-grant.

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- b) Collaborate with ARH managers/professionals/practitioners of partner-organizations to ensure harmonized implementation of ARH activities.
 - c) Coordinate and collaborate with concerned CHDs and LGUs in organizing and conducting ARH demand-generation and service delivery activities.
 - d) Lead in the policy advocacy and development efforts under the sub-grant.
 - e) Prepare technical reports and presentations in relation to the different tasks enumerated in this SOW.
 - f) Secure the necessary SBC MOVs to support sub-grant performance indicators.
- 3) 1 Youth and LGU Partnerships Officer
- a) Responsible for identifying prospective youth organizations that may be capacitated for ARH program implementation/management and linked with targeted LGUs.
 - b) Organize/conduct appropriate capacity-development activities for targeted youth organizations.
 - c) Create opportunities for strengthening linkages between LGUs and partner-youth organizations.
 - d) Lead in the organization, conduct/facilitation of joint LGU-youth organization planning for ARH program improvement/AFHF development and management/ARH programs/projects/activities.
 - e) Secure the necessary MOVs to support sub-grant performance indicators.
- 4) SBC Officer
- a) Develop an SBC plan to support the implementation of the sub-grant and identify SBC materials from those developed by the DOH and USAID ReachHealth which can be useful to support sub-grant SBC material requirements.
 - b) Act as technical lead and chief implementer of the sub-grant's SBC-related tasks/activities.
 - c) Coordinate and collaborate with SBC officers/HEPOs of partner-LGUs/organizations to ensure harmonized implementation of the sub-grant's SBC activities.
 - d) Secure the necessary SBC MOVs to support sub-grant performance indicators.
- 5) 1 Monitoring and Evaluation Officer
- a) Conduct monitoring and reporting of all activities and outputs of the training teams.
 - b) Conduct documentation of all training activities including accomplishment reports; and
 - c) Ensure complete and timely submission of all deliverables.
- 6) 1 Administrative Officer
- a) Provide administrative support to sub-grant implementation.
- 7) 1 Finance Officer
- a) 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.

Organizational Experience (Past Performance) (15 points)

The applicant provides evidence of recent experiences in youth organization capacity development, mobilization, and linking with LGUs, as well as policy advocacy and development, whether done independently as an organization or in collaboration with other government or non-government agencies, development organizations, and other entities.

Budget (20 points)

The applicant provides a detailed budget that includes line items that are consistent with the technical approach and requirements described in the proposal (budget format is provided as an attachment). The applicant submits a budget with relevant line items, number of units, per unit costs, and total costs in the local currency PHP. The budget includes narrative notes to justify the anticipated number of units and unit costs for each line item. Proposed budget will be assessed for reasonability of its elements and total cost required to complete the SOW.

Monitoring and Reporting:

The sub-grantee will be technically monitored by **Mr. Rey John Dionio**, Senior Provincial Technical Officer for Western Visayas and managed by **Dr. Juan Bernardo Lava**, Regional Technical Lead and **Mr. Miguel Angelo Lucero**, Regional Manager for Visayas.

The Project's Deputy Chief of Party is the final approver for payment of deliverables. Financial, contractual, and administrative concerns shall be under the supervision of the Director of Operations.

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: Budget and Budget Notes
- 4) Attachment D: Certifications and Assurances
- 5) Attachment E: Quick Start Guide for Getting a Unique Entity ID
- 6) Attachment F: Organizational Control Environment Questionnaire
- 7) Attachment G: Logical Framework

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