

**Request for Applications**  
**from local non-governmental organizations to conduct**  
**LF MDA School Awareness Support program in 2 districts (Jhapa and Bara)**

Issuance Date: 6 August 2021, **Friday**  
Closing date and time: 27 August 2021, **Friday**  
Submission language: English  
RFA reference number: Act-East-RFP-FY22-PO1

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	Organizational Control Environment Questionnaire
7	Anti-Terrorism Certification
8	Instructions for obtaining a DUNS number
9	Program Description Template
10	Budget Narrative Template
11	Budget and Milestone Template

- Application templates for the technical proposal and budget narrative are provided in this RFA. Please email Sila Gole @ [ActEastNepal@np-ntd.rti.org](mailto:ActEastNepal@np-ntd.rti.org) to request the Excel budget template. Applicants shall submit an **electronic application as email attachments** in Microsoft Word (Technical Proposal and Budget narrative) and in Excel (Budget and Milestone details) to Sila Gole @ [ActEastNepal@np-ntd.rti.org](mailto:ActEastNepal@np-ntd.rti.org) no later than **16:00pm** (Kathmandu time) on **27 August 2021, Friday**. 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 applicant 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 Wednesday **18 August 2021** are requested to confirm their participation through email @ [ActEastNepal@np-ntd.rti.org](mailto:ActEastNepal@np-ntd.rti.org) with subject line "Confirmation for pre-application meeting" no later than Monday **16 August 2021**.

- Please direct questions to Achut Babu Ojha, Program Manager at [aojha@np-ntd.rti.org](mailto:aojha@np-ntd.rti.org). All questions received by **18 August 2021, Wednesday** will be compiled and answers made available to all applicants in pre-applicant meeting or through email by **20 August 2021, 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. This RFA is subject to approval of funds.**

## **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.

The selected organization will be required to adhere to local COVID-19 restrictions and regulations. Project-specific Standard Operating Procedures (SOPs) will be provided upon request to Sila Gole, [ActEastNepal@np-ntd.rti.org](mailto:ActEastNepal@np-ntd.rti.org).

*Please note that each deliverable must be reviewed and approved by RTI before payment is authorized.*

**Targeted District:** Jhapa and Bara

### **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.

### **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; template provided in Exhibit 9.
3. The **Cost Application (budget and budget narrative)** as described in Exhibit 4; templates provided in Exhibits 10 and 11.
4. The **Organization Information** as provided in Exhibit 5.
5. A current **Organizational Control Environment Questionnaire, including supporting documentation**, as provided in Exhibit 6.
6. The **Anti-Terrorism Certification**, signed by a duly authorized representative of the Applicant's organization, as provided in Exhibit 7.

All electronic files should be in Microsoft Word or Excel format (font size 12pt).

**Exhibit 2**  
**Statement of Work**  
**For**  
**LF MDA School Awareness support program in 2 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 46 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 16 districts scheduled for MDA in FY22. 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. In FY20 and under Act | East, Nepal implemented additional activity in schools to increase awareness among students. This approach considered that students were able to inform their families and communities for participation in LF MDA. In follow-up, we received feedback this approach has some impact in compliance. In addition to this health officials of districts and municipalities advocated for these activities.

EDCD has considered this request and feedback from local levels and has requested Act | East Nepal to support school interactions with children in grades 7 to 12 in two districts (Jhapa and Bara). Activities include school awareness programs in 10 schools per ward in Jhapa and Bara, two challenging districts, for a total of 31 municipalities and 314 wards (15 municipalities and 131 wards in Jhapa and 16 municipalities and 183 wards in Bara). 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.

This program will also be evaluated using municipality level MDA coverage data and follow up discussions with school children during MDA about their ability to use the information and resources shared in school awareness sessions to influence others in their communities. The

process of developing this activity and any resources used to facilitate school-based discussions will be carefully documented and made available to share with other districts and municipality officials interested in replicating the program.

### **Objective of School Awareness Program:**

The municipality level school awareness programs are intended to reach students of grade 7 to 12 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.

Act | East will document the experience of implementing and outcomes of the school awareness program to be shared with other municipalities experiencing similar challenges. Areas of interest for documentation include:

- Feedback and evaluations from select students in the program
- Feedback and experiences of field officers carrying out the activities – what were challenging elements of the programming and what was most successful?
- Process evaluations of school program – checklists of programming being implemented with fidelities in schools and when adaptations occurred

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

1. Visit respective district health and education offices and municipalities to inform them about the program activities.
2. Grantee will ensure that RTI Standard Operating Procedures for COVID-19, which includes both WHO and Government of Nepal requirements for risk mitigation, will be strictly followed while conducting the activity.
3. Develop detailed work schedule in close coordination with concerned municipality.
4. Work with RTI and partners to develop a program for youth in grades 7 to 12 using an existing LF focused telefilm, GESI-adapted messaging and facilitated discussion to train youth to act as ambassadors for MDA among their families and wider communities.
5. Recruit and hire required district coordinators and field officers so that they can carry out school awareness activities in targeted schools. 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.
6. Coordinate and manage supervision and monitoring visits of Municipality, Provincial health directorate and EDCD staffs.
7. Organize 3140 school awareness events in Jhapa and Bara (in at least 10 schools in each ward of all municipalities) in close coordination with concerned municipality's officials. These events will be at least two hours and will include screening the LF related telefilm (provided by RTI) as well as presentations and question answer sessions with students.
8. 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 municipalities to submit to RTI.
9. Conduct weekly briefings/updates with RTI staff during the period of performance.
10. Prepare and submit milestone reports after completion of the activities. (Act| East will provide final report template.)
11. Document the process and feedback from participants, communities, and stakeholders and submit to Act| East.
12. 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 six months, from the date of client approval through April 30, 2022.

The amount of work is **not to exceed 10 weeks** that includes training, field activity, and reporting. However, additional time may be built into the period of performance to account for unforeseen delays during implementation as well as review by RTI and EDCD of the draft report.

Planning, training	:	1 week
Fieldwork and documentation	:	8 weeks
Report writing	:	1 weeks
=====		
<b>Total 10 weeks</b>		

**Expected Deliverables For School Awareness:**

<b>Milestones</b>	<b>Description of Milestones</b>	<b>Required deliverable(s)</b>
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 sheet 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. Activity completion letters from municipalities and schools as appropriate.
4	Draft report	Submit draft report to RTI
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 planning, reporting and coordination. Understanding of SOW.
- **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 (15 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 (35 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 8.

<b>CONTACT INFORMATION</b>	
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**  
**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:*

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8. What is your organization's fiscal year?

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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 7**  
**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](#), 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](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 8**

### **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 9  
Program Description Template**

**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, with a proposed implementation timeline*

#### A.2.1 Coordination with District

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

*Please describe the process, how coordination with district level authorities will be done, including how approvals will be obtained from authorities*

#### A.2.2 Coordination with Municipalities

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

*Please describe the process, how coordination with municipality (Palika) level authorities will be done.*

#### A.2.3 Methodology of Conducting Activities in Municipalities

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

*Please describe the process, including hiring of required labour, mobilizing them, timeline, how school awareness activities in each municipality will be done. Please provide detail information under each step.*

***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 proposed 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, Monitoring, and Documentation 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 the supervision, monitoring, and documentation plan from Central, Province, District and Municipal (Palika) level authorities as applicable. The cost listed in the budget under given heading should be explained in detail, if any.*

*Grantees will work with Act | East to develop and execute an evaluation plan to capture lessons learned. Any estimated costs for the evaluation should be included in this section in the budget.*

#### **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 10  
Budget Narrative Template**

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*

<b>LINE ITEM</b>	<b>EXPENSE – Local currency</b>	<b>EXPENSE – USD</b>	<b>DESCRIPTI ON</b>	<b>COST BASIS</b>
<i>Include rows to separate each expense head.</i>				
<i>this column should correspond to the budget.  Activity titles and names should match.  There should be 1 row in the narrative for every line item in the budget.</i>	<i>This column should correspond to the budget.</i>	<i>This column should correspond to the budget.</i>	<i>This column should describe the activity being budgeted.</i>	<i>In this column please describe in detail the source(s) of unit costs. How were unit costs/rates determined?  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.  If travel is budgeted – please describe the number of trips, duration, mode of transport, and origin/destination.  Supporting documentation should be translated into English (using Google Translate) if necessary. Translate (using Google Translate) if necessary.</i>

LINE ITEM	EXPENSE (NPR)	EXPENSE (USD)	DESCRIPTION	
<b>Activity 1. (example: Training of district coordinator and field officers)</b>				
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>
Travel and transportation (breakdown costs on separate lines)			X will travel for # kilometers to reach... *rate of ... = NPR total	Example: Diesel price in Nepal is NPR 112 per liter, as verified according to Nepal Oil Corporation site on 13 July 2021 (see page 2 of Supporting Documentation).
Venue rental			# rental days * daily rate = NPR total	Example: See attached quotation (or previous receipt) from Hotel Pooja for venue rental cost (see page 3 of Supporting Documentation).
Refreshment			# total participants at meeting * days * rate = NPR total	Example: See attached Quotation from Hotel Orchid (or previous receipt) (see page 4 of Supporting Documentation)
Stationery			# total participants needing stationery * unit cost = NPR total	Example: See attached quotation from Pooja Supplier for Stationery costs (see page 5 of Supporting Documentation).
Add rows below to list any other costs ...				

<b>Activity 2. (example: School Awareness Support Event)</b>				
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 ...				
<b>Activity 3. (Supervision and monitoring costs by government and NGO)</b>				
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 ...				
<b>Activity 4. (Milestone and Final Report)</b>				
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>

include...)	activity)			
Printing			* NPR rate / printing # pages * # times per month * # months = NPR total	
Add rows below to list any other costs ...				
<b>Activity 5. (NGO Direct Costs)</b>				
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	
Communications			Type of service * # days of service * daily rate (or other rate) = NPR total	
Utilities (Pro rata based)			Utilities cost (per timeframe) * % for pro rating = NPR total	Provide basis for prorated percentage
Add rows below to list any other costs ...				Provide basis for prorated percentage
<b>Total cost for</b> ..... ..... .	<b>NPR x</b>		<i>Leave blank</i>	<i>Leave blank</i>

**Organization name**  
**LF MDA School Awareness Support program in 2 districts**  
**Milestone Payment Schedule**

<b>Milestones</b>	<b>Description of Milestones</b>	<b>Required deliverable(s)</b>	<b>Cost (NPR)</b>	<b>Cost (USD)</b>
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 sheet 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. Activity completion letters from municipalities and schools as appropriate.	-	\$0
4	Draft report	Submit draft report to RTI	-	\$0
5	Final report	Final report approved by RTI	-	\$0
<b>Total</b>			-	<b>\$0</b>

**Organization Name  
Project Title and Location**

116.14 NPR = \$1 USD

Detailed Budget	Measurement Unit	Unit	Per unit cost in NPR	Cost (NPR)	Cost (USD)	Comments (please provide budget details under each line item)
<b>Activity 1 (example: Training of district coordinator and field officers)</b>						
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				-	\$0	
				-	\$0	
<b>Sub Total - Training of district coordinator and field officers</b>				-	\$0	
<b>Activity 2 (example: School Awareness Support Event)</b>						
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	
				-	\$0	
<b>Sub Total - School Awareness Support Event</b>				-	\$0	
<b>Activity 3 (example: Supervision and monitoring costs by government and NGO)</b>						
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.
				-	\$0	
<b>Sub total - Supervision and monitoring cost by GoN and Organization</b>				-	\$0	
<b>Activity 4 (example: Milestone and Final Report)</b>						
Printing	times			-	\$0	details on printing pages, rate supporting document
				-	\$0	
<b>Sub Total - Milestone and Final Report</b>				-	\$0	
<b>Activity 5 (example: NGO Direct Costs)</b>						
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.
Communications	person			-	\$0	communication mode, rate supporting document and # of people
Utilities (pro rata based)	months			-	\$0	If additional costs for utilities are needed is needed please include supporting documentation to justify amount.
				-	\$0	
<b>Sub Total - NGO Direct Costs</b>				-	\$0	
<b>Total cost of LF MDA School Awareness Support program in 2 districts</b>						