

Request for Applications
from local non-governmental organizations to conduct
District level Journalist Interactions in 5 districts (Dang, Banke, Bardiya, Kailali,
Kanchanpur and LF MDA School Awareness Support program in 4 districts (Dang Banke
Bardiy, Kailali)

Issuance Date: 24 September 2019, **Tuesday**

Closing date and time: 21 October 2019, **Monday**

Submission language: English

Act to End Neglected Tropical Diseases | East is a five-year (2018-2023) program funded by the United States Agency for International Development (USAID) that supports national governments to reach their control and elimination goals for neglected tropical diseases (NTDs) through proven, cost-effective public health interventions. The Act to End NTDs | East program provides critical support to countries in their journey to self-reliance, helping them to create sustainable NTD programming within robust and resilient health systems. 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.

<u>Exhibit Number</u>	<u>Title</u>
1	Instructions to Applicant
2	Statement of Work
3	Evaluation Criteria
4	Pricing Information and Cost Application Instructions
5	Organization Information
6	District Information
7	Organizational Control Environment Questionnaire
8	Anti-Terrorism Certification
9	Instructions for obtaining a DUNS number
10	PLGHA compliance certification

- Applicants shall submit an **electronic application as email attachments** in Microsoft Word (Technical Proposal and Budget narrative) and Excel (Budget and Milestone details) to Sila Gole @ acteastnepal@np-ntd.rti.org no later than **16:00pm** (Kathmandu time) on **21 October 2019, Monday**. A signed and dated hard copy of your application must also be submitted to the RTI office at Oasis Complex, Hall #202, Patan Dhoka, Lalitpur, Nepal.
- RTI 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 applicants 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 Thursday **3 October 2019** are requested to confirm their participation through email @ acteastnepal@np-ntd.rti.org with subject line "Confirmation for pre-application meeting" no later than Tuesday **01 October 2019**.
- Please direct questions to Achut Babu Ojha, Program Manager at aojha@np-ntd.rti.org. All questions received by **15 October 2019, Tuesday** will be compiled and answers made

available to all applicants through email by **18 October 2019, Friday**. No phone inquiries will be entertained.

- 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 Amount Award (FAA). 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

Districts level Journalist Interactions (5 Districts) : Dang, Banke, Bardiya, Kailali and Kanchanpur
LF MDA School Awareness Program (4 Districts) : Dang Banke Bardiya and Kailali

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 mid December 2019 to January 2020.

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** as described in Exhibit 3.
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

LF MDA Journalist Interaction in 5 districts and School Awareness Support program in 4 districts.

Act to End Neglected Tropical Diseases | East is a five-year program funded by the United States Agency for International Development (USAID) that supports national governments to reach their control and elimination goals for neglected tropical diseases (NTDs) through proven, cost-effective public health interventions. The Act to End NTDs | East program provides critical support to countries in their journey to self-reliance, helping them to create sustainable NTD programming within robust and resilient health systems.

In order to achieve this objective, Act to End NTDs | East focuses on reaching the following intermediate results:

RESULT 1: Elimination of Lymphatic Filariasis, Trachoma, and Onchocerciasis in the Americas and where feasible in Africa

RESULT 2: Sustainable National NTD Programs (National planning and financing progress)

RESULT 3: Ensure continuous capacity to maintain and operate mass drug administration (MDA) and disease surveillance

Act to End NTDs |East (2018-2023) is led by RTI International, with a consortium of partners including The Carter Center, Fred Hollows Foundation, IMA World Health, Light for the World, Results for Development, Save the Children, Sightsavers, and WI-HER.

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 50 districts have already qualified to stop MDA and have graduated to transmission assessment surveys (TAS).

Low treatment coverage remains a challenge in some communities in the 13 districts scheduled for MDA in FY20. To address this, between 2015 and 2018, the MOHP, with ENVISION support, has tried several social mobilization strategies and advocacy campaigns, targeting elected body, private health facility staff, professional bodies, schools, local clubs of ethnic minorities, municipality staff, and media, initiating these activities at least two months ahead of the MDA.

Epidemiology and Disease Control Division (EDCD) has requested support for social mobilization with journalists in districts undertaking MDA in FY20. The meetings will orient journalists to the national LF Elimination Program and ensure that they can interact with district health officials, who will share district-level MDA and DSA data for two to three successive years; compare the district's progress with other districts; discuss budget availability; MDA related activities and share plans for serious adverse event (SAE) management.

In an effort to reach new target audiences with messages on the importance of participating in the MDA, EDCD is requesting support from Act | East for school interactions with children in grades 8, 9, and 10 in seven high-priority districts.

Activities include:

- 1) District level journalist interactions will take place in each district in close coordination with district health offices in Dang, Banke, Bardiya, Kailali and Kanchanpur. These interactions will inform and orient journalists on the LF Elimination program and the importance LF MDA plays in this program, with the hope that journalists will share critical information with their readers/audience.
- 2) Municipality level school awareness programs will be conducted in four high baseline prevalence districts that failed pre-TAS (Dang, Banke, Bardiya and Kailali). Ten schools per municipality in the four districts will participate. The purpose of reaching students is that these students will play an important role to generate confidence in their family and community members for participation in LF MDA campaign and taking drugs.

Objective of District Level Journalist Interactions:

The district level journalist interactions will orient journalists to the national LF Elimination Program and ensure that they can interact with and/or interview district health officials. District health officials will be prepared to share district-level MDA and DSA data for two to three successive years; compare the district's progress with other districts; discuss budget availability; MDA related activities and share plans for serious adverse event (SAE) management. Journalists will have the opportunity to report on this information and make connections that allow for additional follow up stories.

Objective of Municipality level School Awareness Program:

The municipality level school awareness programs are intended to reach students of grade 8, 9 and 10 irrespective of their age, with messages on the importance of participating in the LF MDA. This student group is considered especially influential both as direct participants in MDA programs, and also as a motivator for their families as well as communities.

The following are responsibilities of the grantee as part of the scope of work for the District Level Journalist Interactions:

1. Develop detailed work schedule in coordination with concerned health offices at the provincial, district and municipality level.
2. Using standard templates provided by EDCD, and in close coordination with district health offices, prepare district specific interaction materials.
3. Coordinate, fund and manage supervision and monitoring visits of MOSD, Provincial health directorate and EDCD.
4. Organize 5 separate district-level journalist interaction meetings in each of the districts (40 participants each in Bardiya and Kanchanpur and 60 participants each in Dang, Banke and Kailali). Responsibilities include coordinating and vetting invitation lists with district health offices reaching out to media houses and journalists directly for invitations, coordinate with health officials to develop agenda and prepare materials and presentations, and manage all logistics and financial obligations.
5. Brief the respective concerned authority after completion of the interaction meetings and obtain a letter of successful completion of the meetings from respective districts health offices to submit to RTI.
6. Adhere to USAID requirements on branding and marking on items such as banners.
7. Conduct weekly telephone briefings/updates with RTI staff during the period of performance.
8. Prepare and submit milestone reports within 15 days after completion of the activities.

The following are responsibilities of the grantee as part of the scope of work for the Municipality level School Awareness Support Program:

1. Visit respective district health and education offices and municipalities to inform them about the program activities.
2. Develop detailed work schedule in close coordination with concerned municipality.
3. Recruit and hire required 4 district coordinators and 10 field officers. Organize a training for them in coordination with EDCD and RTI to build up their capacity to run effective sessions in schools and provide relevant LF Program information.
4. Coordinate, fund and manage supervision and monitoring visits of Municipality and Provincial department of health services staff and EDCD staff.
5. Organize school awareness events in at least 10 schools in each municipality of four districts (Dang, Banke, Bardiya and Kailali) in close coordination with concerned municipality's officials. These events will be at least one and half hour and will include screening the LF related telefilm (provided by RTI) as well as presentations and question answer sessions with students.
6. Brief the respective concerned local authority after completion of the program and obtain a letter of successful completion of the program from respective schools and municipality to submit to the RTI.
7. Conduct weekly telephone briefings/updates with RTI staff during the period of performance.
8. Prepare and submit milestone reports after completion of the activities. (Final report template will be provided by Act| East.)
9. Adhere to USAID requirements on branding and marking on items such as banners.

Period of Performance and Level of effort:

The period of performance is approximately two months, from the date of AOR approval through January 31, 2020.

Expected Deliverables:

	Description of Milestones	Required deliverable(s)
1	Detailed comprehensive work Plan and schedule developed	Detailed work plan including planned dates and venue.
2	Training of district coordinators and field officers	Training report including attendance list and copies of files used for training.
3	Event reports of school awareness events	Event report with attendance list of participating students broken out by school.
4	Event reports of journalist interactions, copies of available newspaper printings	Event reports with attendance lists, completion letters from districts/municipalities/schools as appropriate.
5	Final report	Final report approved by RTI

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 RTI Act | East staff and the health office/ municipalities 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 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-E7. 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.

CONTACT INFORMATION	
Organization Name:	Grant Negotiator (Pre-Award) Name: Title/Position: Phone: Fax: Email:
Address:	
Website address:	
Email address:	Grant Administrator (Post-Award) Name: Title/Position: Phone: Fax: Email:
Bank Name & Address:	
Bank Account Number:	
DUNS Number:	Technical Contact (Post-Award) Name: Title/Position: Phone: Fax: Email:
Tax Identification Number:	
VAT Registration Number:	

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).

District name	Plan for supervision	Office in district (Y/N)

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?

Yes
 No

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](http://www.treasury.gov/resource-center/sanctions/OFAC-List/Pages/default.aspx), 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:

Name of Applicant Organization:	
Name and title of officer or his/her alternate authorized to represent the Applicant:	
Signature and stamp:	
Date:	

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 Act | East 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>.

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.

Exhibit 10
PLGHA compliance certification

**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 States.
- 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

Exhibit 11

**Technical Proposal
To**

Conduct _____

**Submitted to
RTI/Act to End NTDs | East
Oasis Building
Patan
Date of Submission: DATE**

Submitted By

(ORGANIZATION NAME/ADDRESS)

ABBREVIATIONS

(List acronyms used in the application)

A Technical Approach

A.1 *Introduction*

A.1.1 Background and Rationale

Please detail the background information on the activities

A.1.3 Statement of Work

Indicate the Statement of work and provide details on the steps your organization plans to take in order to complete the activities outline. Refer to Exhibit 2 in the RFA for proposed activities.

A.2 *Methodology*

Describe in detail the methodology that will be followed to complete the proposed activity.

A2.1 Program District

Provide details of the process, the required approvals for concern authorities that will be obtained in order to conduct the activities, and proposed implementation timeline.

A.2.3 Coordination with District

Detail how this activity will be completed and the expected outcomes.

Please describe the process, how coordination with district and municipal (Palika) level authorities will be done.

A.2.4 Coordination with Municipalities

Detail how this activity will be completed and the expected outcomes.

Please describe the process, how coordination with district and municipal (Palika) level authorities will be done.

B. Staffing and Management Plan

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 RTI staff and the municipalities 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. Indicate the position titles of prosed staff, how the teams will be structured, key personnel and required qualifications, and team member responsibilities. If the organization intends to recruit personnel, please indicate the recruitment process that will be followed.

C. Supervision and Monitoring Plan

Applicants should demonstrate a realistic plan for monitoring, tracking, and reporting performance, including a plan for collecting, evaluating and validating performance data. In this section, please include the table of deliverables, as well as a Gantt Chart indicating the timeline of activities.

Please describe supervision and monitoring plan from Central, Province, District and Municipal (Palika) level authorities. The cost listed in the budget under given head should be explained in detail, if any.

D. Institutional Capability

Applicants should describe their overall institutional capability and resources (financial, personnel) in meeting the general requirements of the Statement of Work. Also provide background information on applicant area of expertise. Describe your organization's prior work in health and/or other related fields or any previous experience with NTDs. A list of project references of similar work should be provided.

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) following 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 12

Control & Elimination of Neglected Tropical Diseases – Element Two
Act to End NTDs | East

Cooperative Agreement Number 7200AA18CA00040

Grant Period of Performance:

Organization Name:

Country Name:

BUDGET NARRATIVE of

- *Include exchange rate information and source*
- *Include page number in file where supporting documentation can be found*
- *Include text and table describing how milestone payment schedule was calculated*

LINE ITEM	EXPENSE – Local currency	EXPENSE – USD	DESCRIPTION	COST BASIS
<i>Include rows to separate each expense head.</i>				
<p><i>This column should correspond to the budget.</i></p> <p><i>Activity titles and names should match.</i></p> <p><i>There should be 1 row in the narrative for every line item in the budget.</i></p>	<p><i>This column should correspond to the budget.</i></p>	<p><i>This column should correspond to the budget.</i></p>	<p><i>This column should describe the activity being budgeted.</i></p>	<p><i>In this column please describe in detail the source(s) of unit costs. How were unit costs/rates determined?</i></p> <p><i>Please attach supporting documentation as necessary - examples include per diem schedules, mileage charts showing distances between cities (if budgeting #/kilometers for fuel); quotations for venue rental, etc.</i></p> <p><i>If travel is budgeted – please describe the number of trips, duration, mode of transport, and origin/destination.</i></p> <p><i>Supporting documentation should be translated into English (using Google Translate) if necessary. Translate (using Google Translate) if necessary.</i></p>

LINE ITEM	EXPENSE (NPR)	EXPENSE (USD)	DESCRIPTION	COST BASIS
1. Activity Design				
Describe activity and budget (NGO staff will work for x days to accomplish x... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
NGO staff labor	NPR x (for this line)		NGO staff will do.... At a rate of... * # days = NPR total	
NGO staff labor			NGO staff will do.... At a rate of... * # days = NPR total	
Add rows below to list any other costs ...				
2A. Journalist Interaction Meeting - Bardiya and Kanchanpur				
Describe activity and budget (Journalist Interaction meeting will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
Per Diem for facilitators			# facilitators * days * rate = NPR total	
Per Diem for Participants			# participants * days * rate = NPR total	
Travel and transportation (breakdown costs on separate lines)			X will travel for # kilometers to reach... *rate of ... = NPR total	
Refreshment			# total participants at meeting * days * rate = NPR total	
Banner			# banners * unit price = NPR total	
Venue rental			# rental days * daily rate = NPR total	
Stationery and supplies			# total participants needing stationery * unit cost = NPR total	

Add rows below to list any other costs ...				
2B. Journalist Interaction Meeting - Dang, Banke, and Kailali				
Describe activity and budget (Journalist Interaction meeting will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
Per Diem for facilitators			# facilitators * days * rate = NPR total	
Per Diem for Participants			# participants * days * rate = NPR total	
Travel and transportation (breakdown costs on separate lines)			X will travel for # kilometers to reach... *rate of ... = NPR total	
Refreshment			# total participants at meeting * days * rate = NPR total	
Banner			# banners * unit price = NPR total	
Venue rental			# rental days * daily rate = NPR total	
Stationery and supplies			# total participants needing stationery * unit cost = NPR total	
Add rows below to list any other costs ...				
3. Training of District Coordinator and Field Officers				
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
Trainer fee			# trainer * days * rate = NPR total	
Travel and transportation (breakdown costs on separate lines)			X will travel for # kilometers to reach... *rate of ... = NPR total	

Venue rental			# rental days * daily rate = NPR total	
Refreshment			# total participants at meeting * days * rate = NPR total	
Stationery			# total participants needing stationery * unit cost = NPR total	
Add rows below to list any other costs ...				
4. School Awareness Support Event				
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
District Coordinator per diem			# District Coordinator * days * rate = NPR total	
Field Officer per diem			# Field Officer * days * rate = NPR total	
Travel and transportation of District Coordinator			X will travel for # kilometers to reach... *rate of ... = NPR total	
Travel and transportation of Field officer			X will travel for # kilometers to reach... *rate of ... = NPR total	
Refreshment for teachers			# teachers * days * rate = NPR total	
Add rows below to list any other costs ...				
5. Supervision and monitoring costs by government and NGO				
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
Per diems (for each role, list below)			# supervisors and position * days * rate = NPR total	
Travel and Transportation (for each role, list below)			X will travel for # kilometers to reach... *rate of ... = NPR total	

Add rows below to list any other costs ...				
6. Milestone and Final Report				
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
Printing			* NPR rate / printing # pages * # times per month * # months = NPR total	
Add rows below to list any other costs ...				
7. NGO Direct Costs				
Describe activity and budget (x activity will be held to... costs include...)	NPR x (list total value for this activity)		<i>Leave blank</i>	<i>Leave blank</i>
NGO staff labor (list each position on separate row)			NGO staff will do.... At a rate of... * # days = NPR total	
Transportation			X will travel for # kilometers to reach... *rate of ... = NPR total	
Transportation to coordinate with EDCD, local authorities			X will travel for # kilometers to reach... *rate of ... = NPR total	
Communications			Type of service * # days of service * daily rate (or other rate) = NPR total	
Office operating costs (pro-rated, please list additional rows)			Office operating cost (per timeframe) * % for pro rating = NPR total	If additional costs are needed for office operations, please include supporting documentation to justify cost and necessity
Add rows below to list any other costs ...				Provide basis for prorated percentage
Total cost for	NPR x	USD x	<i>Leave blank</i>	<i>Leave blank</i>

Organization name

District level Journalist Interactions in 5 districts and LF MDA School Awareness Support program in 4 districts

Milestone Payment Schedule

Milestones	Description of Milestones	Required deliverable(s)	Cost (NPR)	Cost (USD)
1	Detailed comprehensive work Plan and schedule developed	Detailed work plan including planned dates and venue.	-	\$0
2	Training of district coordinators and field officers	Training report including attendance list and copies of files used for training.	-	\$0
3	Event reports of school awareness events	Event report with attendance list of participating students broken out by school.	-	\$0
4	Event reports of journalist interactions , copies of available newspaper printings	Event reports with attendance lists, completion letters from districts/municipalities/schools as appropriate.	-	\$0
5	Final report	Final report approved by RTI	-	\$0
Total			-	\$0

Organization Name District level Journalist Interactions in 5 districts and LF MDA School Awareness Support program in 4 districts						107.96 NPR = \$1 USD
Detailed Budget	Measurement Unit	Unit	Per unit cost in NRs	Cost (NPR)	Cost (USD)	Comments (please provide budget details under each line item)
Survey Design						
NGO staff labor (List each position in separate row)	days/person	0	0	-	\$0	# of labor days and position detail and position function
NGO staff labor (List each position in separate row)	days/person	0	0	-	\$0	# of labor days and position detail and position function
		0	0	-	\$0	
Sub Total - Survey Design				-	\$0	
Journalist Interaction Meetings - Bardiya and Kanchanpur						# of participants for # day of training in X districts
Per diem for facilitators	days/person			-	\$0	detail on # people receiving per diem and supporting document for rate
Transportation for facilitators	days			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
Transportation for participants	days/person			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
Refreshment	persons			-	\$0	# of people for refreshment and supporting document for refreshment rate
Banner	number			-	\$0	banner rate with supporting documents
Venue rental	days			-	\$0	venue location and rate with supporting documents
Stationery	persons			-	\$0	Details on each stationary provided, rate and number
Others				-	\$0	
Cost of 1 Journalist Interaction meeting				-	\$0	
Sub Total Journalist Interaction Meetings in Bardiya and Kanchanpur	districts	0		-	\$0	
Journalist Interaction Meetings - Dang, Banke, and Kailali						# of participants for # day of training in X districts

Per diem for facilitators	days/person			-	\$0	detail on # people receiving per diem and supporting document for rate
Transportation for facilitators	days			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
Transportation for participants	days/person			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
Refreshment	persons			-	\$0	# of people for refreshment and supporting document for refreshment rate
Banner	number			-	\$0	banner rate with supporting documents
Venue rental	days			-	\$0	venue location and rate with supporting documents
Stationery	persons			-	\$0	Details on each stationary provided, rate and number
Others				-	\$0	
<i>Cost of 1 Journalist Interaction meeting</i>				-	\$0	
<i>Sub Total Journalist Interaction Meetings in Dang, Banke, and Kailali</i>	districts	0		-	\$0	
Training of district coordinator and field officers						
Trainer fee	person			-	\$0	detail on # people receiving perdiem and supporting document for rate
Transportation of Trainers	person			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
Travel and Transportation of participants	days			-	\$0	mode of transportation, supporting document of rates, who will receive transportation
Venue Rental	days			-	\$0	venue location and rate with supporting documents
Refreshments	persons			-	\$0	# of people for refreshment and supporting document for refreshment rate
Stationery	person			-	\$0	Details on each stationary provided, rate and number
Others						
<i>Sub Total Training of district coordinator and field officers</i>				-	\$0	
School Awareness Support Event						

District Coordinator	person			-	\$0	# of days hired, rate, supporting documents for rate
Field Officer	person			-	\$0	# of days hired, rate, supporting documents for rate
Local Transportation for district coordinator	days			-	\$0	mode of transportation, supporting document of rates
Local Transportation for field officer	days			-	\$0	mode of transportation, supporting document of rates
Refreshment	person			-	\$0	# of people for refreshment and supporting document for refreshment rate
others				-	\$0	
<i>Sub Total - School Awareness Support Event</i>				-	\$0	
Supervision and monitoring costs by government and NGO						
Per diem for government supervisors	Person Days			-	\$0	# of government employee for supervision, travel days and rate with supporting document
Transportation for government supervisors (breakdown costs on separate lines)	persons			-	\$0	# of travel days, location of travel to and from, travel days, mode of transportation, supporting document on travel rate.
<i>Sub total - Supervision and monitoring cost by GoN and Organization</i>				-	\$0	
Milestone and Final Report						
Printing	times			-	\$0	details on printing pages, rate supporting document
<i>Sub Total - Milestone and Final Report</i>				-	\$0	
NGO Direct Costs						
NGO staff labor (list each position separate row)	months			-	\$0	Position detail and work performed under each position, # of personnel, rate supporting document of each personnel.
Local transportation	Trips/person			-	\$0	# of trip, location of travel to and from, travel days, mode of transportation, supporting document on travel rate.
Local transportation to coordinate with EDCD, local authorities	Trips/person			-	\$0	# of trips, location of travel to and from, travel days, mode of transportation, supporting document on travel rate.
Communications	person			-	\$0	communication mode, rate supporting document and # of people
Office operating costs (pro-rated, please list in additional rows)	months			-	\$0	If additional costs are needed for office operations, please include supporting documentation to justify cost and necessity

<i>Sub Total – NGO Direct Costs</i>				-	\$0	
Total cost of District level Journalist Interactions in 5 districts and LF MDA School Awareness Support program in 4 districts						