



Request for Application (RFA)

RH-RFA-2021-005

Activity Title:	Provision of technical assistance in developing competency assessment framework and tool for the province-wide local health board and conduct of the assessment in project supported UIS
Type of Subaward:	Subgrant from RTI International
Type of Subgrant:	Simplified Cost Reimbursement or Fixed Amount Award with Payment Milestones
Term of Subgrant:	August 1, 2021 to January 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:	June 4, 2021
Date Questions from Applicants Due:	June 14, 2021, Monday
Date Proposal Due:	July 2, 2021, Friday
Approximate Date Subgrant Issued to Successful Applicant(s):	July 26, 2021
Request for Application Number:	RH-RFA-2021-005

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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 TA provider must have the following minimum qualifications:

1. A firm with proven track record in developing competency assessment framework and tools or similar tasks
2. Lead consultant must have a postgraduate degree in the field of public health, public administration, psychology and/or management and expertise in human resource, organizational management, with preferred experience in organizational development and HR tools and assessment
3. Has a strong network with organizations, experts, advocates and practitioners providing support to local health boards
4. Has demonstrated experience in convening and forging effective working relationships with local chief executives, LHB/LGU officials, government institutions, non-government organizations and other stakeholders on health-related development projects.

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Evaluation Criteria for the Proposals:

- (a) Technical approach – 35 points
- (b) Organization’s capacity – 15 points
- (c) Implementation Team – 20 points
- (d) Organization’s Experience (Past Performance) – 15 points
- (e) Budget – 15 points

Total Score – 100 points

Technical Approach (35 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 and describe their specific technical approach to implement the SOW 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. The Applicant includes a timeline with major activities and deliverables.

Organizational Capacity (15 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 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 (20 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 proposal should include 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.

Organizational Experience (Past Performance) (15 points)

Applicant provides evidence in providing similar technical assistance on competency assessment and tools development, participatory work with local development council and other local special bodies, and capacity building for local health boards.

Budget (15 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

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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 contractor will be technically supervised by the Vergil de Claro, Senior Policy and Health Systems Advisor with support from Ma. Rosario Torralba, Health Systems Advisor to monitor performance, output and level-of-effort for the duration of the consultancy.

The Project's Chief of Party, Dr. Laurentiu Stan is the final technical approving officer for payment of deliverables under this SOW. Financial, contractual, and administrative concerns shall be under the supervision of Natalia Foil, 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: Guidance to Applicant on how to obtain DUNS number
- 6) Attachment F: Organizational Control Environment Questionnaire