



Request for Application (RFA)

RH-RFA-2021-004

Amendment 1

Activity Title:	Organize FP Itinerant Teams to Support LGUs in Providing FP Services in Geographically Isolated and Disadvantaged Areas (GIDAs) and Underserved Urban Poor Communities
Type of Subaward:	Subgrant from RTI International
Type of Subgrant:	Simplified Cost Reimbursement or Fixed Amount Award with Payment Milestones
Term of Subgrant:	June 1, 2021 to March 31, 2022
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 c/o Grants Manager Ms. Ruby Managula USAID's ReachHealth Project Office Address: Unit A-D, 16F Strata 2000 Building F. Ortigas Jr. Road, Ortigas Center, 1600 Pasig City Email: rmanagula@ph-reachhealth.rti.org
Date of Issue of RFA:	April 28, 2021
Date Questions from Applicants Due:	April 30, 2021, Friday
Date Proposal Due:	May 11, 2021, Tuesday
Approximate Date Subgrant Issued to Successful Applicant(s):	May 31, 2021
Request for Application Number:	RH-RFA-2021-004-Amendment 1

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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 rmanagula@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 Contractor must have the following minimum qualifications:

- With links to medical specialists who can provide long-acting contraceptive methods and permanent sterilization methods particularly bilateral tubal ligation by minilaparotomy under local anesthesia and no-scalpel vasectomy
- Experience in collaborating with DOH, CHDs, P/CHOs and LGUs, PopCom and PhilHealth
- With a pool of clinical experts in FP services from commodity-based FP methods to reversible long-acting methods (IUD, PPIUD and PSI) and permanent methods particularly BTL by MLLA and NSV.
- With a clinical expert that can develop the manual of operations on quality outreach FP services in collaboration with DOH and ReachHealth team
- Experience working with USAID-funded projects and/or other development partners is desirable.
- Nationwide scope that can be readily mobilized to organize itinerant teams that will conduct outreach services (presence in the 10 priority USAID's ReachHealth Project sites [please see Annex 1] is desirable)

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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

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: Implementation Plan.

Organizational Capacity (20 points)

The company provides organizational profile and a description of the submitting organization's capacity to manage (technically, administratively, and financially) this activity, and to deliver results within the specified time period. 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 submits a description of all members of the implementation team. Team may be composed of the Team Leader (TL), who will serve as the key technical expert to lead the implementation of technical tasks under the subgrant, and other program, management, and operations personnel. The TL has extensive technical experience in the provision of family planning services such as family planning counseling, and provision of short- or long-acting and permanent methods either done inside a clinic or in the form of an outreach mission. The TL has an advanced degree in medicine, nursing, midwifery, or public health and with practical field experience in outreach missions. The TL has appropriate community-level implementation experience and fluency in English and required local languages.

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Key technical and management staff have experience in areas relevant to the project such as (but not limited to) the following:

1) 1 Project Manager (75% part-time)

- a) oversee the implementation of the grant
- b) ensure that area coordinators carry out their tasks in the establishment of local FP itinerant teams
- c) collaborate with clinical experts in the development of the manual of operations for quality outreach services and its vetting with the DOH
- d) work with the data manager to ensure timely submission of deliverables to the project

2) Area Coordinators (full-time %)

- a) Organize FP itinerant teams
- b) Link organized FP itinerant teams with CHDs/PopCom/P/CHOs and LGUs
- c) Ensure DOH certification and PhilHealth tagging of members of the itinerant teams
- d) Organize consultative and planning workshops
- e) Provide technical assistance in the drafting and signing of MOAs
- f) Install a sustainability mechanism to ensure continuation of the FP itinerant teams' operations in their respective areas
- g) Negotiation with partners and stakeholders for resource generation/mobilization
- h) Conduct capacity building of the FP itinerant teams in:
 - 1) Community Social preparation
 - 2) Mobilization of volunteers and gathering of clients
 - 3) Informed Choice and Voluntarism (ICV)
 - 4) Negotiation skills
 - 5) Resource mobilization
 - 6) Demand generation

3) Pool of clinical experts (50% part-time) are expected to:

- a) Collaborate and work with the DOH to develop the manual of operations for quality outreach services;
- b) Supervise, monitor, coach and mentor the itinerant teams in the conduct of outreach services to ensure compliance to the manual of operations on quality FP outreach services/missions;
- c) Train appropriate members of the itinerant teams in IIUD, PPIUD, PSI, BTL MLLA, and NSV

4) 1 Data Manager (50% part time) is expected to:

- a) Conduct monitoring and reporting of all activities and outputs of the outreach teams;
- b) Conduct documentation of all outreach activities including accomplishment reports; and
- c) Ensure complete and timely submission of all deliverables.

The proposal includes a detailed description of the role of each key member. Desired characteristics and hiring numbers for different team roles, and preferred criteria for hire are included.

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Organizational Experience (Past Performance) (15 points)

Applicant provides evidence of recent experiences in providing technical assistance in the conduct of family planning outreach services or missions, whether done independently as an organization or in collaboration with other government or non-government agencies, development organizations, and other entities. Recent projects are those completed within the last five years. Relevant projects are those that include demand generation activities on family planning, provision of family planning education and counseling, provision of family planning services such as short-acting methods (pills, injectables, condoms), long-acting methods (progestin-only subdermal implants, interval IUD, post-partum IUD), and permanent methods (bilateral tubal ligation by minilaparotomy under local anesthesia and/or no-scalpel vasectomy). The organization has experience in developing training materials, monitoring tools, or manual of operations in the provision of services such as that for family planning.

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.

RTI anticipates the grant amount not to exceed Php 4,500,000.

Monitoring and Reporting:

The grantee will be technically supervised by Dr. Chris Angelo Reynaldo, FP Advisor and Dr. Rosario Marilyn Benabaye, Service Delivery Senior Advisor.

Acceptance of deliverables shall reside with Dr. Rosario Marilyn Benabaye, who will ensure the completeness of each stage of the activity and that the scope of work has been met.

The Project's Chief of Party shall be the final technical approving officer 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

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- 4) Attachment D: Certifications and Assurances
- 5) Attachment E: Guidance to Applicant on how to obtain DUNS number
- 6) Attachment F: Organizational Control Environment Questionnaire

Annex 1: List of Priority Project Sites and Prioritization Criteria

The following are criteria for prioritization and selection:

- Buy-in of project site LGUs (City Mayor/Provincial Governor) – and thus opportunity and willingness to provide resources (funds, HR, facility)
- Absence or dormant FP itinerant teams
- Presence of providers of long-acting and permanent methods (LARC-PM)
- Capacity for sustainability (to procure and store medical supplies for BTL [sedatives] and FP commodities)
- Presence of GIDA/underserved urban poor areas

Priority Sites:

- 1) Caloocan City
- 2) Cavite
- 3) Camarines Sur
- 4) Negros Occidental
- 5) Agusan del Norte and Butuan City
- 6) Zamboanga del Norte
- 7) Zamboanga del Sur
- 8) Davao City
- 9) South Cotabato
- 10) General Santos City